



## Organize Your Computer

### Easy Way to keep track of your computer marketing businesses

I found out early in my Internet Marketing efforts that I could easily forget where I put documents, information and program urls in my computer so through the years since 2006, a system has evolved that I use for organizing my computer. This PDF is an effort to share that system with you. You may find it helpful to set up your computer and organize it to fit YOUR needs.

I use the document folder under <This PC> and mostly notepad for information documentation. My computer is set up using Windows 10 so the images I show in this PDF reflects that bit in the past since 2006 I have used the same system on all the older operating systems.

The next screen shows all the sub folders I have created in my Documents folder.

Open

← → ▾ ↑ This PC > Documents ▾ ↻ Search Documents 🔍

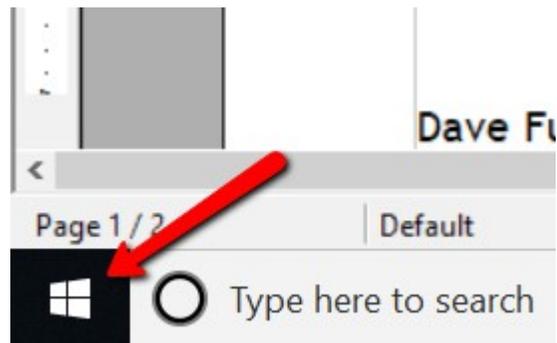
Organize ▾ New folder

Name	Date modified	Type
Skype	7/1/2016 8:20 AM	File folder
Simple System	10/30/2016 8:18 A	File folder
SFI	2/16/2016 9:54 AM	File folder
Set Money Club	12/27/2017 3:54 PM	File folder
Scriptures4us	8/2/2015 10:17 AM	File folder
Screencast-O-Matic	4/27/2016 11:14 A	File folder
Screencast o matic	7/22/2017 2:41 PM	File folder
Scanned Documents	6/22/2015 8:05 PM	File folder
Sales Funnel Commando	8/2/2015 10:16 AM	File folder
SafelistInfo	8/2/2015 10:15 AM	File folder
Rush Card	4/5/2017 8:36 AM	File folder
Rotators	6/28/2017 12:18 PM	File folder

This is a partial list of the sub folders in my Documents Folder. Then I even have created sub folders under some of these folders.

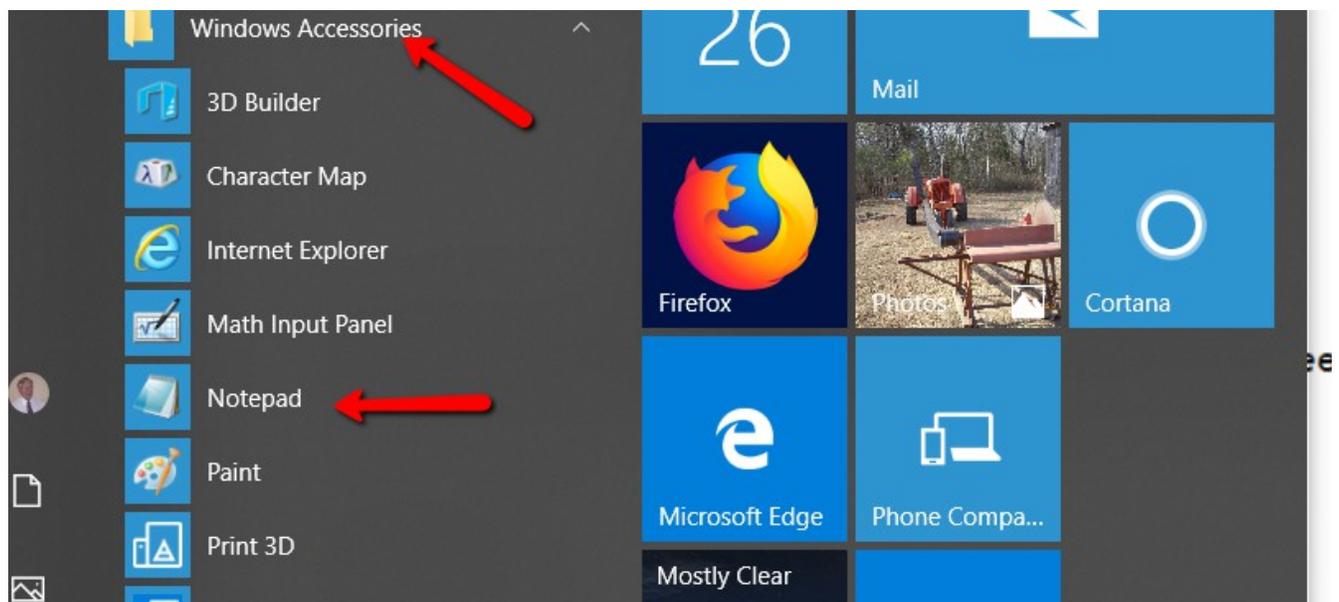
Let's start out by opening Notepad found under the Windows Accessories. Please understand I am being very basic and showing everything that a total newbie might need to understand what to do. I don't want to assume that every person reading this PDF knows what I am talking about. (I always hate to read instructions where I had to Google to find out what the author was trying to tell me. And it still happens even after working online for well over a decade.)

