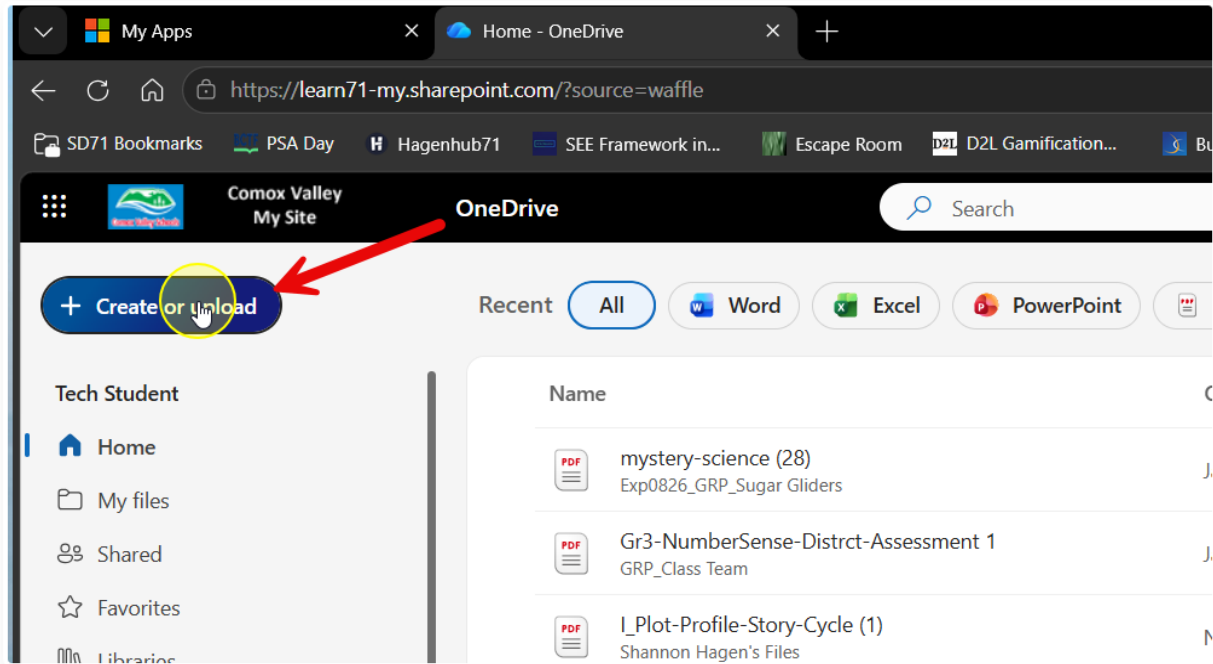
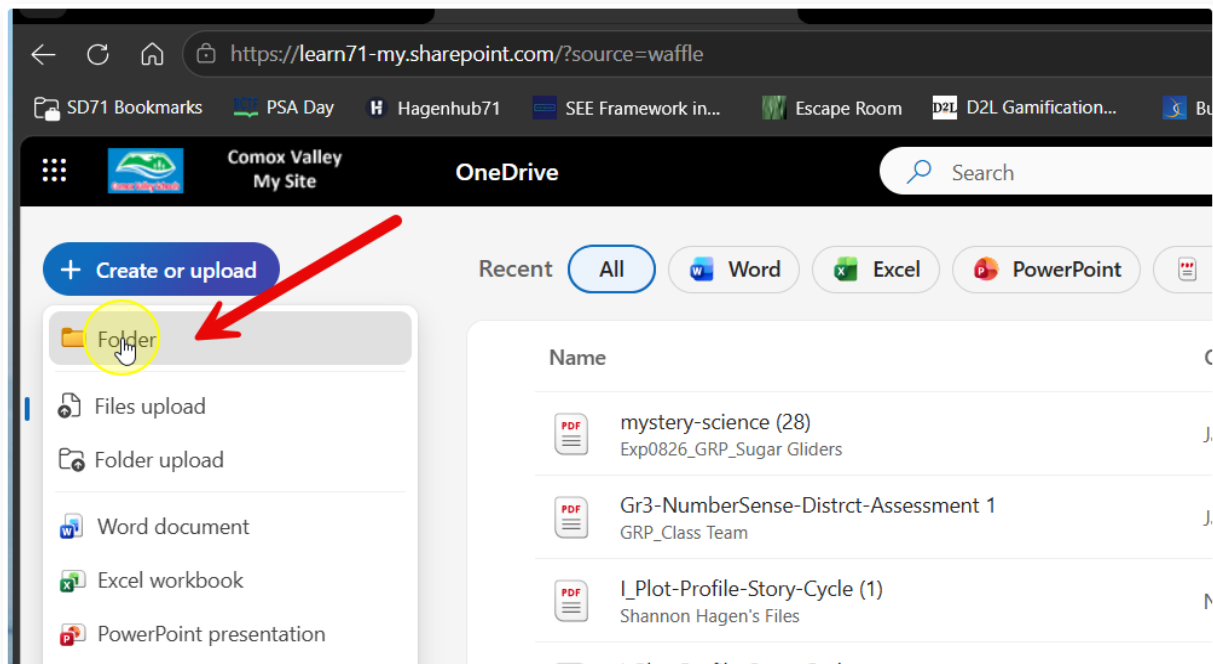


