This is an beta website by Inclusive Bytes CIC, The aim is to create one location for digital resources in Oldham.

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How to create a new file

PART 1 – What a Folder Is (In Plain English)

A folder on a computer is just like a folder in a filing cabinet. It helps you keep things organised so you don't lose them.

You can put things inside a folder such as:

- Documents
- Pictures
- Letters
- Recipes
- Anything you save

PART 2 — How to Create a New Folder

On Windows (most common PCs)

1. Go to your **Desktop** or open **File Explorer** (the yellow folder icon).
2. Right-click on an empty space.
3. Click **New**.
4. Click **Folder**.
5. Type a name for the folder (for example: “Recipes” or “Photos of Family”).
6. Press **Enter**.

On a Mac

1. Go to the **Desktop** or open **Finder**.
2. Click **File** at the top of the screen.
3. Click **New Folder**.
4. Type a name.
5. Press **Return**.

PART 3 — How to Save Something INTO That Folder

Saving a Document (like from Word)

1. Click **File** at the top left.
2. Click **Save As**.
3. A window will open — this shows your computer’s folders.
4. Click the folder you created earlier.
5. Type a name for your document.
6. Click **Save**.

Saving a Picture from the Internet

1. Right-click the picture.
2. Click **Save Image As**.
3. Choose your folder.
4. Click **Save**.

PART 4 — How to Find Your Folder Again

Using File Explorer (Windows)

1. Click the yellow folder icon at the bottom of the screen.
2. Look on the left side for **Desktop**, **Documents**, or **Pictures**.
3. Find the folder name you created.
4. Double-click it to open.

Using Search

1. Click the **Start** button (bottom left).
2. Type the name of your folder.
3. Click it when it appears.

PART 5 — How to Move Files Into a Folder (Drag & Drop)

This is a little trickier, but very useful.

1. Open the folder where your file currently is.
2. Open the folder you want to move it into (you can put windows side-by-side).
3. Click and hold the file with the **left mouse button**.
4. Drag it over to the new folder.

5. Let go.

Think of it like picking up a piece of paper and dropping it into a box.

Helpful Tips

- If you lose something, don’t panic – use the **Search** bar.
- You can rename a folder by right-clicking it and choosing **Rename**.
- Practice with something unimportant first so there’s no pressure.

Made with the help and support of Inclusive Bytes CIC

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