Find the Notepad under Windows Accessories



Click on the Windows Icon at the lower left corner of your screen

Scroll down until you see:

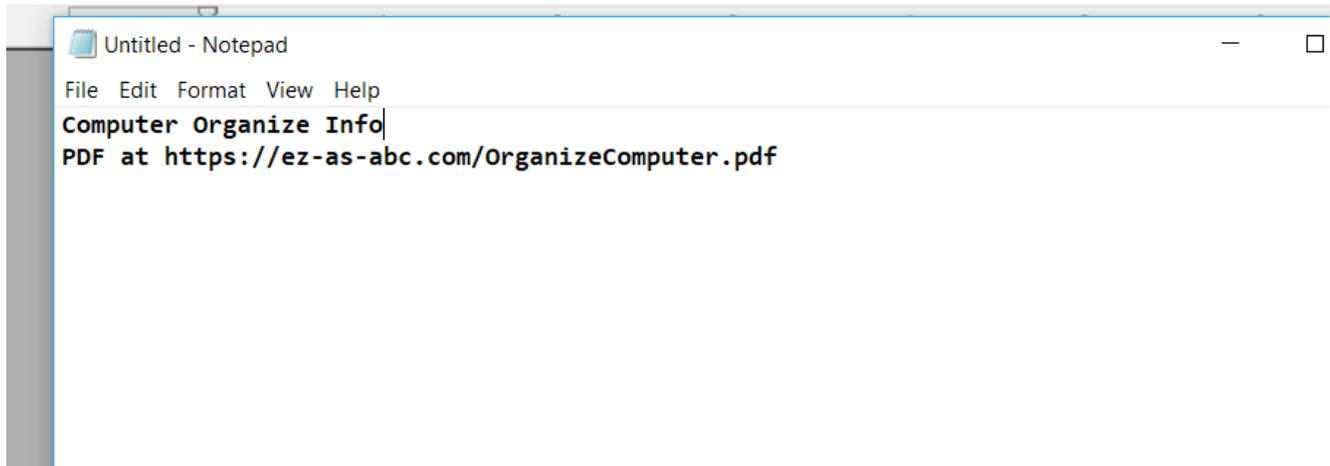


You will first see Windows Accessories with the little down arrow to the left. You

