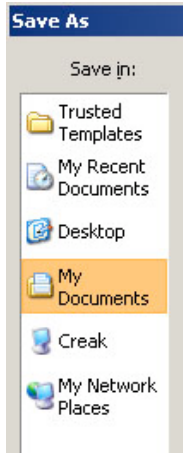


Make a folder for your Journal!



When you're saving your first journal entry, follow these steps:

First, find "My Documents" on the left side of your screen.



Then Create a New Folder by clicking this button.→



Title that folder with your name. →



Double click on your new folder with your name, and follow the same steps to make a new folder called "Journal" inside your new folder.



Now, every time you make a journal entry in **Word** or **Audacity**, save it in this folder!