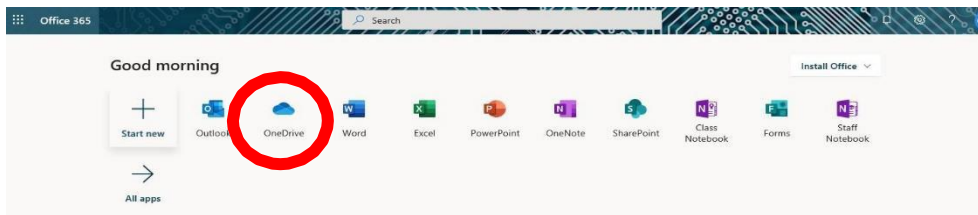


Creating folders on a Laptop

File management is important on any device - knowing where your document is stored, accessing it when required, and ensuring important files are backed up should your device fail, are all part of good file management.

All students at Education Queensland schools have access to One Drive, a cloud based storage space. This space can be accessed from any device, as long as you have internet. This is a good option for storage of important files, like assessment tasks. By storing files in One Drive, if there is an issue with a specific device (eg hard drive fails/iPad stops working) a student can still access their documents on another device.

General access of One Drive is through office.com and signing in with school email address and password (eg jblog21@eq.edu.au)

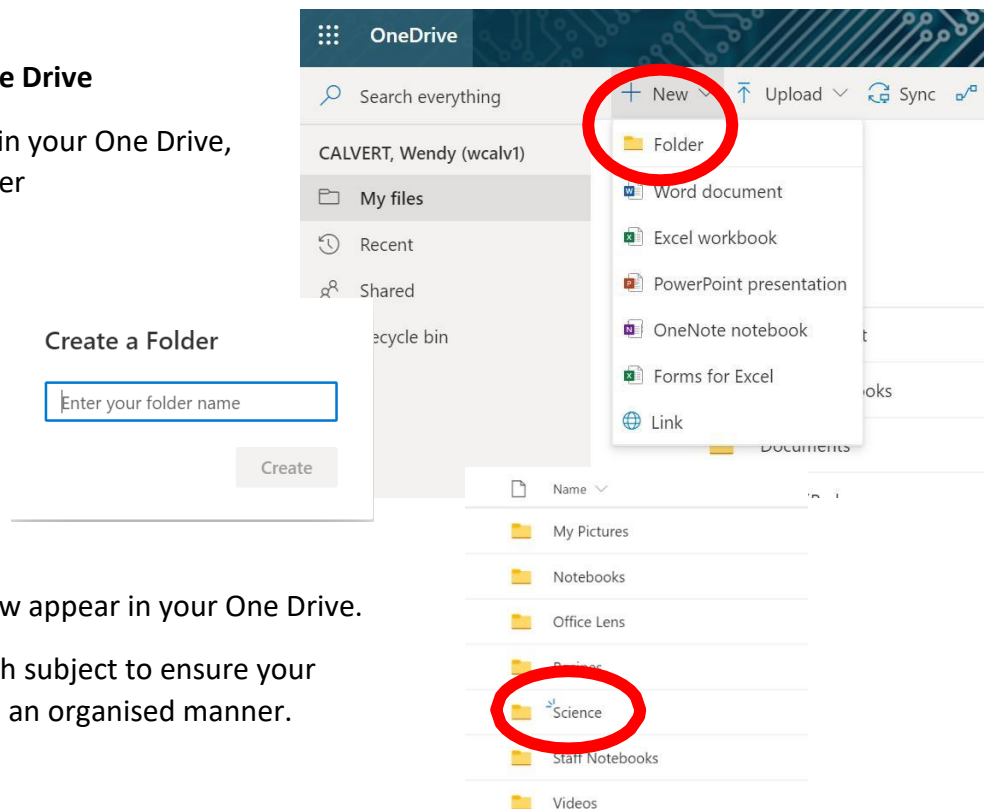


Creating folders in One Drive

To set up new folders in your One Drive, select +New then Folder

Name the folder – eg
Science

Then click Create



The new folder will now appear in your One Drive.

Create a folder for each subject to ensure your documents are kept in an organised manner.

Creating folders on your laptop

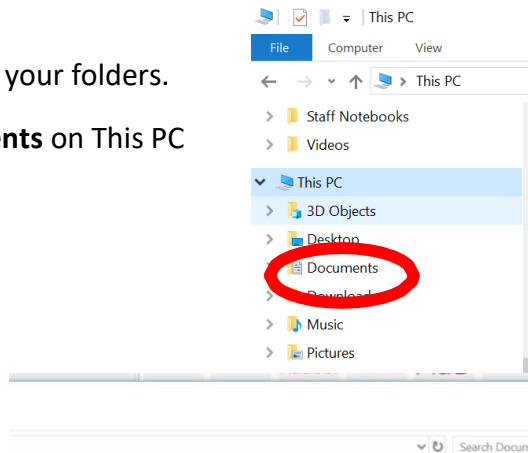
A similar process can be followed to set up folders on the hard drive of your laptop for use without internet. It is always important to remember WHERE you have saved your file.

Open File Manager



Select where you want to create your folders.