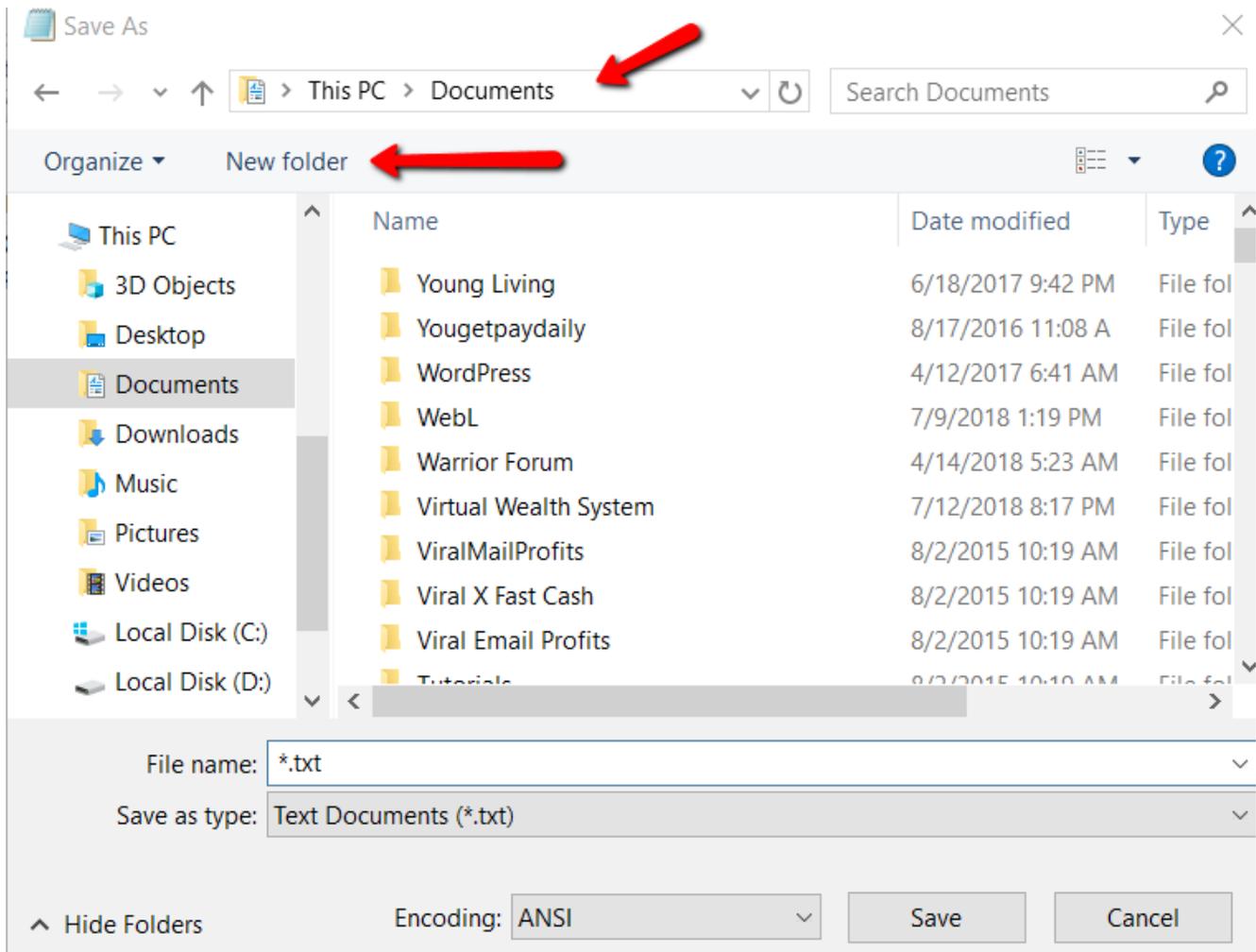
have to click on the down arrow to open up the menu under Windows Accessories to find Notepad.

Click on <Notepad>

The next screen shows the Notepad document. The document will be blank, I am showing the screen after I typed in information.

