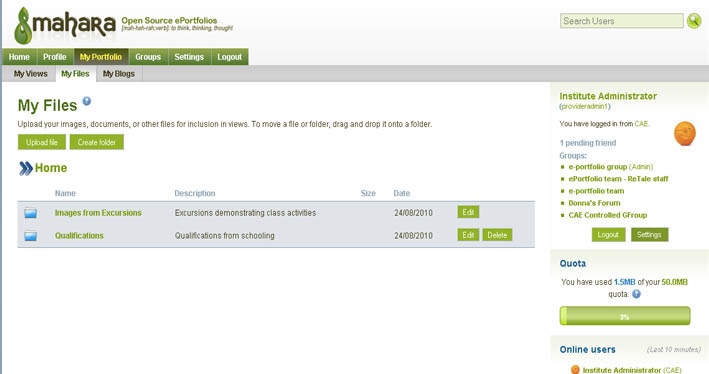
**Open Mahara**

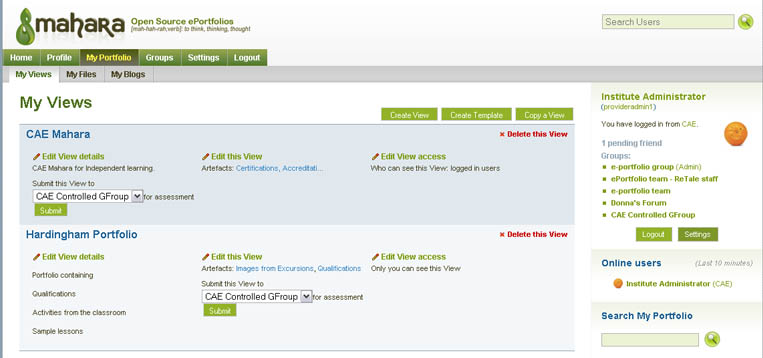
* Select **My Files**



* Create folders to contain your documents
* Add files to the folders

**My Views**

* Select **My Views**
* **Create View** icon



**Creating the Layout**

* Select each option to create the layout.

