

Organising your 'MyWork' Area

1. Using FOLDERS and SUBFOLDERS to organise information



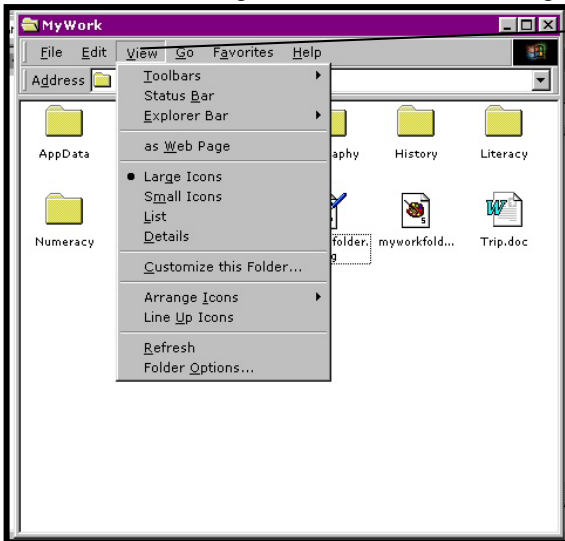
In your **MyWork** area, create folders by using the **Menu Bar**:

->File
->New
->Folder

OR, **right click** and select
->New
->Folder

Remember that you can do the SAME thing in each folder to create 'subfolders'

2. Using the **View** Features to Organise and find Information



The **View** option will allow you to display your work in several ways:

AS WEB PAGE
-Very useful for looking at large files and pictures as a smaller file can be previewed

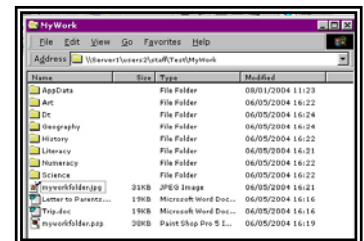


LARGE ICONS
- As we usually view our folders

SMALL ICONS
- (if you have many folders because you have not made subfolders yet)

LIST
- (similar to small icons, but in a list)

DETAILS
-This is very useful if you need to find information, as it can be arranged by the date it was modified, its file type or size.



3. Using the **Go** Features to Organise and find Information

The **GO** option will allow you to go **BACK** or **UP** a level. This is especially helpful once you start using **FOLDERS** and **SUBFOLDERS**.