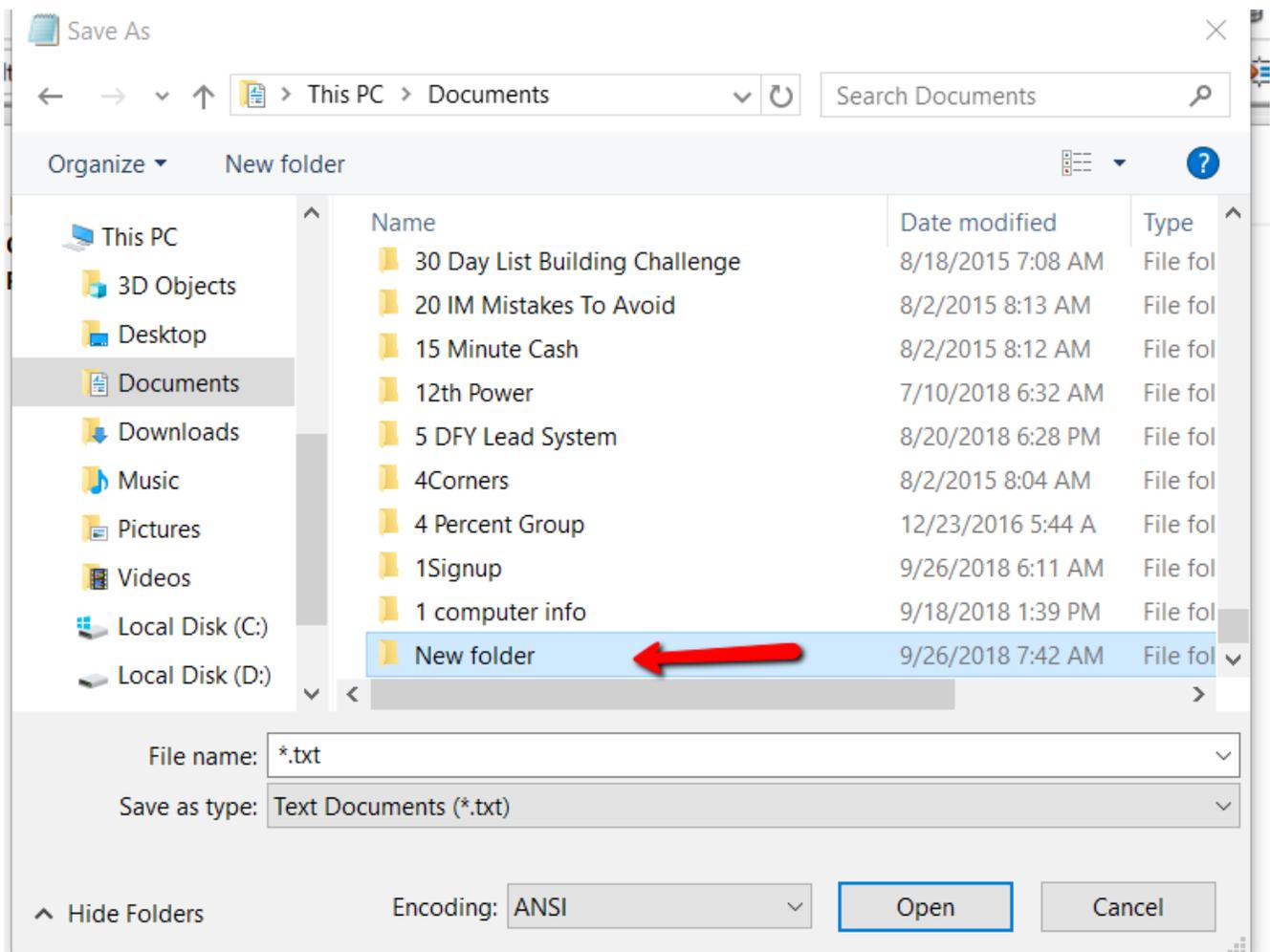


1. Type in the information just as I have shown. (When you complete the steps in this PDF you will have saved the information on how to find the URL for this PDF)
2. Click on <File> to save the document.
3. On the next screen click on <Save AS>
4. The next screen you see will be:



