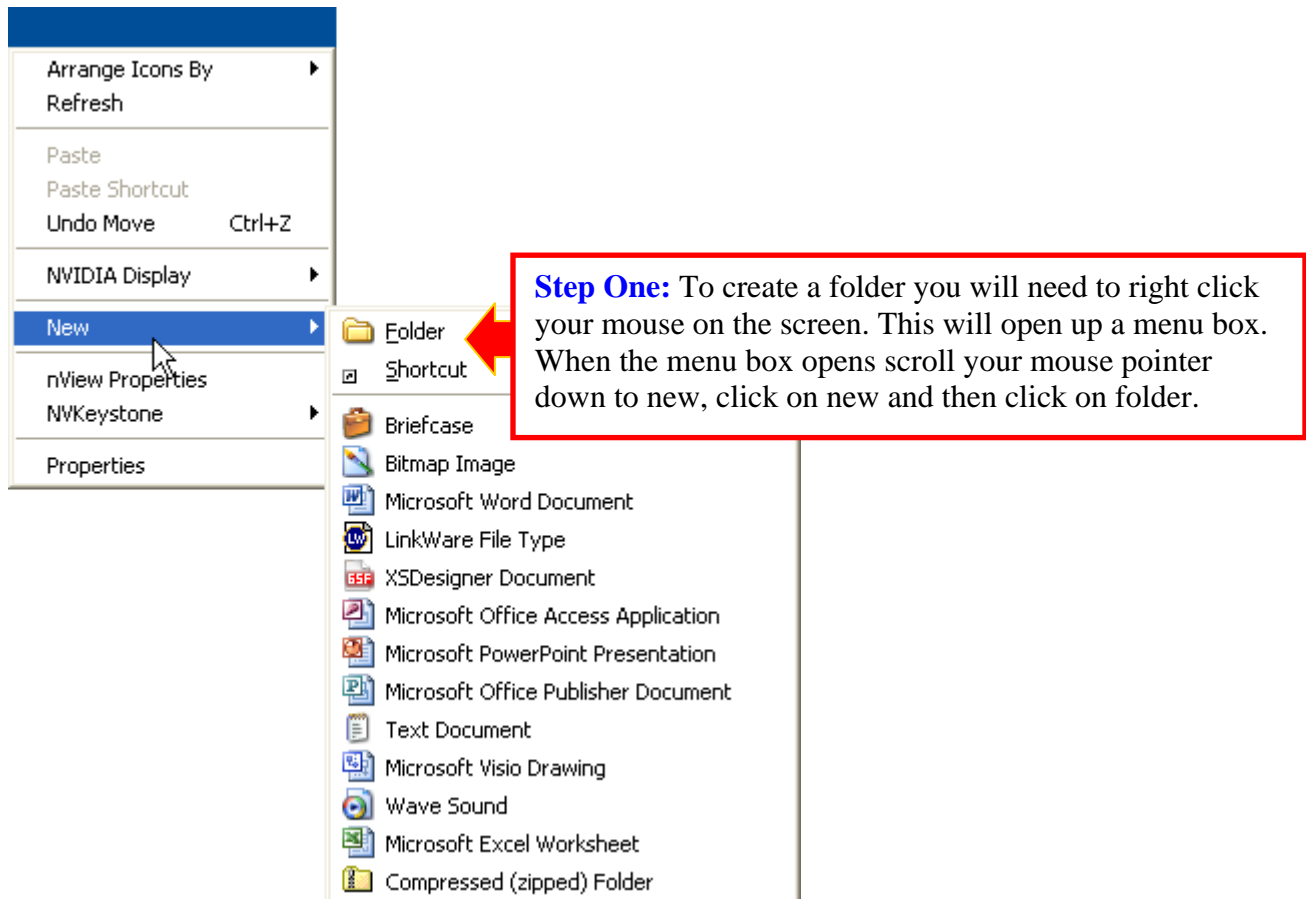
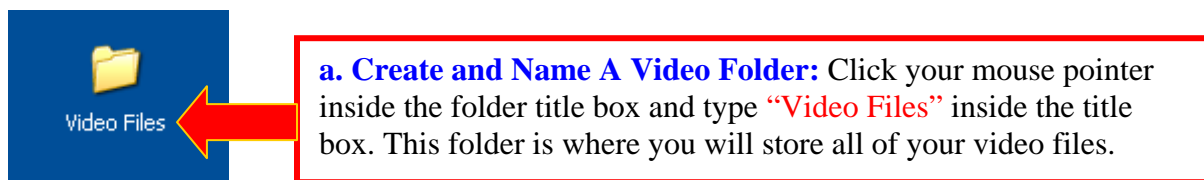
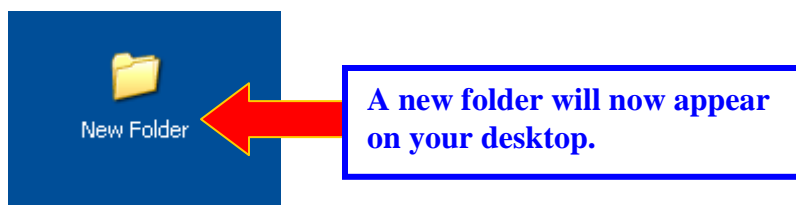


