

Title:

How To manage Your Personal Computer Files, The Easy Way!

Word Count:

461

Summary:

Have you ever been so busy on the internet going from page to page, saving this and that signi

Keywords:

internet,business,marketing,earn,money,home,computer,work

Article Body:

Have you ever been so busy on the internet going from page to page, saving this and that signi

It gets a bit confusing and all too often you lose vital links and bits of information. This a

This is just what I do, and it's written for those of us that aren't  
super wizz internet geeks.

A Directory is something in your computer that looks like a manila envelope. It's often called  
You use these as you would a huge manila folder (in real life), because you can put so many pa  
First, I'll assume you can do the basics or else you wouldn't be reading this.

So in ^my documents~

Click on ^Make a new folder~ and call it ^Internet Business~ this folder is now a sub folder o

SAVE EVERYTHING TO DO WITH YOUR INTERNET BUSINESS IN ^internet business~ according to the subf

Second, Open ^Internet business~ and click on ^new folder~ as you just did in ^my documents~.  
These will get you started!

^Mailing lists~, ^Loginfo~, ^web building Stuff~, Affiliate referral urls~, ^Click ex referr

In each of these folders you're going to place ^files~, I use note book for everything now. Wh  
But the problem with using them is that they are too big and too slow, especially when you are  
Using ^notebook~ will save space on your hard drive and is a lot more ^light weight~ so it's f  
It also gives you some experience that will come in handy later when you start writing ^html o  
That's probably a good subject for another article.

Finally, now you should have a directory set up with lots of empty folders, and files.  
Simply save everything you come across in one of the sub folders of ^Internet business~ and if

That's one simple way to keep all your important information.

I sincerely wish you good luck and happiness

Bill Boyd

This is a demo version of txt2pdf v.10.1

Developed by SANFACE Software <http://www.sanface.com/>

Available at <http://www.sanface.com/txt2pdf.html>