Usually this would be in **Documents** on This PC

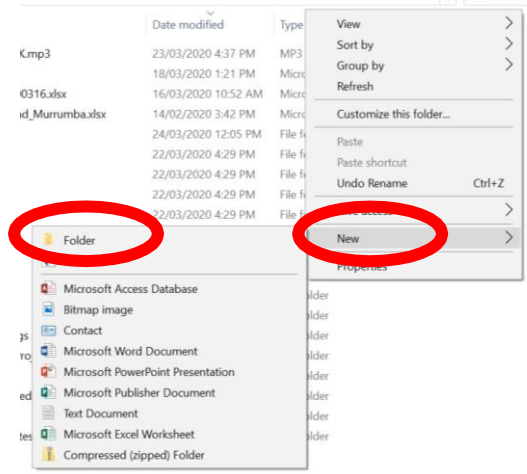


Open the Documents folder

then right click

select NEW

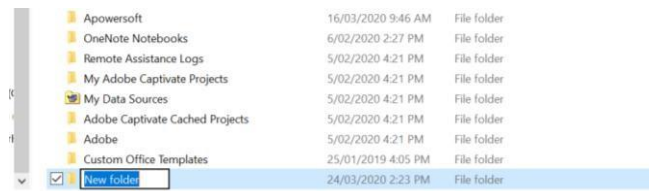
select FOLDER



Give the new folder name and press enter.

If you make a mistake, you can

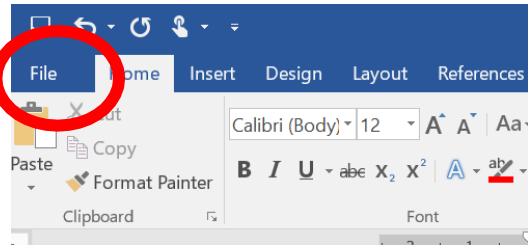
RENAME a folder by right clicking and selecting RENAME.



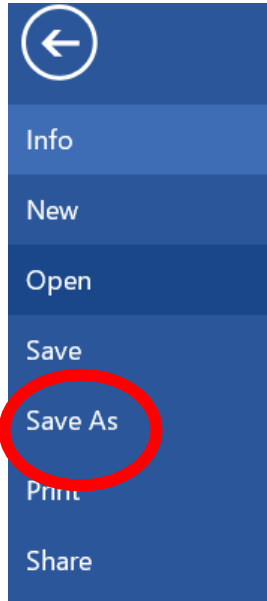
an

Saving your work

In Microsoft Word, select FILE

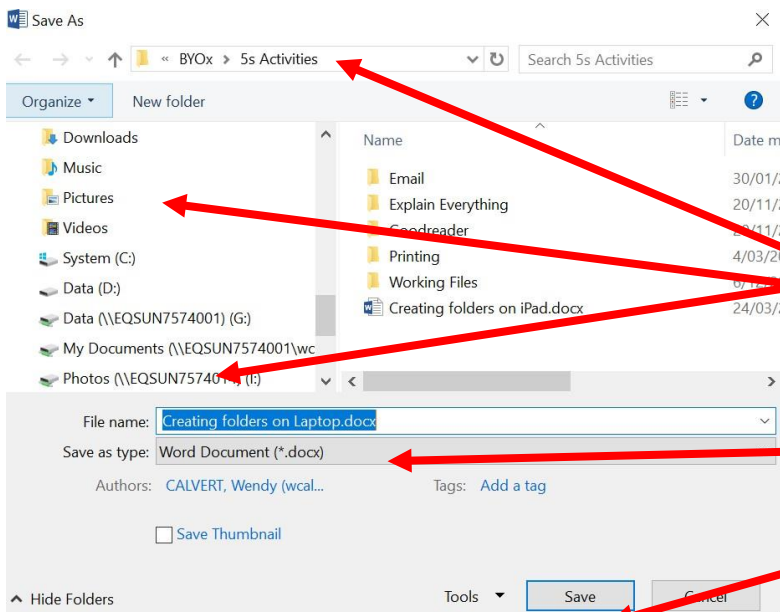
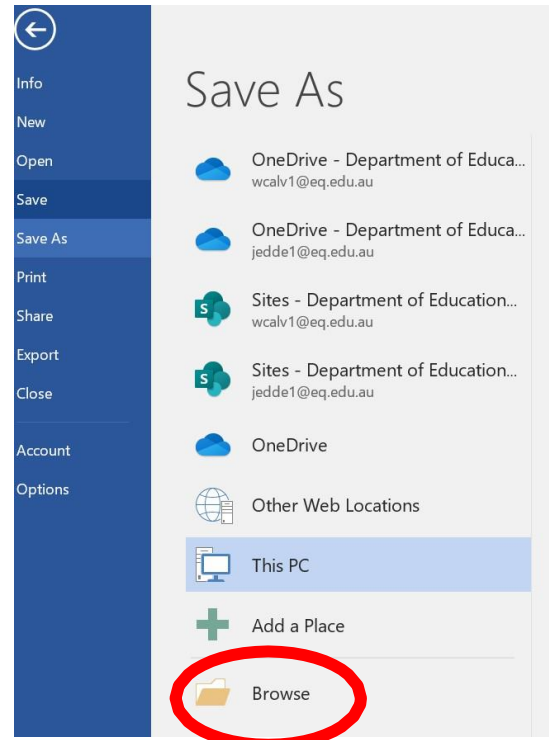


Then SAVE AS



Select BROWSE

This will allow you to decide where to save your file.



Choose where to save – this is where you can choose to save in your One Drive, or into a folder in Documents on your laptop hard drive.

Give the file an appropriate name

Then SAVE