

Digital Basics Starter Pack

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You are not behind. You are just learning the pieces no one explained.

Start here:

1. Pick one small task.
2. Go slowly.
3. Pause before clicking if you feel unsure.
4. Save important files somewhere you can find again.

Simple places to check:

- Downloads: files from the internet usually land here.
- Documents: a good place for things you want to keep.
- Desktop: useful for shortcuts, but it can get messy fast.

Tiny reset:

Create one folder called Keep.

Move anything you recognize into it.

Ignore the rest for now.

When sending files:

- Rename the file clearly.
- Check that it is the right file before uploading or emailing.
- If something feels confusing, that is normal.

Need help?

Email: akcreativestudios@outlook.com

No tech shame. No pressure. We will figure it out together.