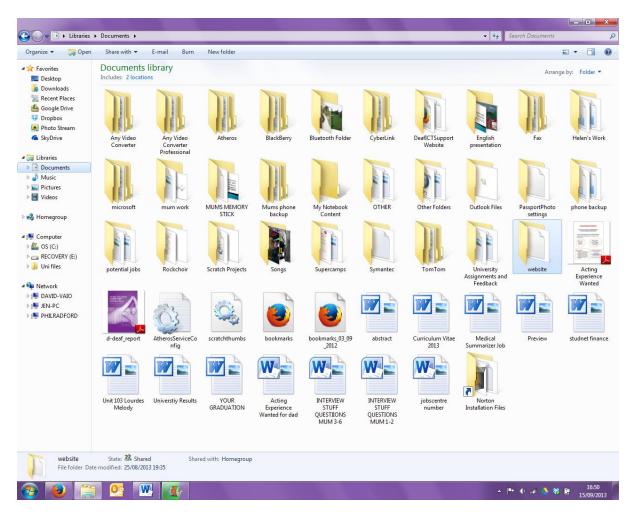
How to make a new folder

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.

Arrange by	+
View	•
Sort by	+
Group by	+
Refresh	
Paste	
Paste shortcut	
Undo Copy	Ctrl+Z
Share with	•
New	•
Properties	

Step 3: Highlight New

	Folder		
5	Shortcut	website	Acting
	Microsoft Office Access 2007 Database Bitmap image Contact Microsoft Word Document Journal Document	Arrange by View Sort by Group by Refresh	· •
	Microsoft PowerPoint Presentation Microsoft Office Publisher Document Text Document	Paste Paste short Undo Copy	
× 1	Microsoft Excel Worksheet Compressed (zipped) Folder	Share with	÷
ê	Briefcase	New	+
_	jobscentre Norton number Installation Files	Properties	

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



Step 5: Rename your folder

