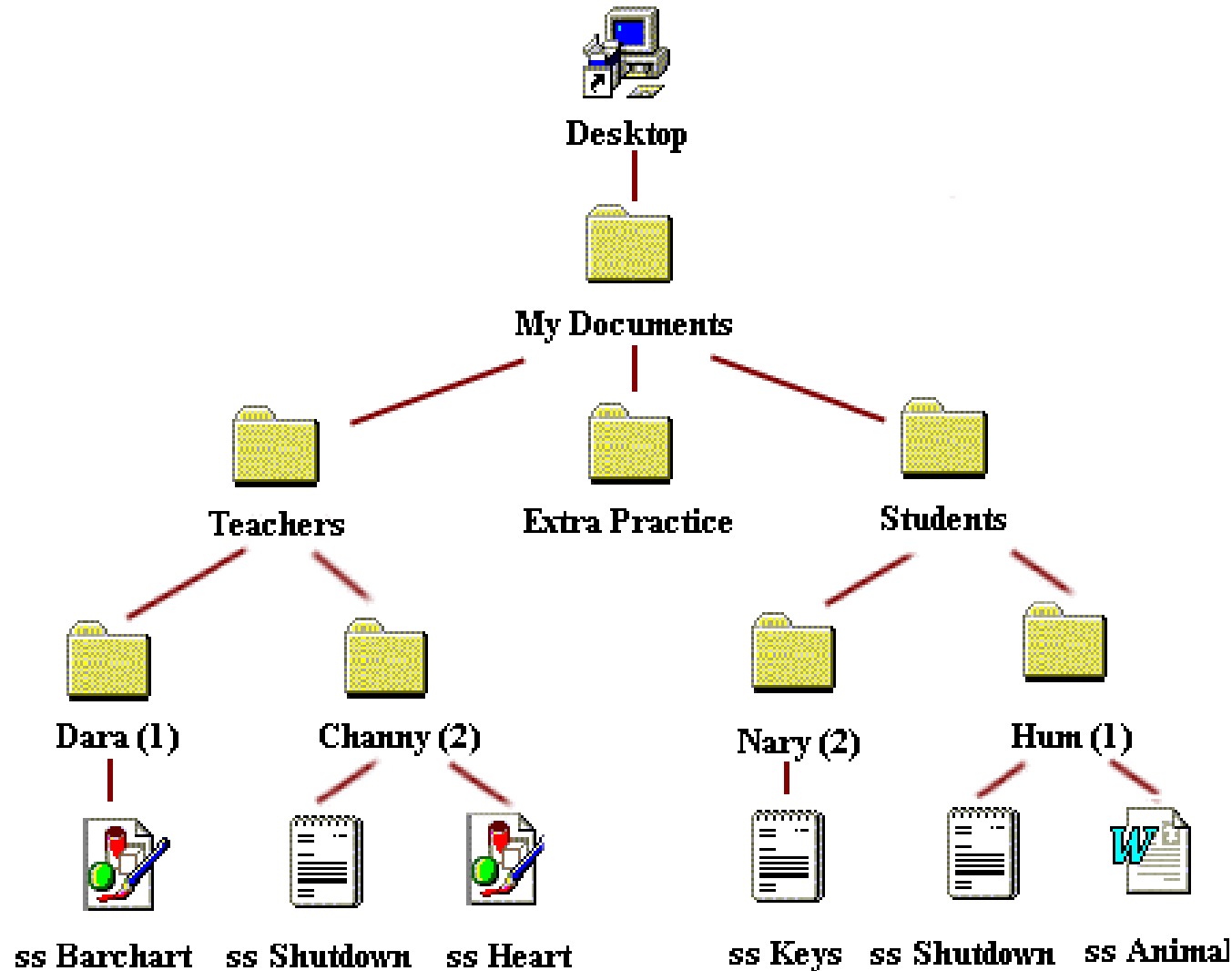


The heirarchy of folders and documents on the computers



Think of the folders and documents on your computer as being at different levels, one below the other as in the diagram to the left.

At the top is the Desktop. Below it is My Documents, the main folder which holds all the other folders. In these folders are the documents which you create.

Sometimes when you click on Save or Open, you may find yourself in the “wrong” place, for example you may be viewing the documents in the Extra Practice folder, when really you want to save your document in your own folder.

If this happens, you need to go up one level to My Documents, and there you will be able to see your own folder. In the dialogue box, just click the folder icon with the upward arrow on it. Then double click on your own folder icon to view its contents.