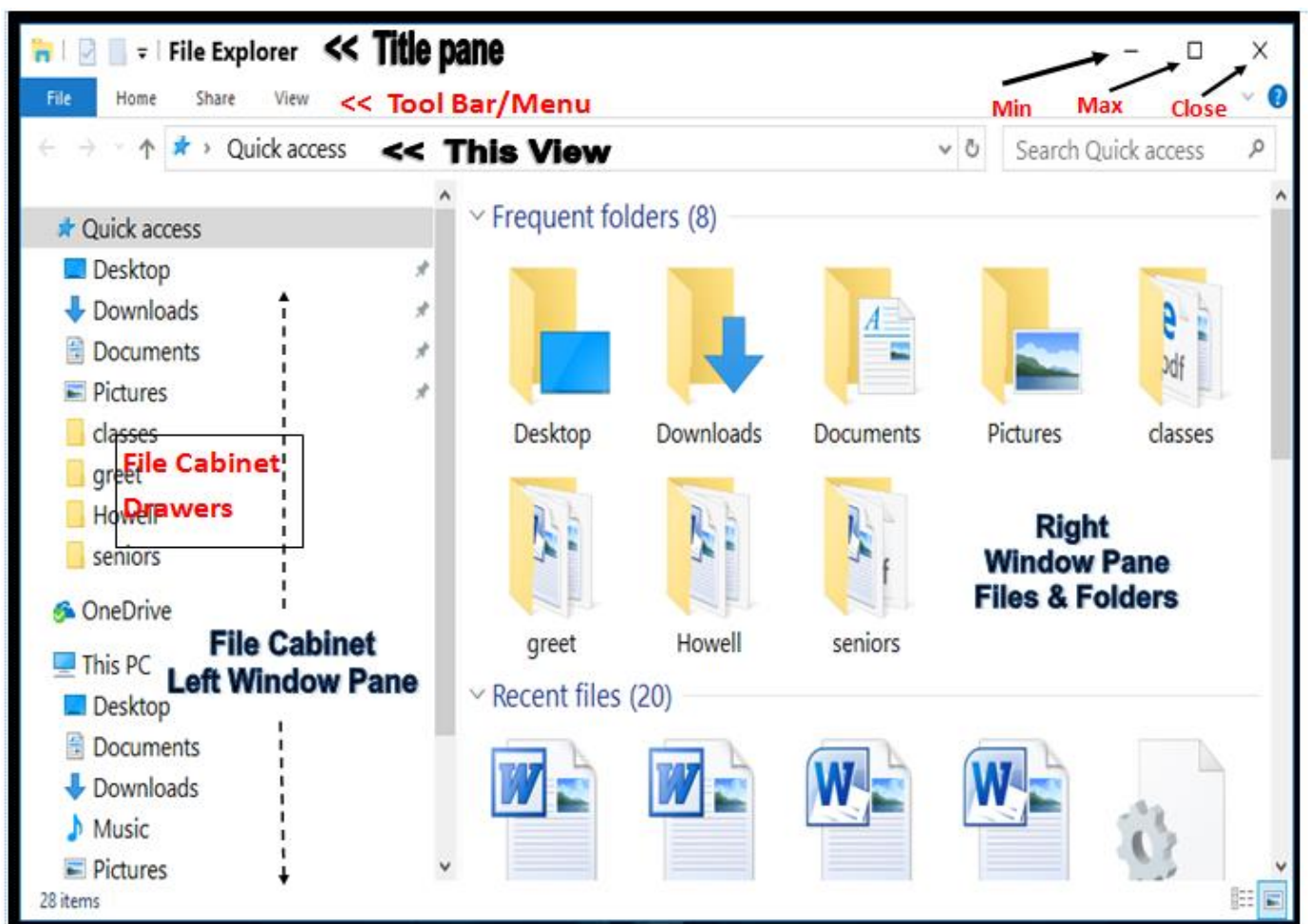


Organizing your Files and Folders

One of the more important things to learn is how to setup folders to organize files. Although it may not seem that important now it will prove itself in time. When it comes time to archive the files or if you have to put the folders on the side and come back to them later having everything organized is a great help.

Windows uses the Documents Drawer as the default area to put/save document files. This makes it easy to find the files for most applications under windows. Some applications use their own folders to save files. The default area to save files can be changed in the application to some other place on the hard drive (C:) File Cabinet. The best place to save files and folders is under the Documents Drawer. Below is a view of the File Explorer Window with labeled parts of the window.

File Explorer Window example.... understanding the parts of the window...



There are no files in the Documents Drawer (left window pane), Only Folders.
The right window pane displays what is in the highlighted Drawer
Notice there are only folders and files in the Quick Access Drawer.