Setting up Course Folders
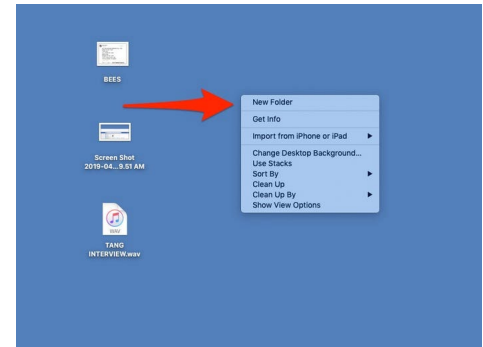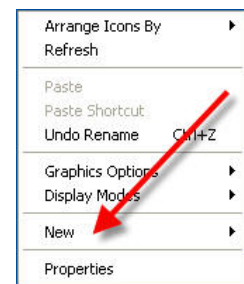
1. Navigate to the desktop of your <u>Mac</u>.
2. <u>Right click on your mouse</u>,
   or use two fingers held close together to create
   a right click
   on your trackpad.
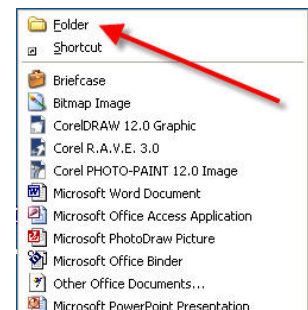3. Click "New Folder" in the menu that appears.

4. Right click and select "New Folder."

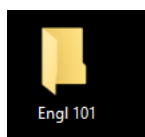5. Start typing the file name as soon as the folder appears.

Right-click with your mouse in any blank spot on your desktop.
From the menu that appears, left-click on New.

Another menu will come up (yours may look different than
mine!). Left-click on Folder.

You'll get a new folder on your desktop. Your cursor will be
automatically placed inside the folder name, so you can
immediately type the folder name.

Type the desired folder name and hit Enter. That's it.
If you ever want to change the folder name, right-click the folder, and choose
Rename. Type the new name and hit Enter.