

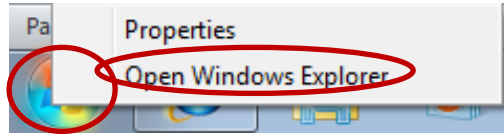
# Organize and Delete Files 2012

**Step 1:** Click on the **Windows Explorer Icon** on the desktop **OR**

Right-click the **Office button** and choose **Open Windows Explorer**.



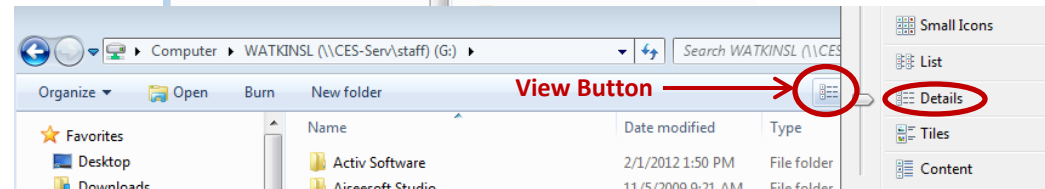
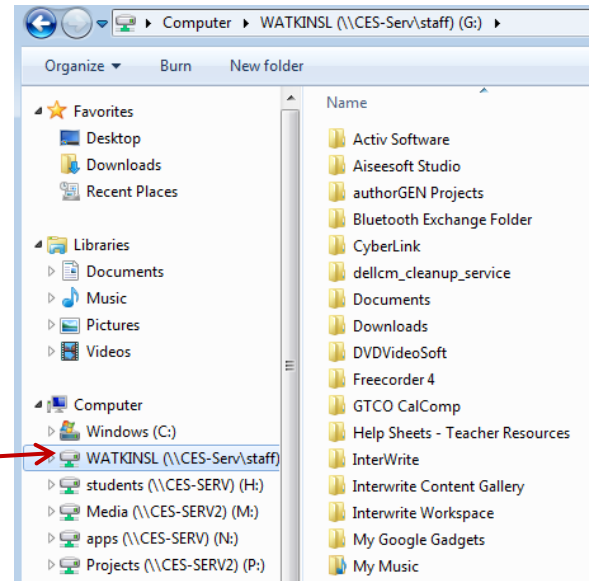
**OR**



**Step 2:** Organize and delete files.

*Point-press-and drag files to different folders to help organize them.*

- Click on your login name and view folders and files in your **g:\drive**.
- It is very important that you delete only files that are familiar to you. Double-click to open and view files that are unfamiliar.
- Click on the **View** button, then **Details** to see information such as *File Types* and *Modified* dates. This information, especially the date, may be helpful. Delete any files that are dated 2010 or before. If they haven't been used or modified in 2 years there is a good chance they are no longer needed.
- To delete non-consecutive files, hold down the **CTRL** key while clicking on each file. To delete consecutive files, hold down the **Shift** key and click the first and last file to be deleted. After the files are selected, press the delete key.



**Delete all .exe, .jpg, .bmp, and .avi files from your home directory.** *You should not have executables (.exe) in your home (G:\) directory. Other large files (PPT) must be removed to allow us to avoid running out of space on our server.*

## Helpful Tip!

**One way to better organize your files is to create new folders, labeled as categories that work best for you. Think of these new folders as folders organized in a file cabinet.**

New folders can be created from the Windows Explorer screen by choosing:

- New Folder (located at top of Windows Explorer)
- Type in Folder name, then press Enter

**IMPORTANT!** Be sure to delete all files from the **S:\**, **P:\**, and **M:\** drives. Please save any files that are saved to **C:\** to a flash drive (ex. iTunes, Interwrite, etc.).