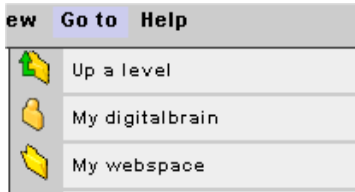



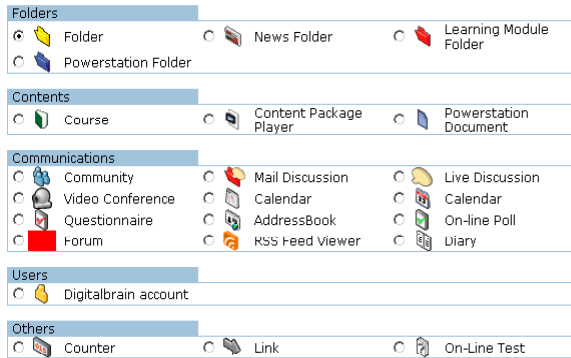
Files are organised and stored using yellow folders . Follow the steps below to create folders:

1. Log in using digitalbrain username and password.
2. Hover your mouse over the Got o menu in the digitalbrain toolbar and select My webspace.



3. Click  New


4. Select Folder



cancel

next

5. Click 

6. Name the folder and click 


New >  Folder

Step 1:

What would you like to call it?

gene

In which folder should this be created?

/dbgt/schools/screens 

cancel

next

7. The folder will now be sitting within your webspace

If you wish to create subfolders within this new yellow folder, simply click on it to open it, and follow the steps above to create another folder.