

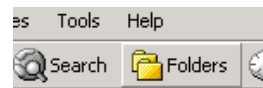
Using Folders

Create Sub-Folders to Organise your Files

- Open “My Documents” from your desktop
- R Click in an empty area adjacent to the files you want to organise.
- Choose *New – Folder*
- Name the Folder while "New Folder" is highlighted
- Drag your files to this new folder and drop when folder becomes highlighted.

View your folder structure and files

- Click the folders button on the toolbar.



- Click the View button and choose details



- Click the header row to sort your files by name, size, type or date.

Name ▲	Size	Type	Modified
OLD		File Folder	23/10/2002 08:37

- If you don't see the columns you want, Right click on the header row to show more:

Name	Size	Ty ▲
Accounts		File Folder
Associates		File Folder
Band		File Folder
ben		File Folder
Clients		File Folder