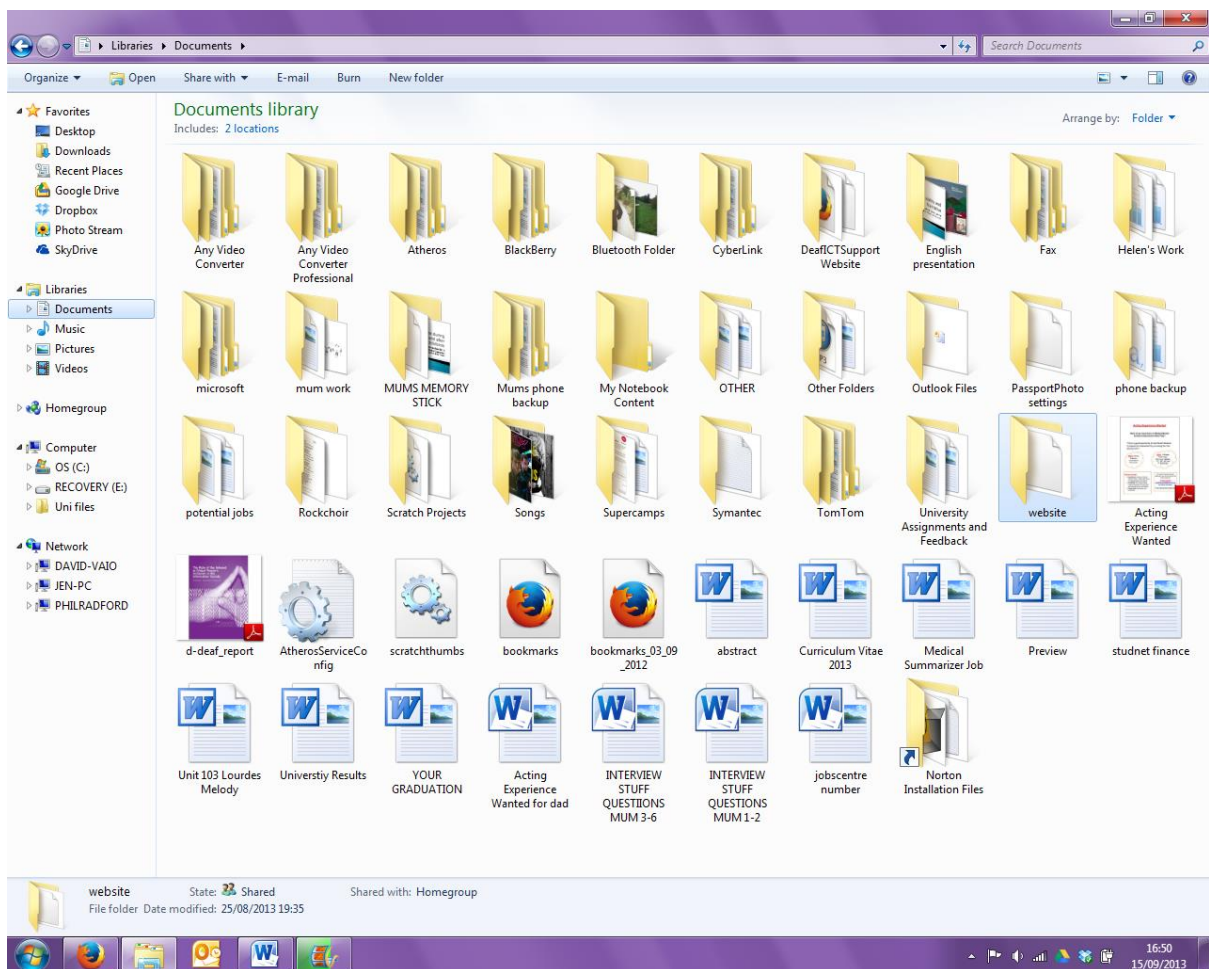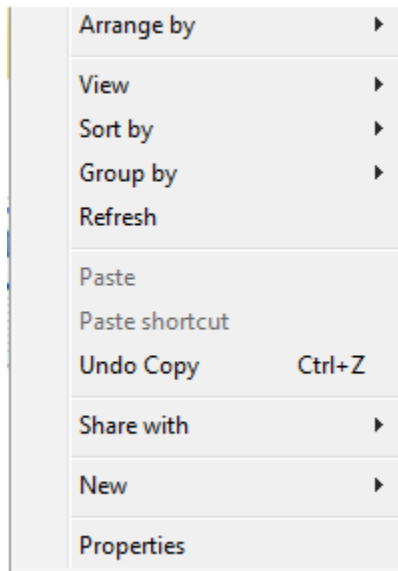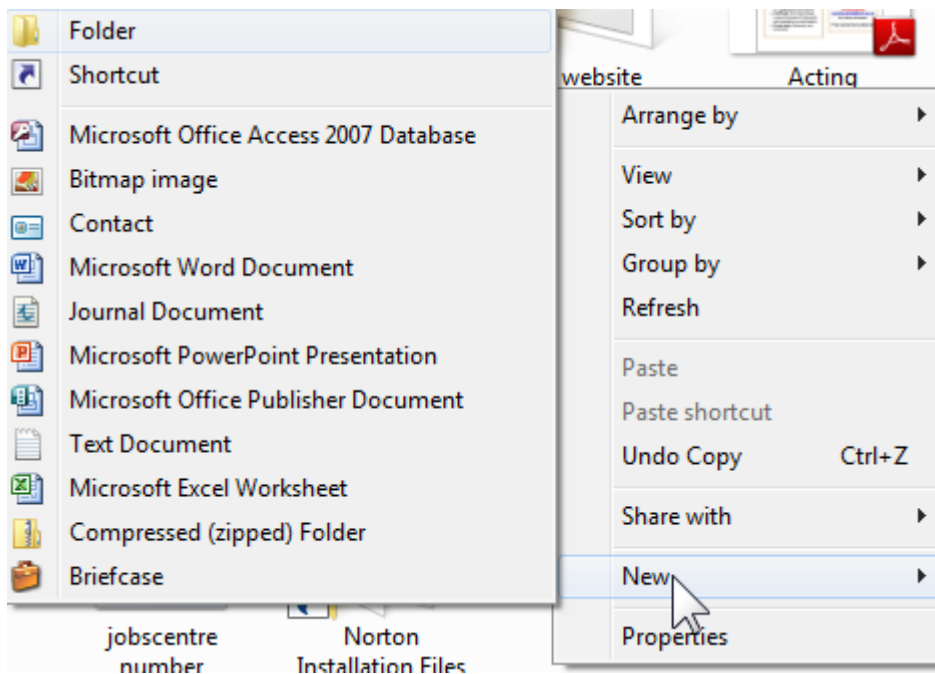# How to make a new folder

Step 1: Find the location of where you want to create your new folder e.g. the desktop or my documents. I'm going to create a new folder in my documents.
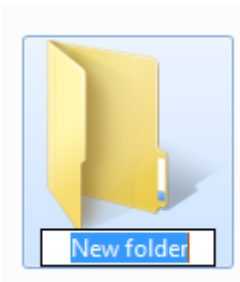
Step 2: Right Click in a white space and the menu like the one below should appear.

Step 3: Highlight New

Step 4: Click on New Folder and your new folder will appear.

Step 5: Rename your folder