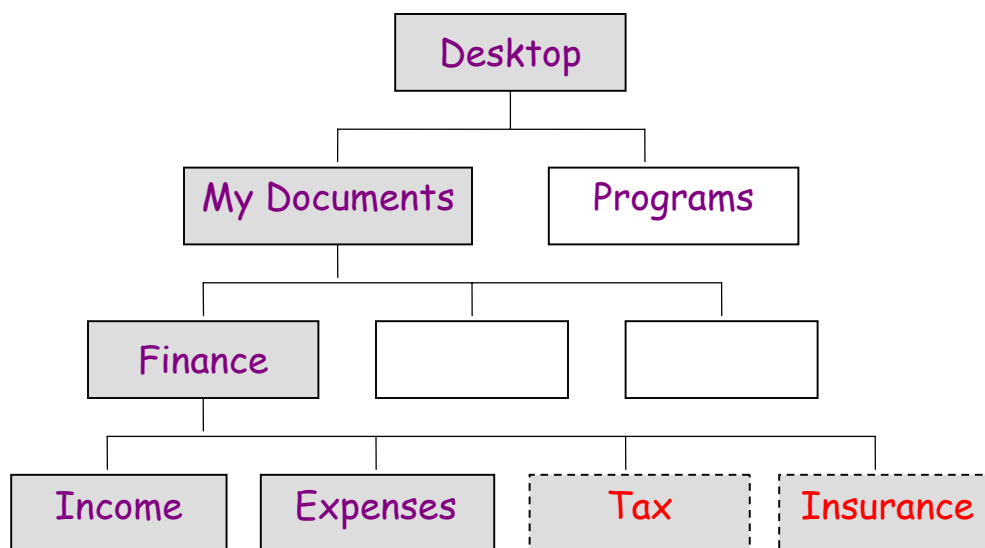
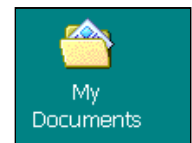


Files & Folders: How to organize & save your work

- It's important to save your work regularly.
- But you also need to be able to find your work when you want it.
- You can file your work on the computer just as you would in an office.
- You do this by creating **folders**, and you can also create **folders within folders**.



- On the **Desktop** is a folder called **My Documents**
- Within the **My Documents** folder is a **Finance** folder
- Within the **Finance** folder there are 2 folders for **Income** & **Expenses**, we want to create 2 other folders which will contain information about **Tax** & **Insurance**



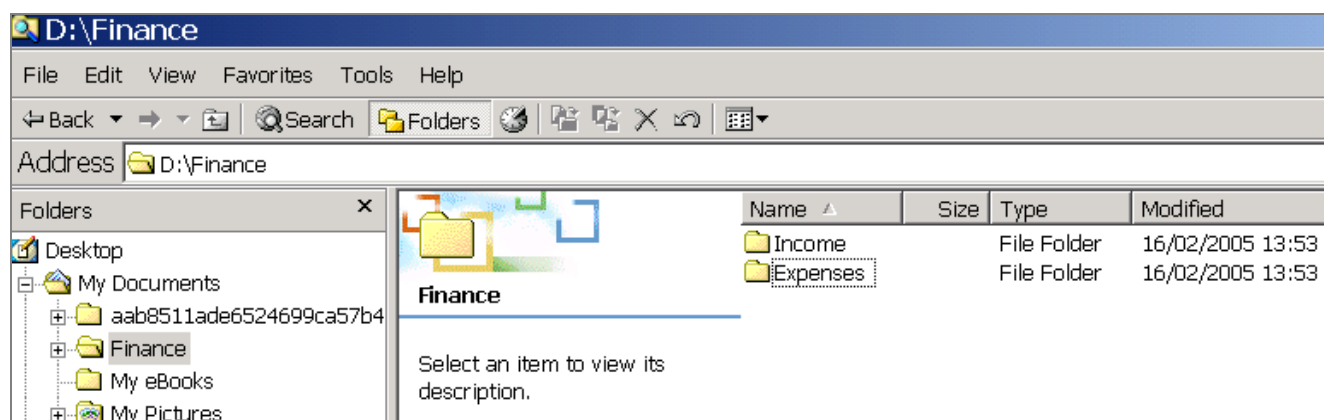
We will do this in a program called **Windows Explorer** which is a file management program. You can find it either by:

- double clicking the **Windows Explorer** Icon on the desktop:



or

- right clicking on the **Start** button (bottom left corner) and following the link to **Explore**



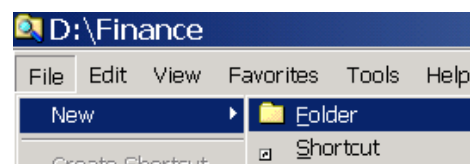
Left pane with folders in it including **Finance** folder

