Creating an Electronic Folder

This is a Brief Online Learning Tutorial (or BOLT) brought to you by the LISTEN project, a HRSA-funded project focusing on improving the information literacy competencies of nursing students and professional nurses.
What do you do when you collect electronic information that you would like to keep for future use? Unorganized electronic resources can lead to challenges related to information retrieval or information sharing – this can be dangerous during those times when seconds count.
You can organize the electronic information you collect on your computer by using folders.
A folder is a storage place for files and other folders on your computer. You get to decide how they are organized. The next section of this tutorial will explain how to create a folder. The visuals provided are from a computer using a Microsoft XP operating system. Instructions will vary if you do not have this particular operating system.
Imagine you have found 12 articles on information literacy. You would like to create a folder on your desktop for storage. Begin by right clicking your mouse when your pointer is anywhere on the desktop.
A menu will pop up on your desktop with several options. Click “NEW” then “FOLDER.”
Once you have created a folder you need to name it. In this case we will simply call it “Info Lit Articles.”
Once your folder is created you can move your files into it by cutting and pasting or saving them directly into the folder.
A folder on your desktop may not meet your needs. If you would like a new folder in your documents section you can begin by left-clicking the start or windows button in the lower left hand corner of your screen.
Next click on the “MY DOCUMENTS” button.
Next click on the “MAKE A NEW FOLDER” button. You will use the “ORGANIZE” button if you have a Windows Vista operating system.
A new folder will appear with your other documents and folders. You can re-name the folder at this point.
Once your folder is set up you will need to organize your files. If you are a student you may choose to organize your folders by class. If you have a large amount of literature you may want to organize the articles by topic or by author and year of publication. You may wish to have your personal files in a folder too. The possibilities are endless.
By storing your files in appropriate folders you can allow for easy retrieval, easy backup and easy clean-up after a project or class is complete.
Continue to visit the LISTEN website, at listenuphealth.org, for more helpful tips on using technology and seeking, evaluating, and applying information in nursing to support evidence-based nursing practice.
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