

Move a File

Now that you have created a file "FRIEND" and a folder "MY LETTERS" you are going to put that file in the folder.

The "MY DOCUMENTS" Window should still be open on your desktop. Click the file icon "FRIEND." Hold Down the left button on the mouse and drag the icon to the folder and drop the file on top of the folder "MY LETTERS." The file is now in the folder. Double click on "MY LETTERS" folder to see your file "FRIEND" in the folder.