Creating New Folder

1 Click "Create or upload"

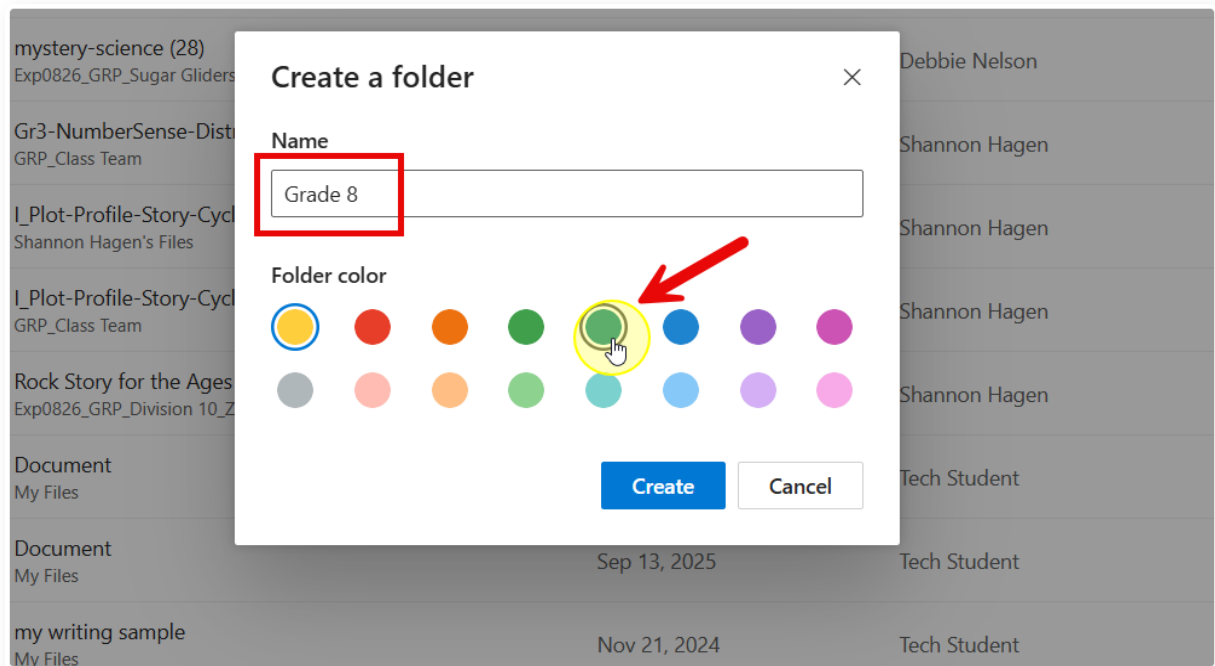


2 Click "Folder"



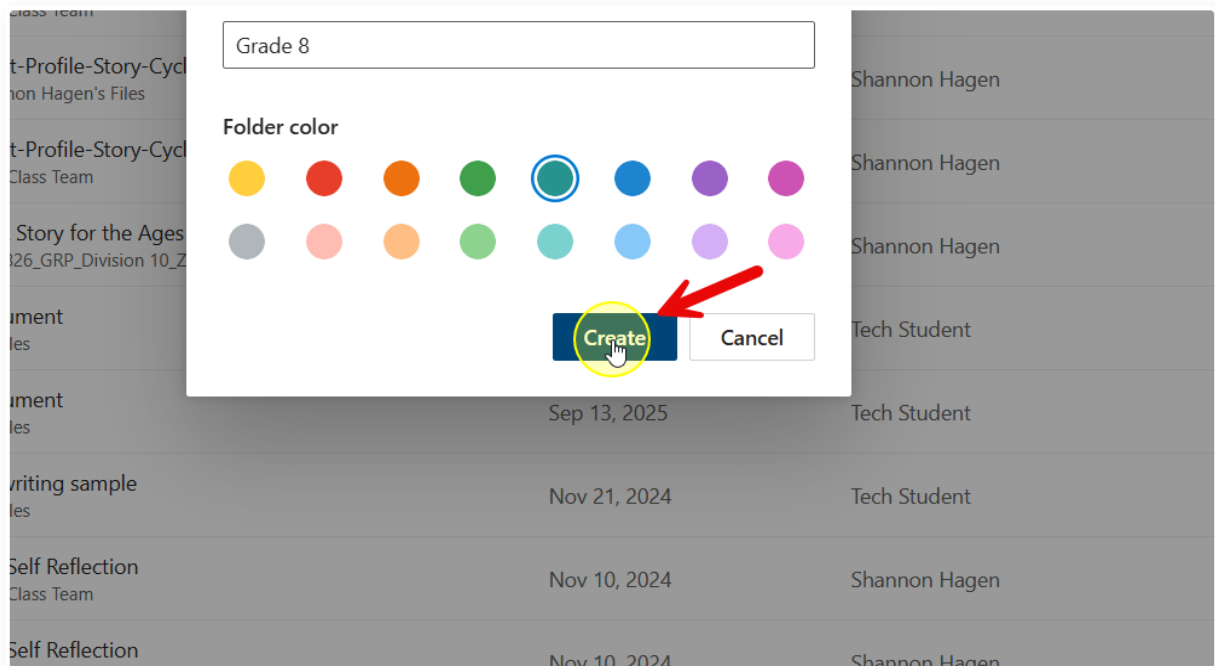
3

Provide a Name. Choose a colour to apply to the Folder.

