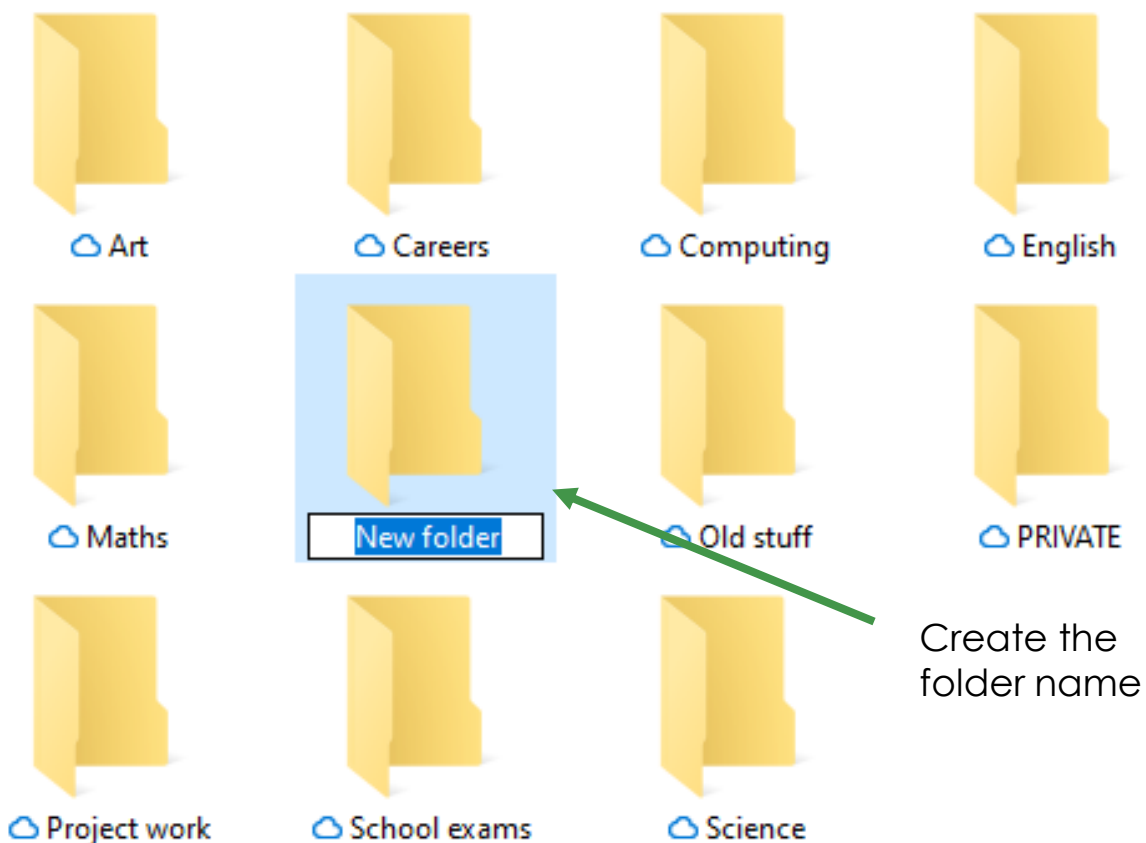
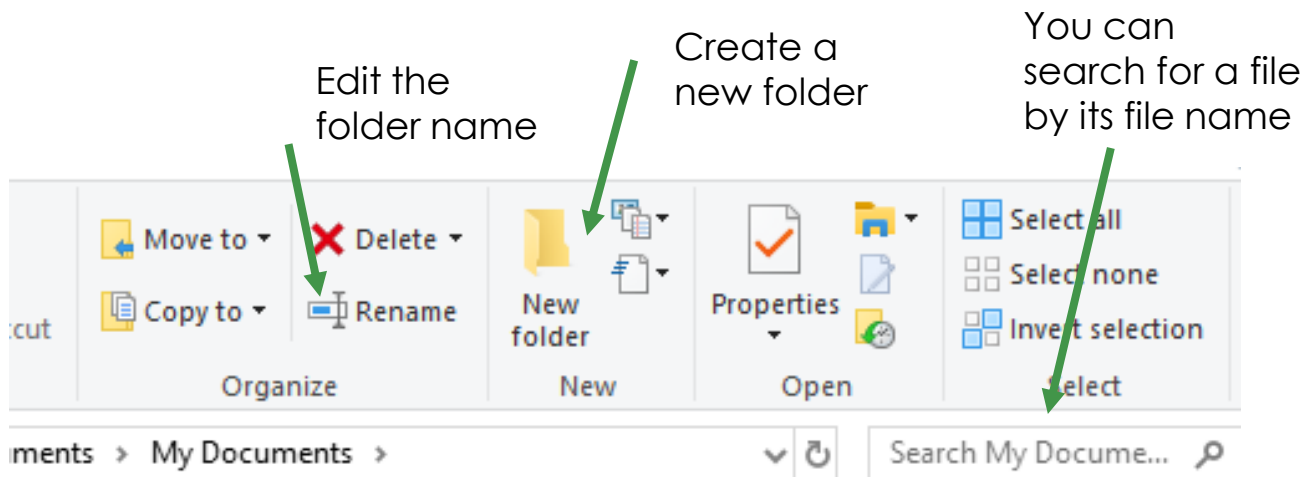




# Files and folders

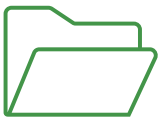
When organising your files, make sure you use folders to keep documents and files together.  
Here are some of the key features you will need:





# Files and folders

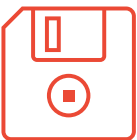
## TOP TIPS



- Use clear titles for your documents, files and folders



- Avoid using 'doc 1' or 'file 23' as these will be difficult to identify



- Save your files in the correct folder



- Regularly check and update any files and folders



- Keep your files safe



- Back up your documents by saving them on a USB drive or a hard drive