

Create a Folder Structure for Storing Bookshare Books

Create a nested folder structure in Windows 7, 8, or 10 in which to store Bookshare books.

NOTE: How you set up your folders is up to you, but it is essential that you keep the entire zipped book folder together in order for the book to work.

- a. Open Windows Explorer/File Explorer.
- b. Open the Documents folder (or another location where you wish to store Bookshare books, such as a flash drive or network folder). **NOTE:** Do not create a Bookshare folder on your computer's desktop. Some software programs will not recognize Bookshare files if they are stored on the desktop.
- c. Create a new, empty folder in the Documents folder.
 - Windows 7: Click the *New Folder* button at the top of the window.
 - Windows 8: Create a new folder by selecting *Home* in the menu bar, then select *New Folder*.
 - Windows 10: Press CTRL/SHIFT/N to create a new folder OR select *Home* in the menu bar, then select *New Folder*.
- d. Name the new folder *Bookshare*. Press *Enter*.
- e. Double-click the Bookshare folder to open it.
- f. Create a new, empty folder inside the Bookshare folder (follow the instructions in C above).
- g. Name the folder a student's name (e.g., *Jane Doe*). Press *Enter*.
- h. Double-click the Student folder to open it.
- i. Create a new, empty folder inside the Student folder (follow the instructions in C above).
- j. Name the folder the name of a Subject Area (e.g., *English*). Press *Enter*.