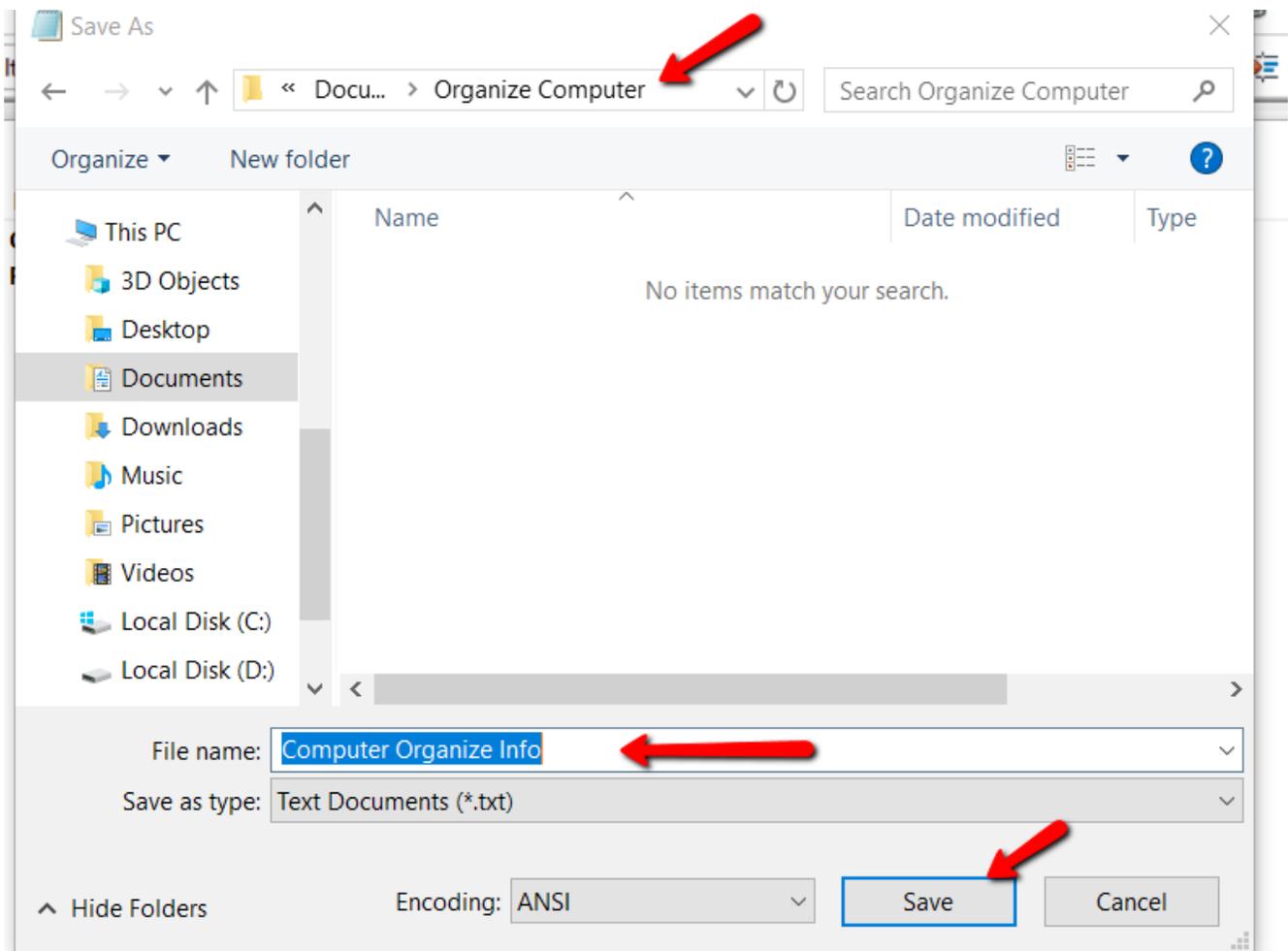
Make sure that the area at the top arrow shows you are in <This PC>Documents >  
Click on <New Folder>

You will see:



We have to change the name of the new folder to **Organize Computer**. To change the name of the folder, click on on the New Folder (at the red arrow), backspace to delete “New Folder” and type in **Organize Computer**. Press the enter Key and the New Organize Computer sub folder is created.

Now all you have to do is safe your Notepad document. You should still have the document ready to save as shown below.

