

Organize Files and Folders

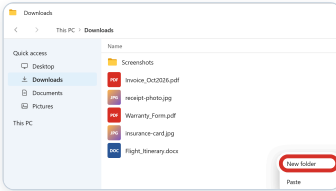
Create folders and rename files on Windows 11 or a Mac. It only takes a minute.



*We Make
I.T.
Happen!™*

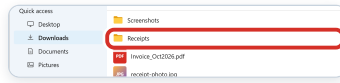
1 Windows: Right Click Empty Space

Then choose **New**, then **Folder**.



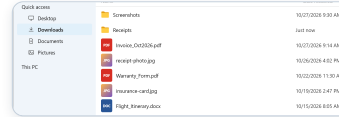
2 Type a Name, Press Enter

Something clear, like **Receipts**.



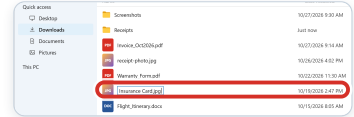
3 Right Click a File to Rename It

Choose **Rename** from the menu.



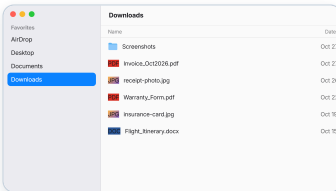
4 Type the New Name, Press Enter

Clear names save you time later.



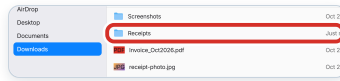
5 Mac: Right Click Empty Space

Then choose **New Folder**.



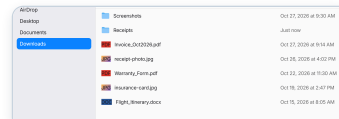
6 Type a Name, Press Return

Something clear, like **Receipts**.



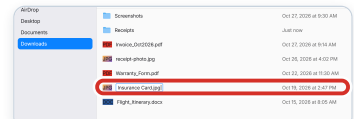
7 Right Click a File to Rename It

Choose **Rename** from the menu.



8 Type the New Name, Press Return

Clear names save you time later.



Good to Know

- You can also drag a file **onto** a folder to move it in.
- Group files by type or by date, like Receipts, Photos, or Tax Documents.
- Need a hand organizing years of clutter? We can help: 239-513-1960.



Need Help?
Contact Naples Computers
239-513-1960
We Make I.T. Happen!™