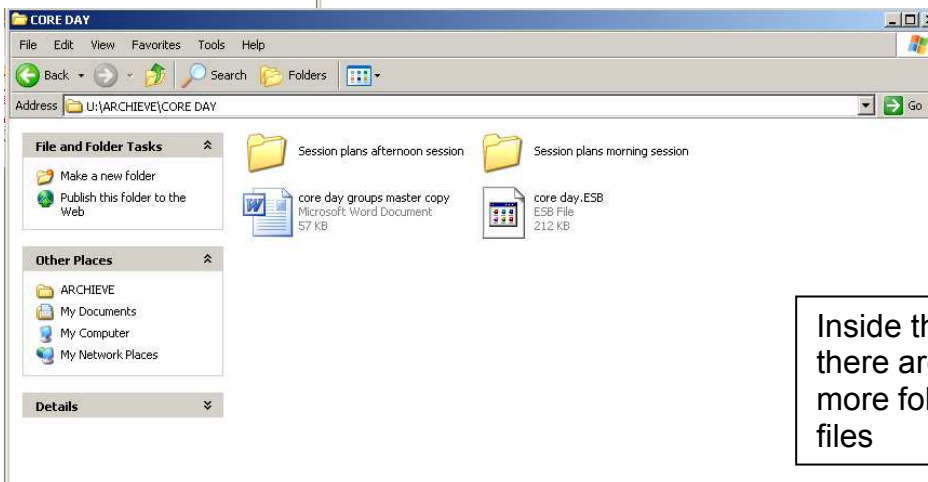
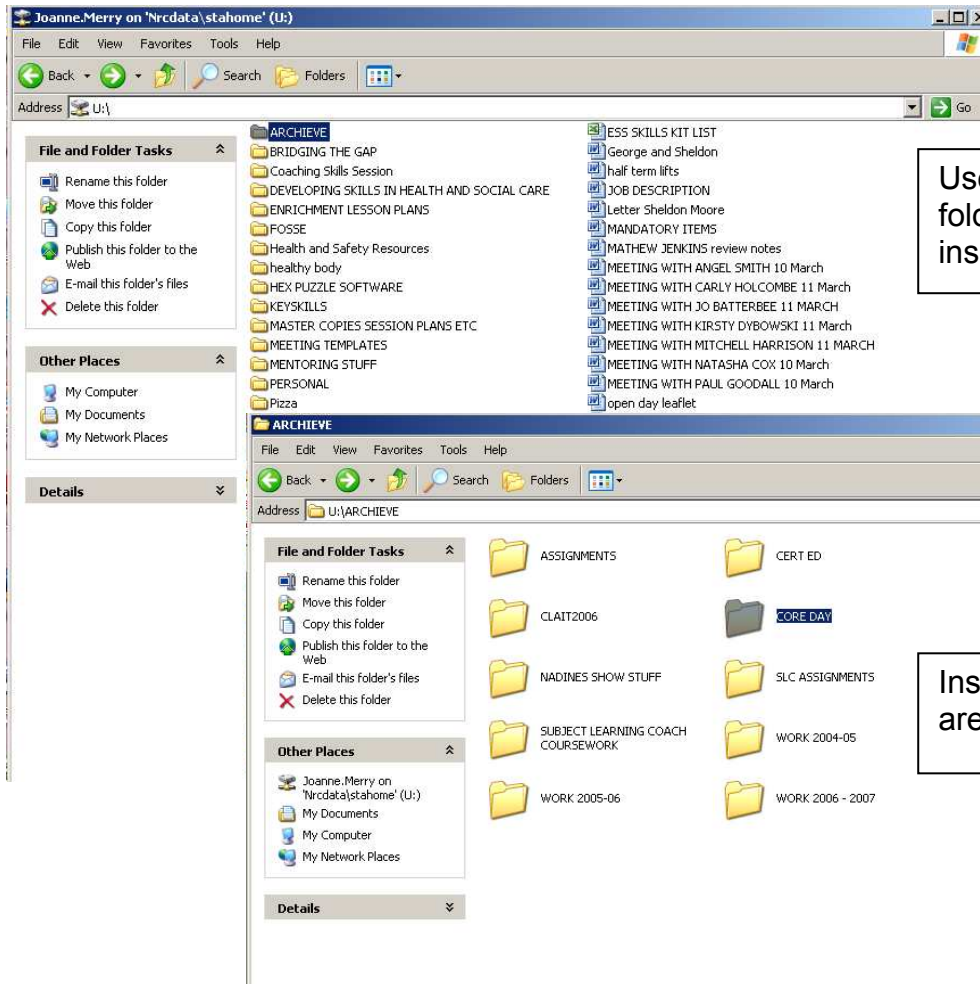


