

# Organizing Your User Folder

1. Open your user folder by Clicking on Start → My computer → user folder.
2. Maximize the box so you can see everything in your folder.
3. Begin to organize by clicking on Make a New Folder. You should make folders for each class you have. Inside of each folder you can make folders for each year of school.
4. Now begin dragging each document or file into the correct folder. You may have to minimize the folder and move to one side and re-open your user folder so you can work in both. Simply drag and drop each file where you want them to be.

