

# Organizing Google Docs

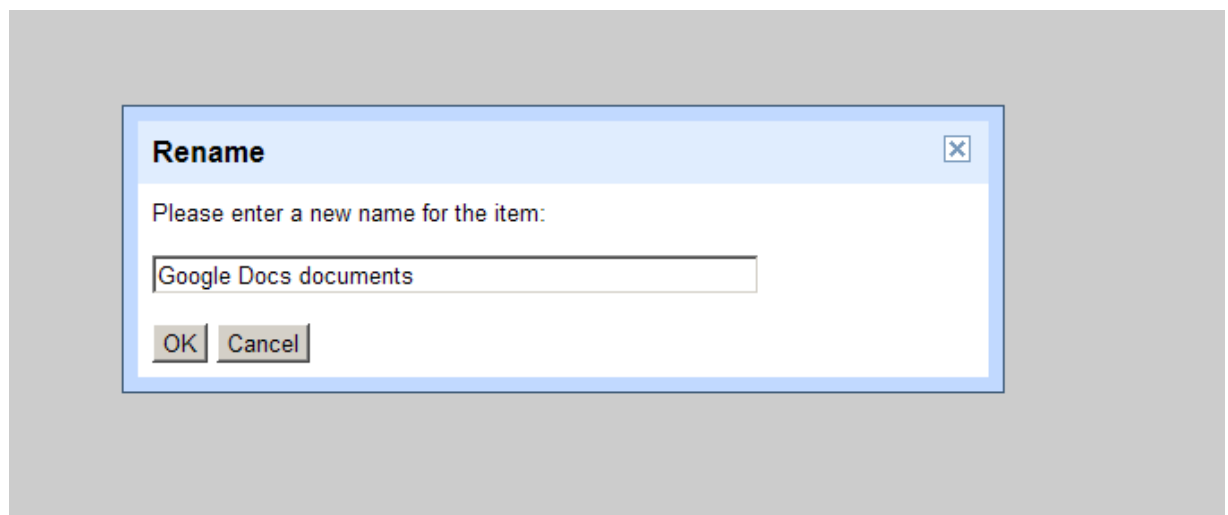
Google Docs uses Collections instead of Folders to store your files

To create a Collection, go to **Create**



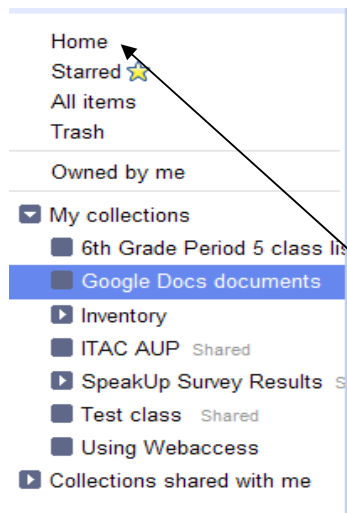
And then choose **Collection** from the dropdown list

Enter a name for the new collection

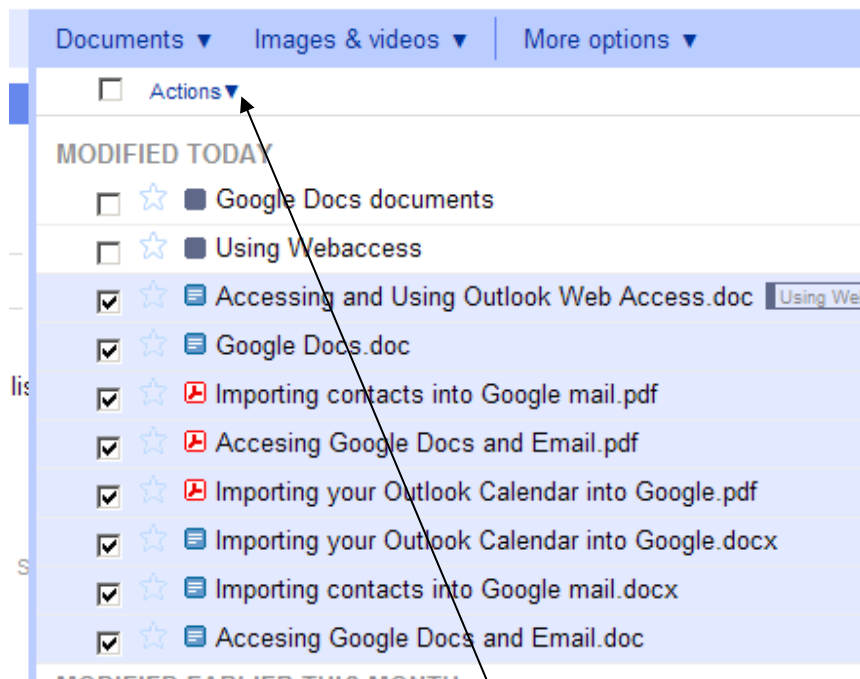


And Click **OK**

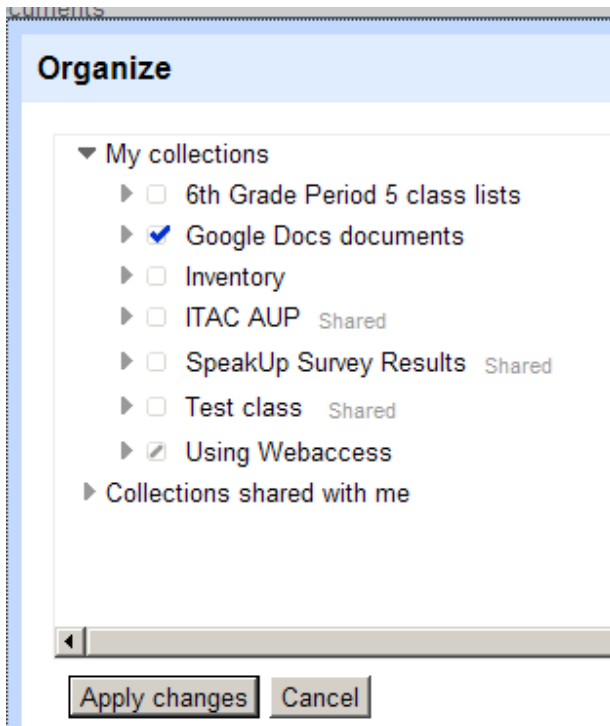
You will now see the new collection in your list of folders



To put documents into the collection, click on the **Home** button  
Select the documents you want to move into the collection by clicking in the little box beside them



The click on the down arrow by **Actions** and choose **Organize**



In the Organize box, click in the box by the collection you want the files in, then click on **Apply changes**