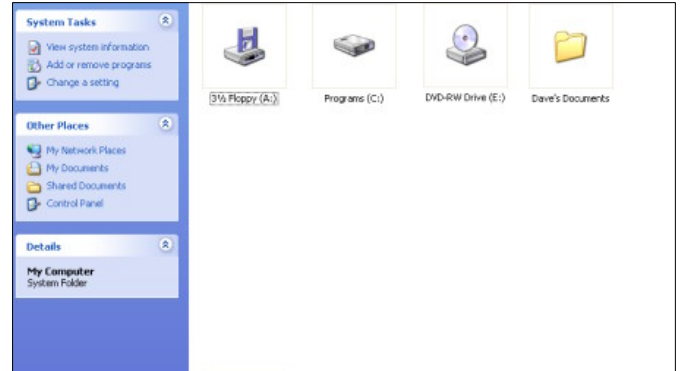


## Folders

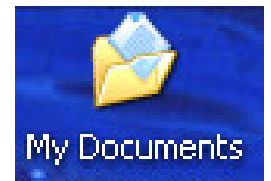
From the My Computer icon, (double click) you can see the drives and access the My documents folder.



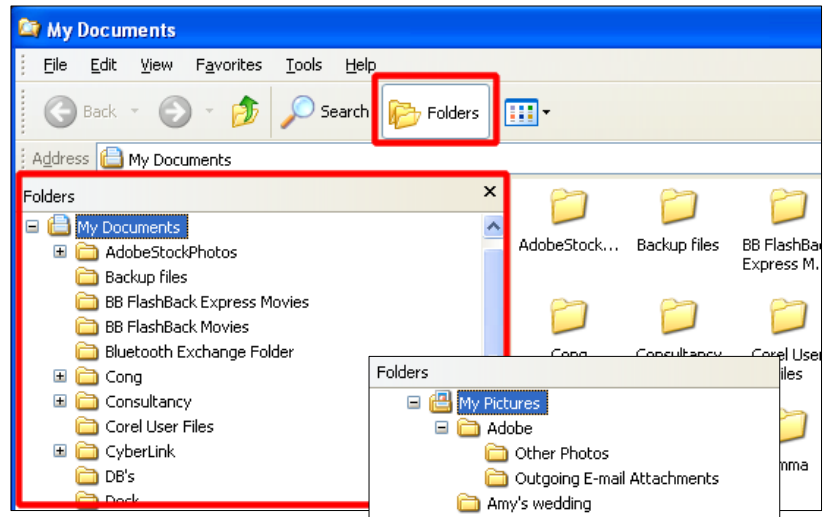
The 'C' drive on all computers is the main drive.



The place where all the users documents, pictures and files are stored is usually My Documents. This main folder contains many sub divisions called sub folders. Each folder can have any unique name, such as Letters; faxes etc. Some folders such as My Pictures are already installed as part of the system. To open any folder, just double click it



The various folders can be seen in a list if you click the Folders icon on the top bar.



The list view opens in the left panel, making it easier sometimes to see the folders.

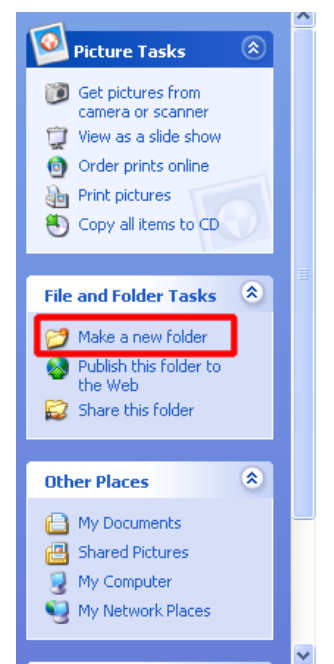
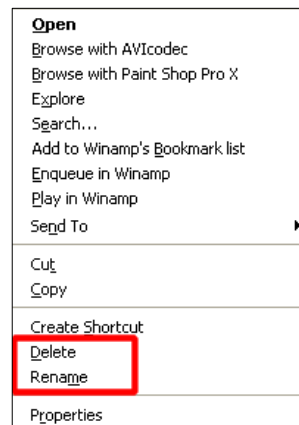
The + symbol indicates that other sub folders are included in the folder. Clicking the + symbol will reveal the sub folders in an indented line. (*see overlay*)

To make a new folder within My Documents, simply click the 'Make a new folder' option on the left blue panel. Then the new folder appears below and is automatically called *New Folder*. Delete this name and type your own name for the folder. Press the **Return/Enter** key to finish.



To delete a folder (and its contents) **RIGHT** click it and select Delete from the menu.

To rename a folder, **RIGHT** click it and select Rename from the menu. Then type the new name required.

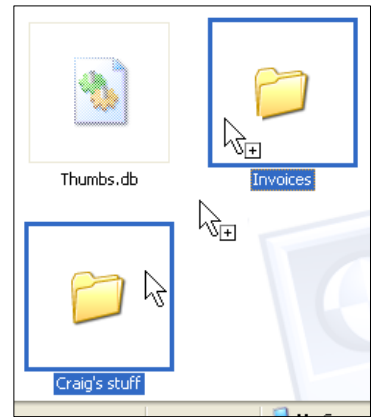


Folders (and documents etc.) can be inserted into another folder by dragging them.

First hold the mouse button down on the folder to be moved. Then pull it across and onto the folder you wish it to be part of.

*e.g. suppose you make a folder called Invoices within My Documents but you want it in a sub folder called Craig's stuff. Simply drop Invoices on top of Craig's stuff.*

Any new folder you create will exist inside the folder you start in. So if you are inside Craig's stuff, the new folder will be part of that. If you are just in My Documents it will be within that folder. So, best to start within the folder you want BEFORE making the new folder. If you make a mistake, drag it as shown here.



When saving Documents; Spreadsheets etc you should remember these folders are also available from within Word; Excel etc.

Use the **File>Save As** option to get to the folders.

Provide a name for your document in the **File name** box at the bottom.

Then REMEMBER you need to put the file into one of the sub folders you have made for that specific type of file *such as Invoices*.

To make that happen you must DOUBLE click the folder you want it to go in, so that it moves from the list to the top box marked **Save In:**

Finally, click the **Save** button