# FILES AND FOLDERS

The best way to explain using files and folders is by thinking of your user area as a filing cabinet and the drawers inside that cabinet as folders. Within those folders you can have other folders and so on until all your documents are sorted into those folders. Below is a picture of what it might look like.



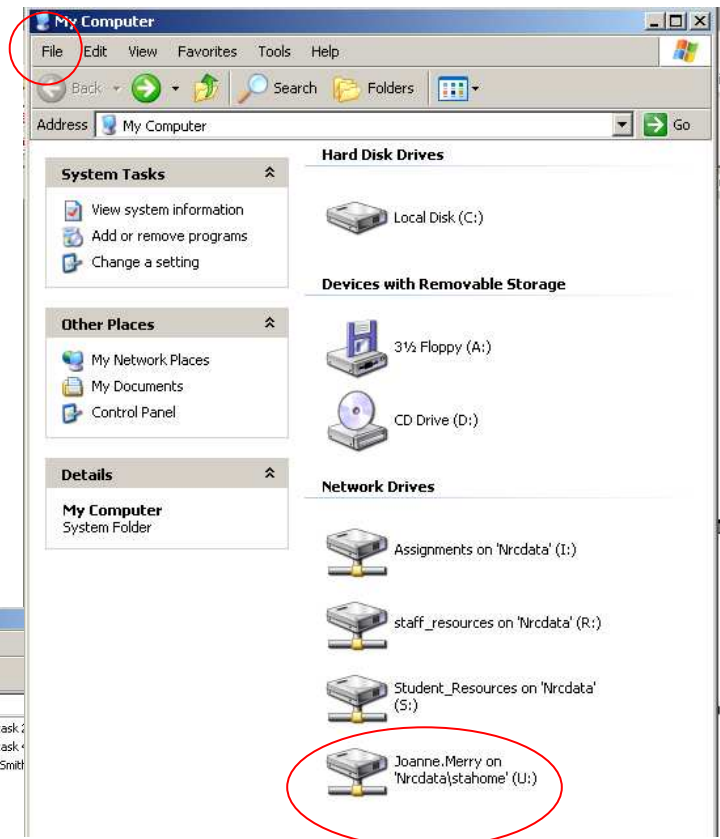
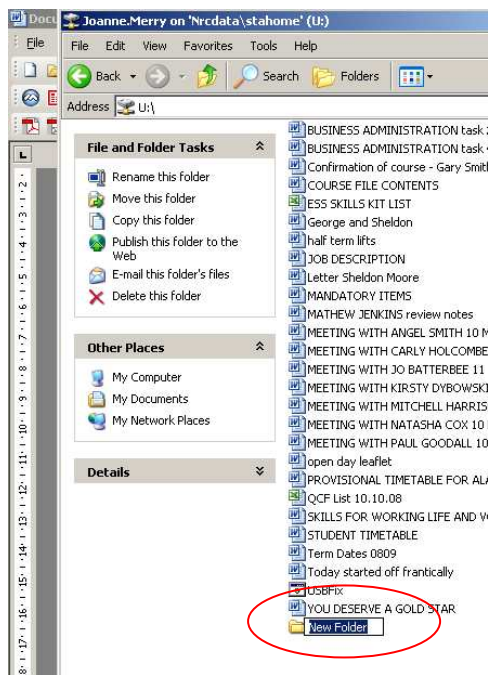
## How to make folders for organising your work

Open **My Computer** from the desktop of your computer.

Now open your user area.

From the **File** menu select **New** and then **Folder**.

The new folder will appear with a flashing cursor so that you can rename it.



Now when you are saving a document you simply choose the correct folder from the drop menu.

