

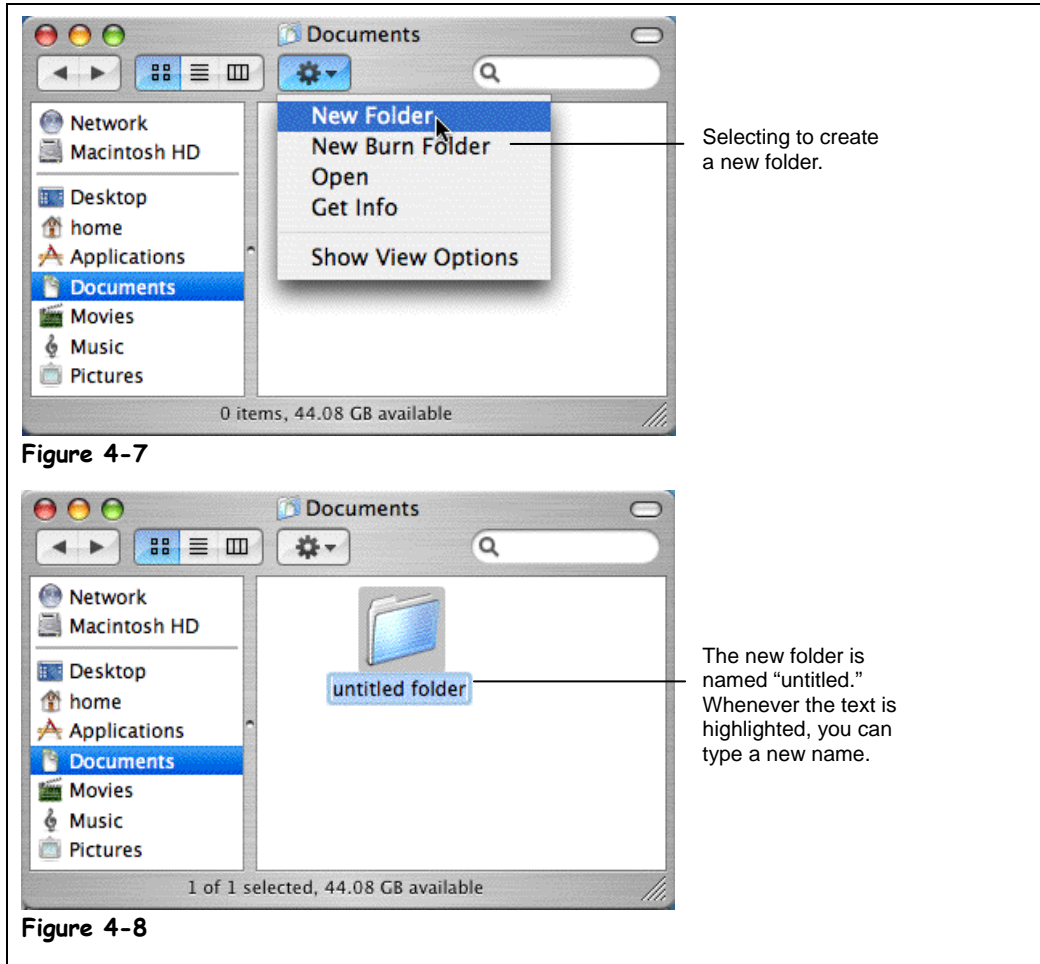
## Lesson 4-4: Creating, Renaming and Deleting a Folder

**Figure 4-7**

Creating a new folder in the Documents folder.

**Figure 4-8**

A new folder.



Other Ways to Create a Folder:

- Select **File** → **New Folder** from the menu.

Or...

- Press **<Shift> + <Ctrl> + <N>**.



Action button



Trash icon

Mac OS X comes with the Documents folder which you can use to save your files in, but sooner or later you'll want to expand your horizons and create your own folders inside the Documents folder or on the network to help you better organize your files. This lesson will show you how to create a new folder to hold and organize your files. You'll also learn how to rename or delete an existing folder

1. Click the **Finder** icon in the Dock.  
The Finder window appears, displaying your home folder.
2. Double-click the **Documents** icon in the right pane of the window.  
The contents of the Documents folder appears.  
Let's add a new folder within the Documents folder to hold work-related documents so that they're separated from your personal documents.
3. Click the **Action button** on the toolbar.  
A menu appears, as shown in Figure 4-7.

**4. Select **New Folder** from the menu.**

A new folder appears, as shown in Figure 4-8, with the temporary name “untitled folder. Now all you have to do is give the new folder a name.

**5. Type **Work** as the folder name and press **<Return>**.**

Your new Work folder is located inside the Documents folder.

You can create a folder inside any existing folder the same way—by opening the folder and then repeating Steps 3-5. You can create as many folders as you like in order to develop your own filing system to help organize your files and folders. Open the Work folder to display its contents.

**6. Double-click the **Work** folder to open it.**

The contents of the Work folder appear in the window. That’s right, there’s nothing there. The Work folder is an empty folder, since you just created it.

Let’s move back to the Documents folder.

**7. Click the **Back** button.**

You can easily change the name of a folder. Here’s how:

**8. Click the **Work** folder icon.**

Now let’s rename the folder. Here’s how:

**9. Press **<Return>** and type **Job**. Press **<Return>** again.**

The “Work” folder is renamed “Job.”

Now let’s try deleting the folder.

**10. Make sure the **Job** folder is still selected, press **<⌘> + <Delete>**,**

The Job folder is deleted from the Documents folder and now wastepaper (the Job folder) appears in the Trash icon in the Dock. In a later lesson, we’ll learn how to empty the trash.

**Other Ways to Delete a Folder:**

- Select the folder, then click and drag it to the Trash icon in the Dock.
- Or...
- Click the Action button, and select Move to Trash.

 **Quick Reference**

**To Create a New Folder:**

1. Open the folder where you want to create the new folder.
2. Click the **Action button** on the toolbar and select **New Folder** from the menu.
- Or...
- Select **File** → **New Folder** from the menu.
3. Type a name for the folder and press **<Return>**.

**To Rename a Folder:**

- Click the folder to select it, click the current name and type a new name for the folder. Press **<Return>**.

**To Delete a Folder:**

- Select the folder, click the **Action button**, and select **Move to Trash** from the menu.
- Or...
- Select the folder, then click and drag it to the Trash icon in the Dock.
- Or...
- Select the folder and press **<⌘> + <Delete>**.