Tutorial No. 1 – Creating Folders

In each of the steps that we go through to create our audio magazine for the 'Reading Rattle' it's necessary to store files and it's very important that when we have stored our files that we can find them again. This may seem obvious but it's very easy to store files on a computer and then later not be able to find them.

Many advanced users will create one folder and then sub-folders for the different items they want to store but I would like to use a simpler approach, let me explain :-

I may be getting too simple here but I'd rather start at the beginning.

Think of your computer as a large filing cabinet into which you put things and then want to find them later. If it was a filing cabinet it would have drawers, in a computer these drawers are called drives and all of you will at least have a drive called 'C:' though you may have others such as 'D:' and 'E:' etc. we will normally ignore these and concentrate on 'Drive C:'.

Again if this was a filing cabinet you wouldn't just open a draw and throw everything in, this would make it very difficult to find anything later, so you would probably make some 'Folders' and separate things into a logical system. In Windows XP they really are called 'Folders' just as with the filing cabinet.

I want to keep things simple and so we will create the following folders on Drive 'C:'

WAVE - This folder will be used to store all of the .wav files created by Audacity in Step 1 of my list

MP3 - This folder will be used to store all of the .mp3 files created by RazorLame in Step 2 of my list

ZIPS - This folder will contain the zip file for each issue of a magazine (basically 1 file for each magazine) which you will create in Step 3 and it's from this folder that we will send those zip files to the RAIBC Server on the Internet to make them available for the 'Downloaders' and for Mandy to download for burning onto the CDROM's.

RAZORLAME - This folder will contain all of the program files necessary to run RazorLame/Lame

With this scheme we always know that all of our Wave files are in the folder WAVE, all of our MP3 files in the folder MP3 and so on.

You can watch the video and see exactly how to do it and use the following instructions as a reference with the video :-

1) **Move your mouse cursor to the 'Start' button in the bottom left hand corner of the screen and click on it once with the right mouse button.**
2) **Select 'Explorer' (near the top) from the pop-up menu by clicking on it with the left mouse button**

Explorer starts and displays on the left hand side of the screen a 'Tree' structure of your drives and folders.

3) **Now select Drive 'C:' by clicking on it with the left mouse button (it will light up in blue) and the contents of your drive 'C:' will be displayed on the right hand side of the screen. If you get a warning message then just click to say you want to see the contents of Drive 'C:'**

Now Explorer can display the contents of the drive in many different ways, if instead of a list you get little boxes for each of your folders and files then to get the view I am using move your mouse cursor to the top of the screen where it says 'VIEW' and click on it with the left mouse button. Then select either 'List' or 'Details' from the pop-down menu.

4) **Move your mouse cursor to a blank part of the screen and click once with the right mouse button**
5) **Move down the menu to 'New' and across to 'Folder' and when it is marked in blue click on it with the left mouse button.**

At the bottom of your list of Folders and Files you will see a new Folder marked in blue with a box around the name.

6) **Enter the name of the new Folder into the box ex. 'Wave' or 'MP3'**
7) **Repeat steps 4 to 6 for each of the new folders you want to create.**
8) **Exit the Explorer program**

You now have 4 new Folders on your Drive 'C' which we will use during the tutorials and you can then use them later to create your audio magazine.

73es,

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