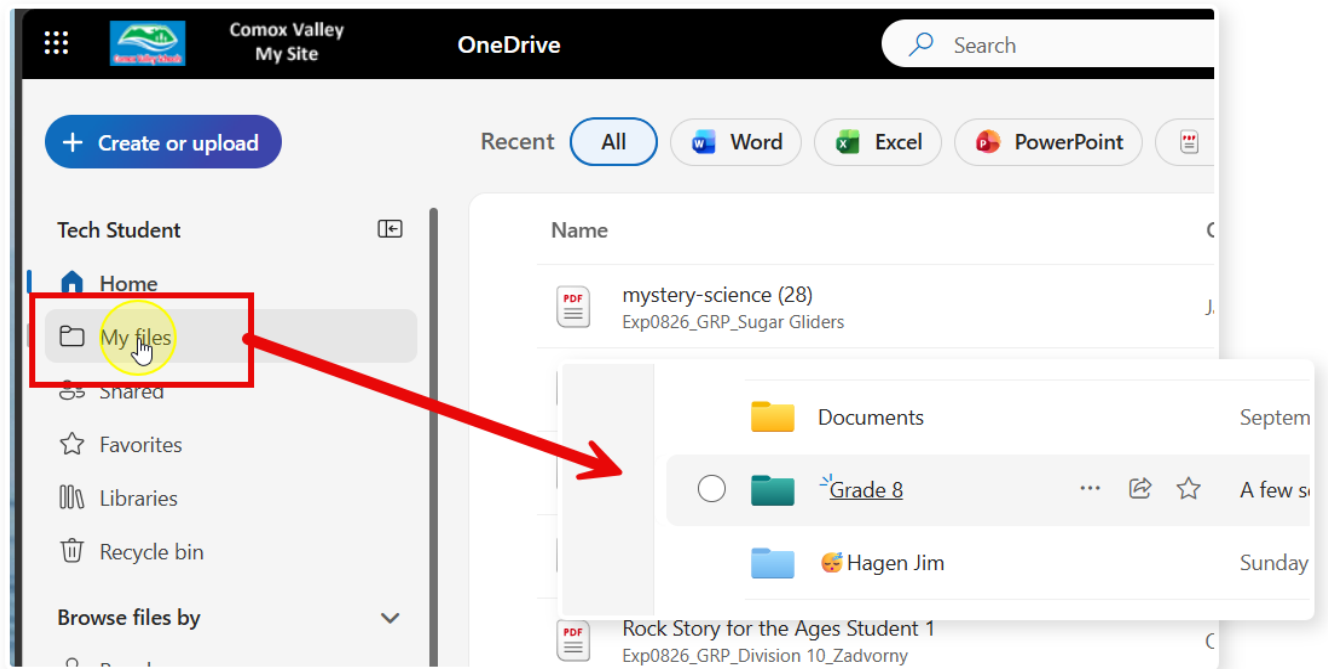


4

Click "Create" when done.

