# Audio File 1:

Welcome to Super Simplistic Solutions learning series. This is lesson one: Creating New Folders.

# Audio File 2:

This lesson is going to teach you how to create a new folder on your computer, how to rename it, and how to both delete and restore recycled items.

# Audio File 3:

When creating folders keep in mind that you can create as many folders as you need.

You can create a folder within just about any window.

And empty folders do not take up in disk space.

When naming folders, you can use descriptive names up to 200 characters. Nevertheless, it's a good idea to keep folder and file names shorter rather than longer.

# Audio File 4:

The process of creating a folder is actually very simple and similar on most computers and operating systems. For instance, if you are using Windows and you want to add a folder within an existing open folder, go to the Home tab and click New Folder. The new, untitled folder will instantly be created.

# Audio File 5:

After you create a folder you will likely want to give it a new name. There is more than one way to rename a folder. For instance, on most computers and operating systems you can right-click a folder and choose rename.

In this demonstration, I'm going to use a handy Rename tool located on the toolbar.

# Audio File 6:

Now let's learn how to remove an item from your computer--which is also known as recycling.

Simply put if you don't want a file you can delete it. As with renaming items, there are multiple ways to delete a file. For instance, you can right-click and choose Delete. You can also drag items to the trash. In this demonstration, I'm going to use the Delete tool to quickly delete the folder I created.

# Audio File 7:

The folder has been removed from the window and over to the Recycle Bin. Notice that the bin's image has changed to indicate that the bin contains some trash. I would still have to empty the trash to permanently delete the folder.

Of course if you suffer from the delete-regret you can always restore any items in the bin (assuming you haven't already emptied the bin). Once restored, the items will automatically go back to their original destination.

# Audio File 8:

I'm going to open the Recycle Bin.

Notice that there is an Empty Recycle Bin option that would permanently delete my folder. However, I'm going to restore my folder by selecting the folder and then clicking Restore the selected items.