

REVIEW and EDIT CONTENTS OF FOLDERS

1. If you're going to review folders of the user Mary, then sign onto the Computer as Mary. If you're going to review folders of the user Joseph, then sign onto the Computer as Joseph.

2. Doubleclick My Documents to bring up the list of folders.

3. Doubleclick a particular folder's icon to have it show a list of the files within that folder. Some folders may have subfolders. Again, doubleclick a subfolder to reveal its files.

NOTE: If this folder of file is Shared with another user or with another computer, it will not allow you to delete that folder.

4. Doubleclick a particular file to open it and read it. You may edit the text but then you must click SAVE in order that the changes you made will be saved.

5. Close the file either by clicking its X at the top right of the page, or by clicking File and Close.

6. To delete a file, right click the file's icon and select Delete.

7. To move a file to another folder, right click and select Copy, then right click the folder to which you want it to be and select Paste. Confirm that the file is in the new folder, then you may go back and right click the file in its old folder and select delete so that it's not in two folders. Unless you want it to be in both folders.

8. To create a NEW folder in My Documents:

A. Click the My Documents folder once to select it.

B. Click File...NEW...Folder. A New folder will appear in blue. Type the name of this new folder over the blue and then click outside the name box. You will see the new folder appear under My Documents.

9. To SAVE a new document that you've created, click FILE...SAVE AS..select .rtf (rich text format) as the File Type.

If you click SAVE and save the file with the default extension of your word processor, only those folks who have the same word processor program will be able to open files which you attach to email and send to them. Whereas, if you save all files that you create as Rich Text Format (.rtf) files, then any word processor will be able to open that file. That is a very good reason to use .rtf for saving files which you may wish to share with others.

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