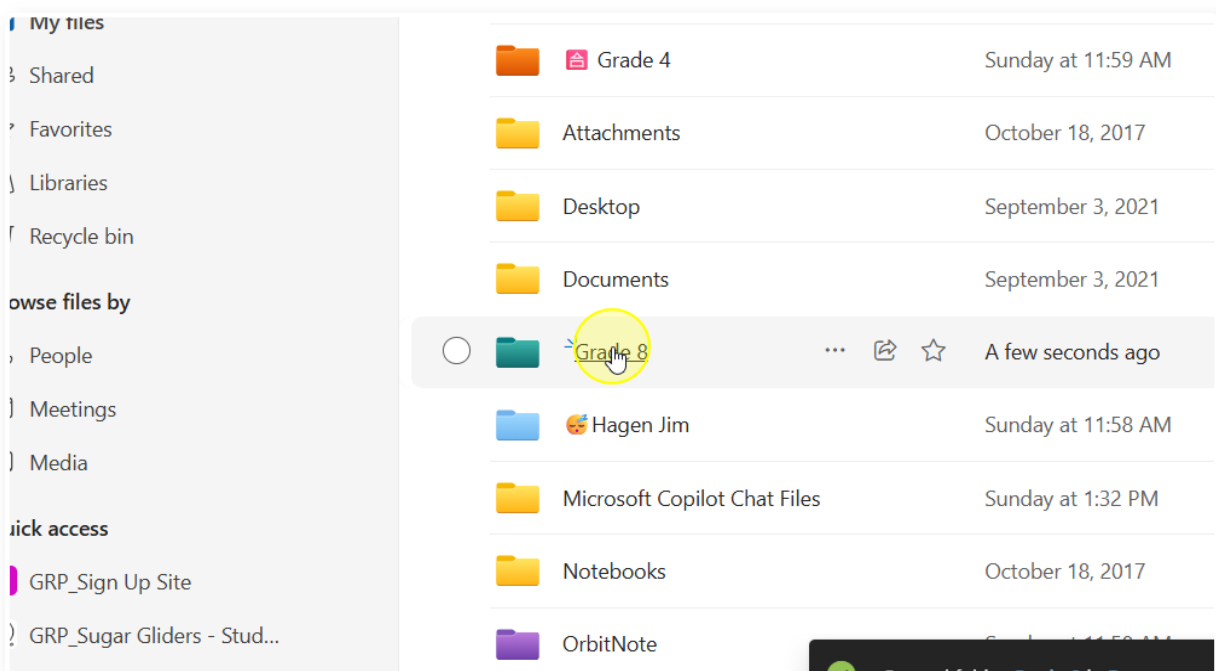


5 This is be found in your "My files".

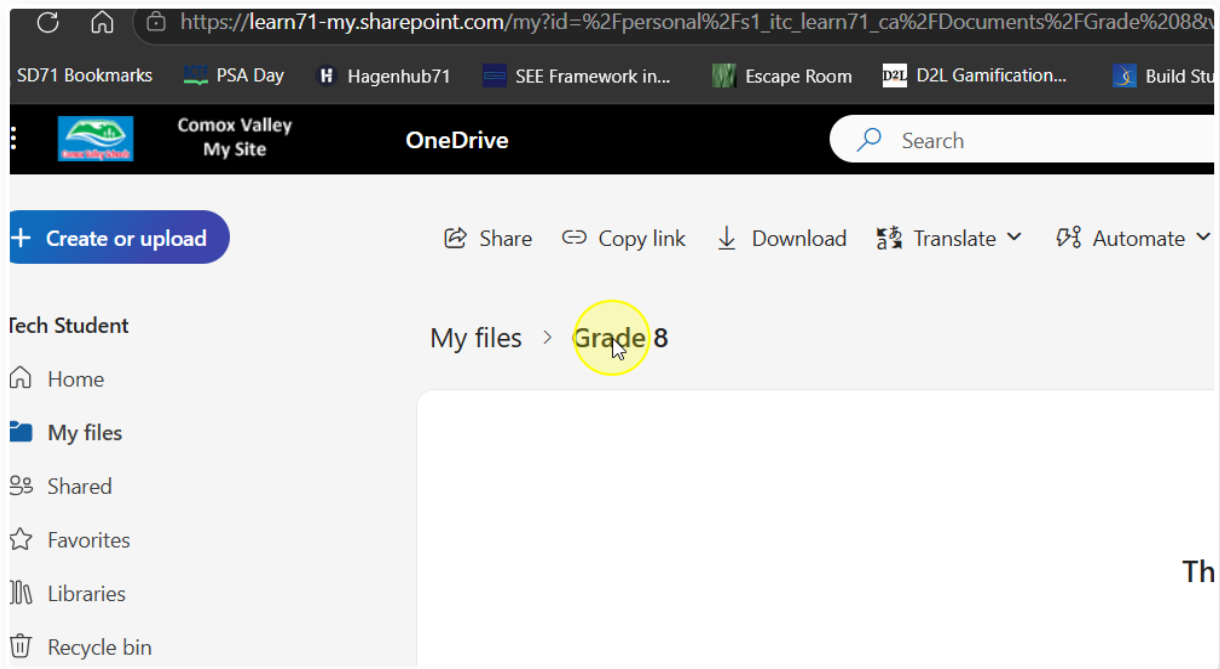


