



Training Service Website Design

Organizing Files

Programs, Pictures, Videos (Files) are stored on your computer's hard drive. This system is set up similar to a Filing Cabinet. In fact, the icons in the Document area of your computer a little yellow file folders.

You can create folders on your computer to organize the files you create as well.

-  Click on Start > Documents
-  In the Document window click on the words New Folder or look for an icon in older versions
-  While the words New Folder are highlighted type over them naming the folder something that relates to the files that will be stored in it.

You can create as many folders as you wish in fact you can create folders within folders.

Think of a folder as being a Cook Book. The Cook Book is the Main folder. Inside that folder are other sections (folders), the appetizers, the soups, the salads, the main course, and the desert folders. It's really that simple.

Move existing files into folders

-  Click the mouse once on the file (do not open it)
-  Hold down the mouse and drag the file until the folder is highlighted
-  Release the mouse and the file will now be in the folder

Save a new file to a folder

-  When you save a file for the first time, the program will want to save it into Documents (or My Documents)
-  Locate and Double Click on the folder you want the file saved in
-  Name the File by typing over the highlighted the default name that was assigned to it by the program
-  Click on Save

Be sure to back up your files (documents and photos) on a flash or thumb drive. This is what is referred to as a Removable Storage Device in the Computer Folder. This is a good practice to have a back up copy so that in the event your computer crashes these files can be loaded on to the repaired computer or a new one if needed.