

How to create folders



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Audience intended for: Windows Users

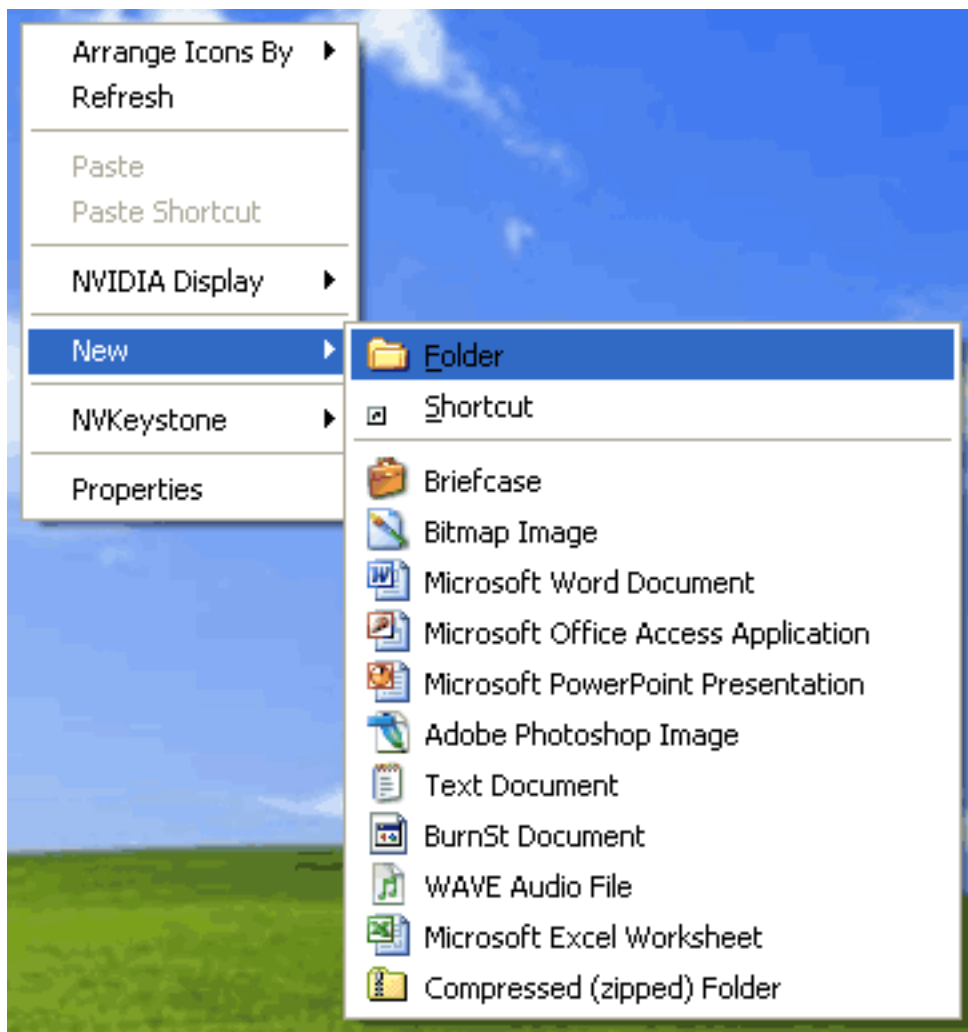
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Folders (or directories) are containers for files that enable you to organise your data. This tutorial will show you how to create your own folders.

