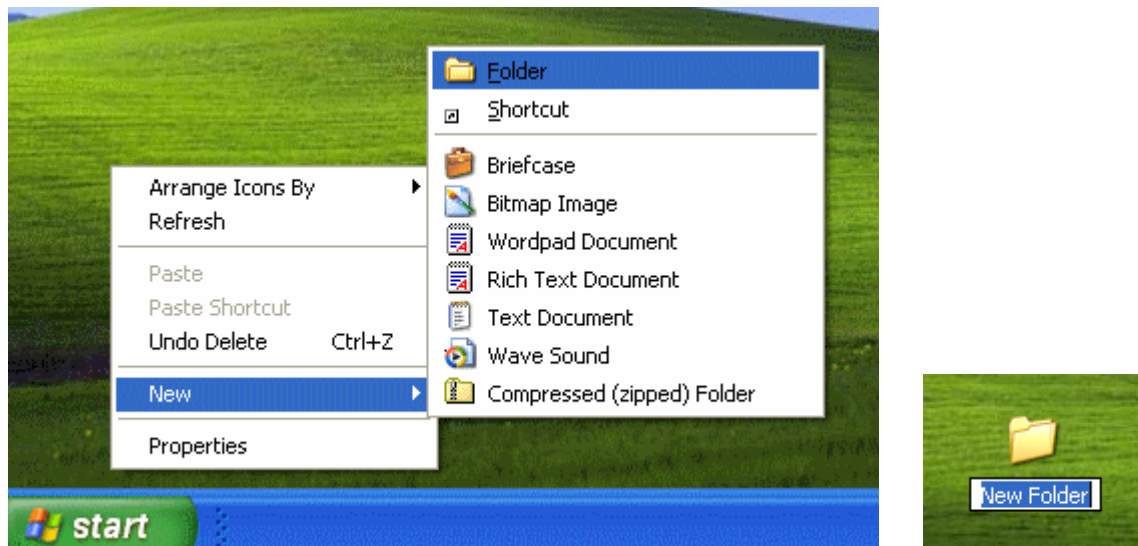


Create A New Folder

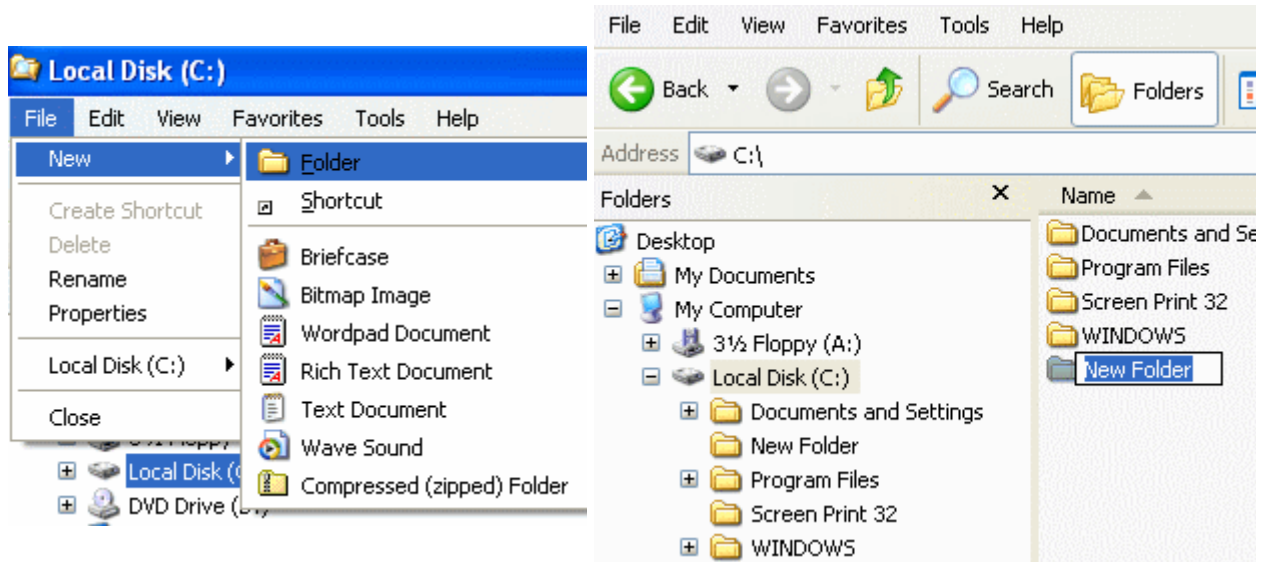
Folders are the basic organizational building blocks of any computer system. Without folders it would be virtually impossible to keep track of all the files that are found on even the smallest system. New folders can be created just about anywhere, but three methods are shown below.

New Folder On Desktop - Right click anywhere on an open area of the desktop. Select New and then click Folder. A new folder with the default name New Folder will be created on the desktop. Either accept the default name New Folder (bad idea) by hitting the enter key or type a new name for the folder (good idea) and then hit enter on the keyboard.



New Folder Using Windows Explorer in Hierarchical View - There are two easy methods for creating a new folder in this view.

- On the Menu bar select File > New > Folder and the folder will be created in the right hand pane. The trick is to make sure that prior to making the selections from the Menu that you are located at the proper place in the hierarchical view in the left pane. The new folder will always be created as a subfolder of whatever location you have selected



New Folder Using Windows Explorer in Task View

- Once again, make sure you're in the location where the new folder is to be created. In this case I'm using the same location that was used in the previous example; the root of the C drive as shown in the Address bar. In the File and Folder Tasks section, click the Make a New Folder selection. The New Folder is created in the right hand pane as shown in the second screen capture. Note that the File and Folder Tasks section also expands to include new entries relative to what can be done with the folder just created.