Creating New File

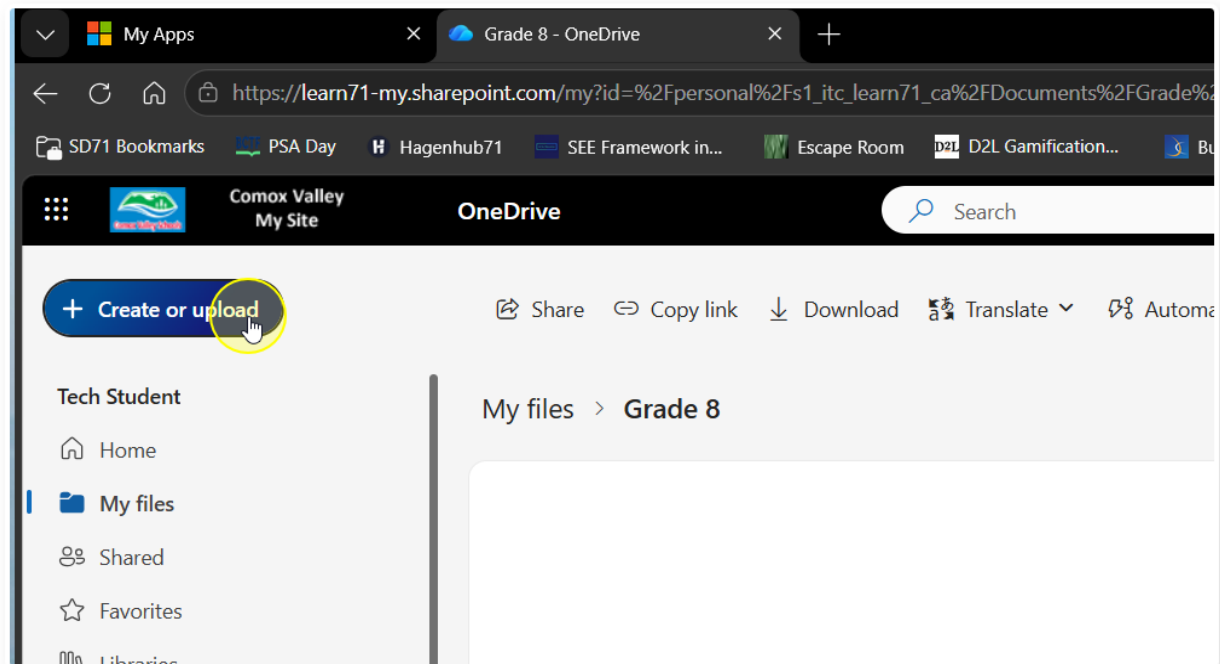
6 Click on the folder you'd like the New File to be Created In



