**Label Folders:**

1. **Insert FD into a port on front of hard drive or on left side of monitor**
2. **Click “Open folders…”**
3. **Top tools: click on “New Folders”**
4. **Repeat #3 4 times to make 4 new folders**
5. **Label folders Daily Work, First Last name and period #, Tests, and Projects**

**How to save your work the first time:**

1. **Click blue file button (rectangle) upper left corner**
2. **Click “SAVE AS”**
3. **Check top bar to make sure you are in your FD: FD Name (E) or Removable…**
4. **If not: use left slide bar to find it; left click/hold; slide bar down until you see FD; click on FD name**
5. **Double click “DAILY WORK” folder or folder you are saving your work in**
6. **Re-check the address bar to make sure you are saving the document in the correct folder in your FD**
7. **File name: the Date the assignment was assigned**
8. **Lower right – “save”; this will bring you back to the document**