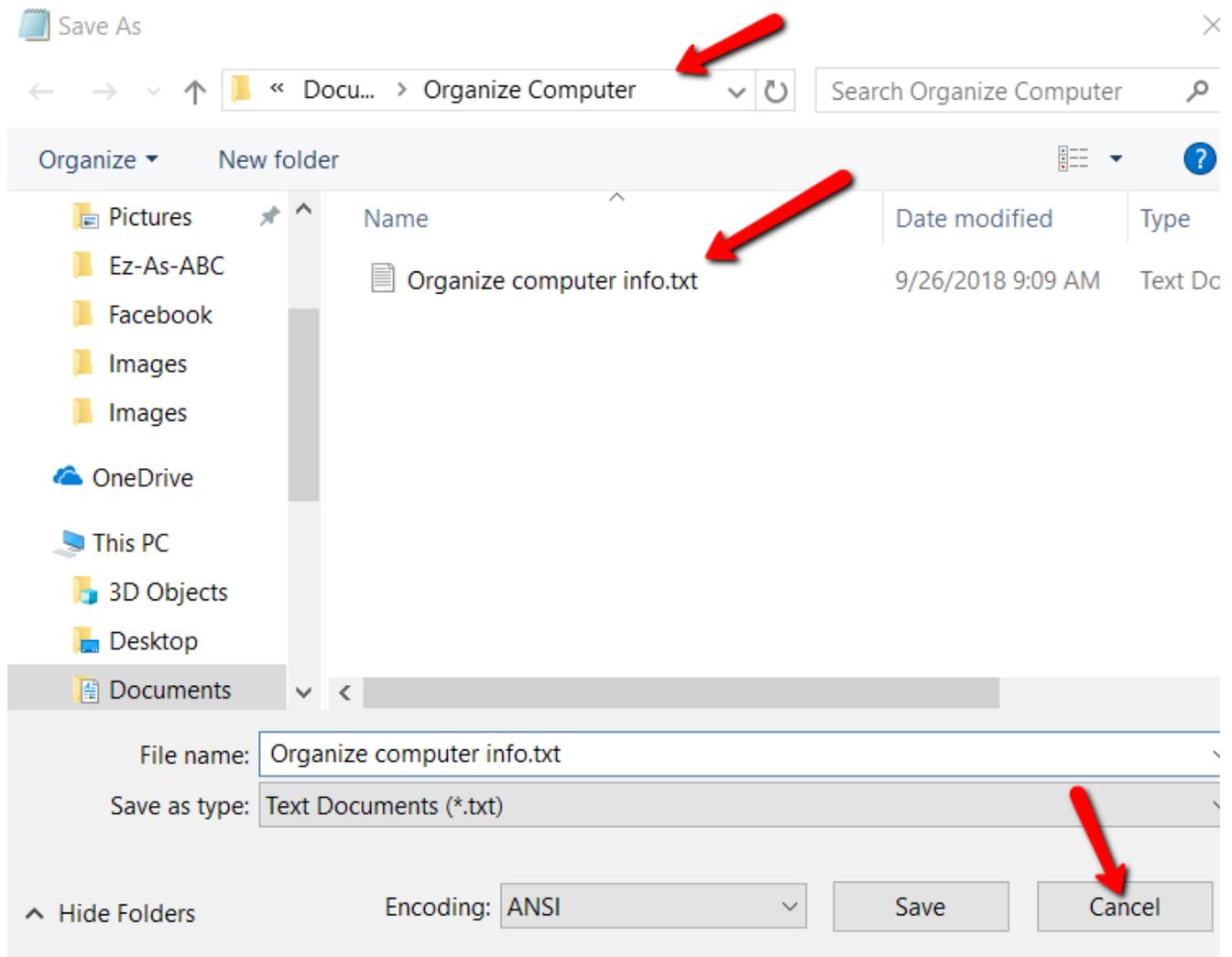


Type **Computer Organize Info** or **Organize Computer Info** into the <File Name> box

Click on <Save>

Now you can always go back to this folder and find the URL of this PDF instruction.

While you still have the Notepad document open click again on <File Save> just to be sure the text document was saved. The screen should look like this:



This is how you create folders, sub folders and you can keep all sorts of information in your documents Folder.

Some of the things I keep in my documents folders are Program URLs, Advertising ads, Swipe files of potential Ads, training PDFs, etc.

Dave Fullmer

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#### About Dave Fullmer

Dave Fullmer is a retired technician who worked 46 years on the electrical circuitry of automated manufacturing equipment. For the past 10 years he has been doing various marketing programs on the internet with some successes and some failures. He loves to share some of what he has learned so that others don't have to go through the trial and error frustrations of trying to learn by themselves



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