Session I Part I Creating Project Folders

In this session you will learn how to create four separate media storage folders. These folders will be used to organize files for the development of your project.



Step Two: In step two you will create four separate project folders. These folders will be used to organize your files into the following categories: (a.) **Video Files** (b.) **Google Earth kmz Files** (c.) **Image Files** (d.) **Text Files**



You will now create your second media storage file by right clicking on the screen, go to new and select new folder. **(See Step One)**

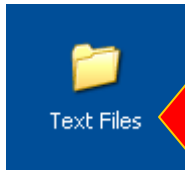


b. Create and Name a Google Earth Folder: Your second folder will be named “**Google Earth Files.**” This folder is where you will store all of your Google Patches or KMZ files. A KMZ file is a customized file that allows you to pinpoint specific places on Google Earth.

You will create your third media storage file by again right clicking on the screen, go to new folder and then select folder. **(See Step One)**



c. Create and Name a Image Folder: Your third media storage folder will be named “**Image Files.**” The picture file folder will be where you will store all of your pictures that you will use for your project.



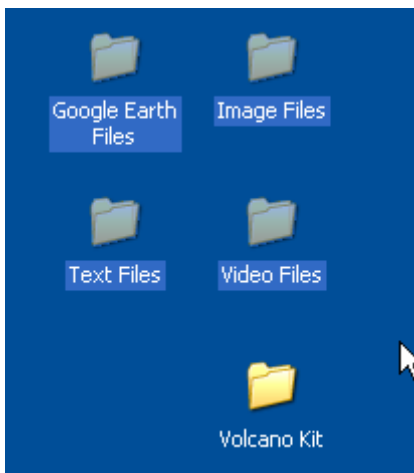
d. Create and Name a Text Folder: Your fourth media storage folder will be created by using the same procedure of right clicking your screen, go to new and select new folder. **(See Step One)** You will name this folder “**Text Files.**” The text file is where you will store your collection of text research and your narratives for your project.

A second method to create a project folder and rename it is demonstrated in the following video: [Creating A Project Folders Video](#)



Step Three: The finale step in creating project folders is to create a main folder called a “Kit Folder.” (See Creating A Project Folder) You will name this file “Volcano Kit.”

A Kit Folder is a folder that others can use to design there own lesson and contains important files for creating a digital project. **(See Exhibit Learntastic)**



Step Four: To select your four sub folders you will need to left click your mouse on the desktop screen. Then drag your mouse across your four sub folder. This action will select all four folders when you release the left mouse key. Now all you have left to do is to drag and drop the four highlighted into the “Volcano Kit” main folder.

To see the action steps for this procedure of selecting folders and dragging those to a new main folder see: [Importing Folders Video](#)