Right pane with current contents of finance folder: **Income & Expenses**

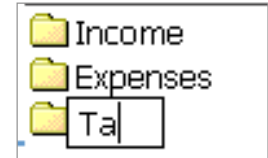
The screen is split into 2 panes, the left pane contains folders only, whilst the right pane contains the contents of the selected folder

We can create other folders in the **Finance** folder

- either by going to **File >> New >> Folder**
- or by right clicking in the right pane and selecting **New >> Folder** from the drop down menu

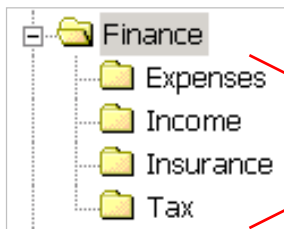
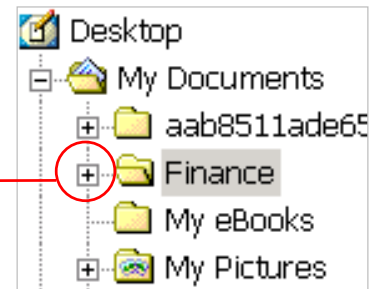


- You will see that a folder has been created with 'New Folder' highlighted:
- Type in the name that you want, such as 'Tax'
And this will overwrite what's there:
- Create another folder in the same way & name it 'Insurance'



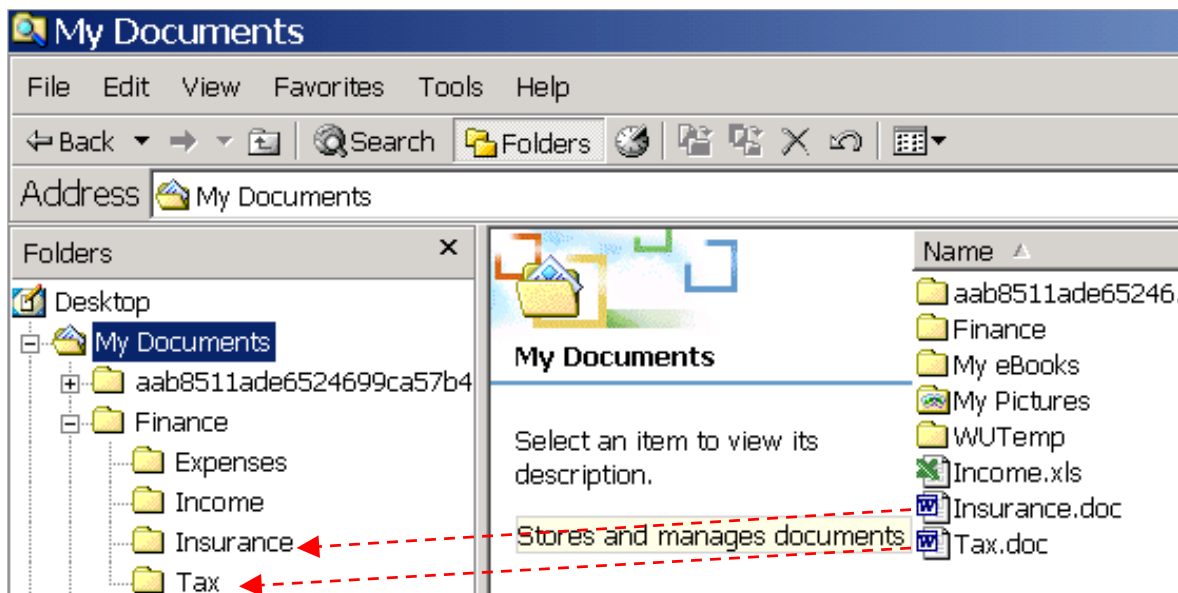
How to move stray documents into folders...

- In the left pane click on the + sign beside the **Finance** folder



- This will open up the **Finance** folder which contains the 4 folders: Expenses, Income, Insurance & Tax

- Click on the '**My Documents**' folder in the left pane, and you will see it's contents in the right pane, including various stray documents:



- You can now drag the individual files into the right folder e.g. Tax.doc into the Tax folder
- When you've done that click on the relevant folder to make sure it contains the files
- The best way to learn is to practice setting up folders & placing individual documents in them.

For example:

You could set up a folder for '**Letters**', with sub-folders for, different types of letters, such as **business**, **personal**, **household**, etc. Then as you received electronic correspondence you could file it away.

For more information on setting up folders see the following book:

'Getting the most from your Computer' pp 13-22, by Jackie Sherman
- published by Age Concern