7 The Grade 8 Folder has been selected

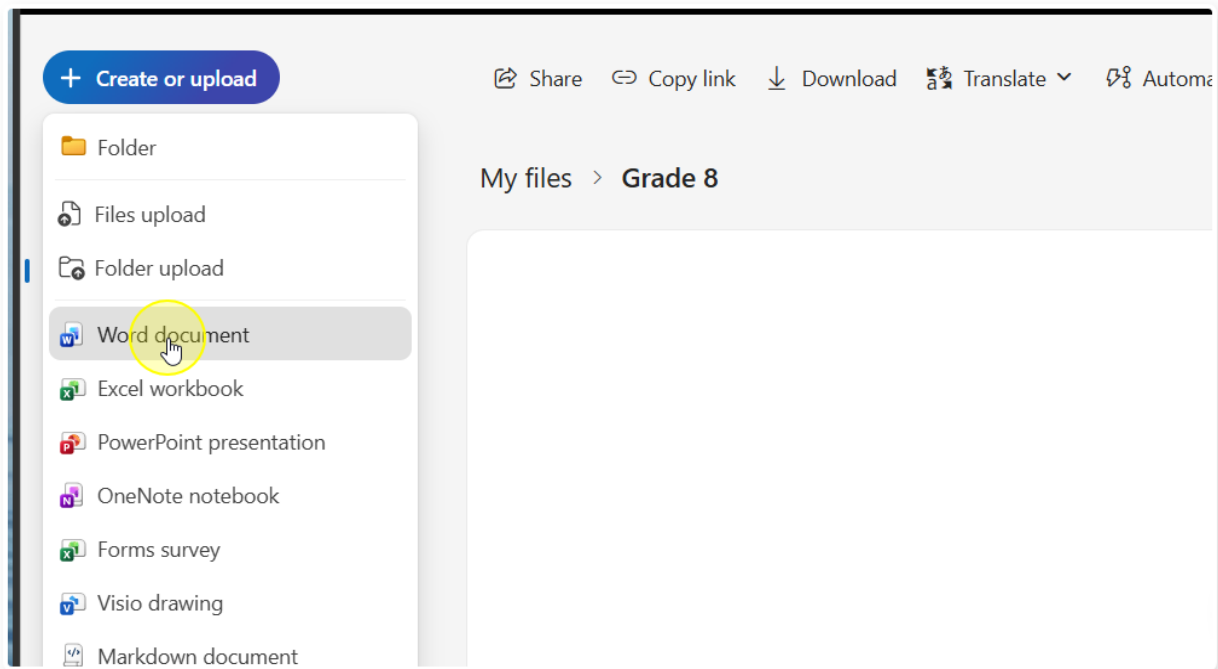


8 Click "Create or upload"



9

Click on the type of file you'd like to create - here it is a " Word document"



10

By default, it will be called "Document. Click to rename the file.

