

Setting up Tech Lab folders

Objective: Correctly set up your tech lab folders and learn how to properly manage your files.

Step 1: Click on the icon on your desktop that says “computer”. Here you will see different drives, or places you can save your work. Open up the drive that says personal documents. Once in your personal documents make a new folder called Tech Lab.

Step 2: Inside the Tech Lab folder make 8 new folders. Rename them so they are called :

Module 1

Module 2

Module 3

Module 4

Module 5

Module 6

Module 7

Reflections

All of your module files should be placed inside of each specific folder. For example if your first module is Web design you will change the name of the folder from Module 1 to Module 1 Web Design and then all of your files for Web Design will go in there.

Step 3: Lastly you are going to create a file and save it with a proper name. Open up MS Word and create a new document. Write a reflection on how your Christmas or Summer break was. It needs to be at least 4 sentences long. When you are finished save that file in the folder called reflections that you made earlier. Name it Reflection 0 practice reflection. You are finished. The instructor will come check you off. Below is an example photo of what your folder should look like by mid semester.

