



Farnham Street Neighbourhood Learning Centre

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Tutorial: Rules for folders and file names

1. Do not use Capital letter
2. Do not use any spaces
3. Use underscore _ instead of spaces between words and numbers
4. Do not use any other symbols
5. keep the date (yy_mm_dd) in the folder and file name
eg: my_word_lesson_09_02_02

** To make underscore _ : hold down a shift key

and then hit the  key



Making a new folder inside of *My Documents*

- 1) Open (click) the My Documents
- 2) Click Make a new folder
- 3) Type a new folder name into the box that is highlighted in blue
- 4) When finished typing press Enter key or click out (click anywhere on an empty space in the window)