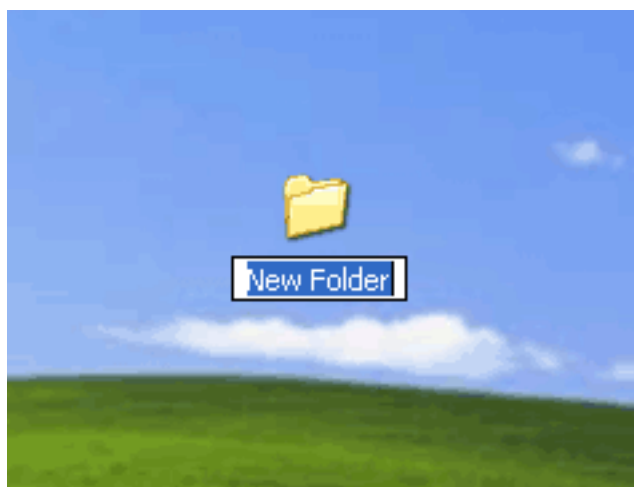
There are a number of techniques to create a folder, all of which achieve the same effect.

First Method

1. Right click on an open area of your desktop, or in an open area of Windows Explorer.
2. Then left click New
3. Then left click Folder.



Once your folder appears either on your desktop or in Windows Explorer you will notice that the folder name is highlighted. This is giving you the opportunity to name your folder. It is always best to give your folder a very memorable name that accurately describes its contents.

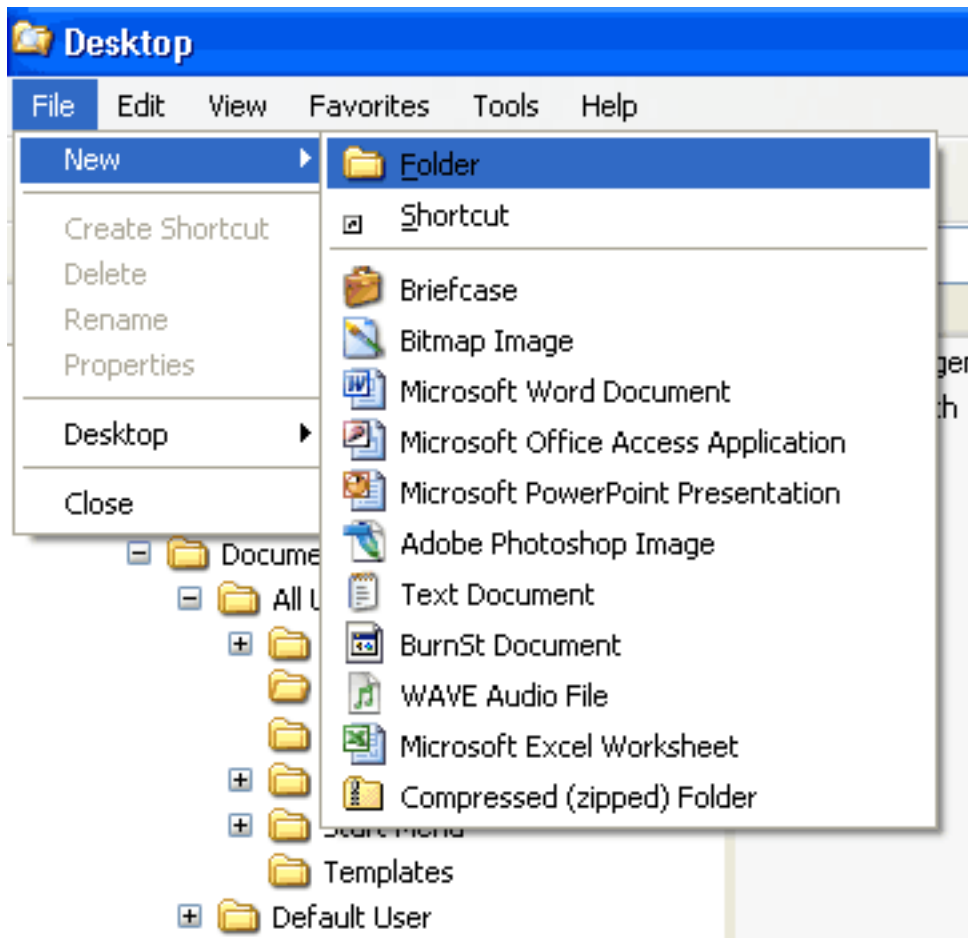


4. Type in the name you want to give to your newly created folder, and then hit Enter to complete the process.

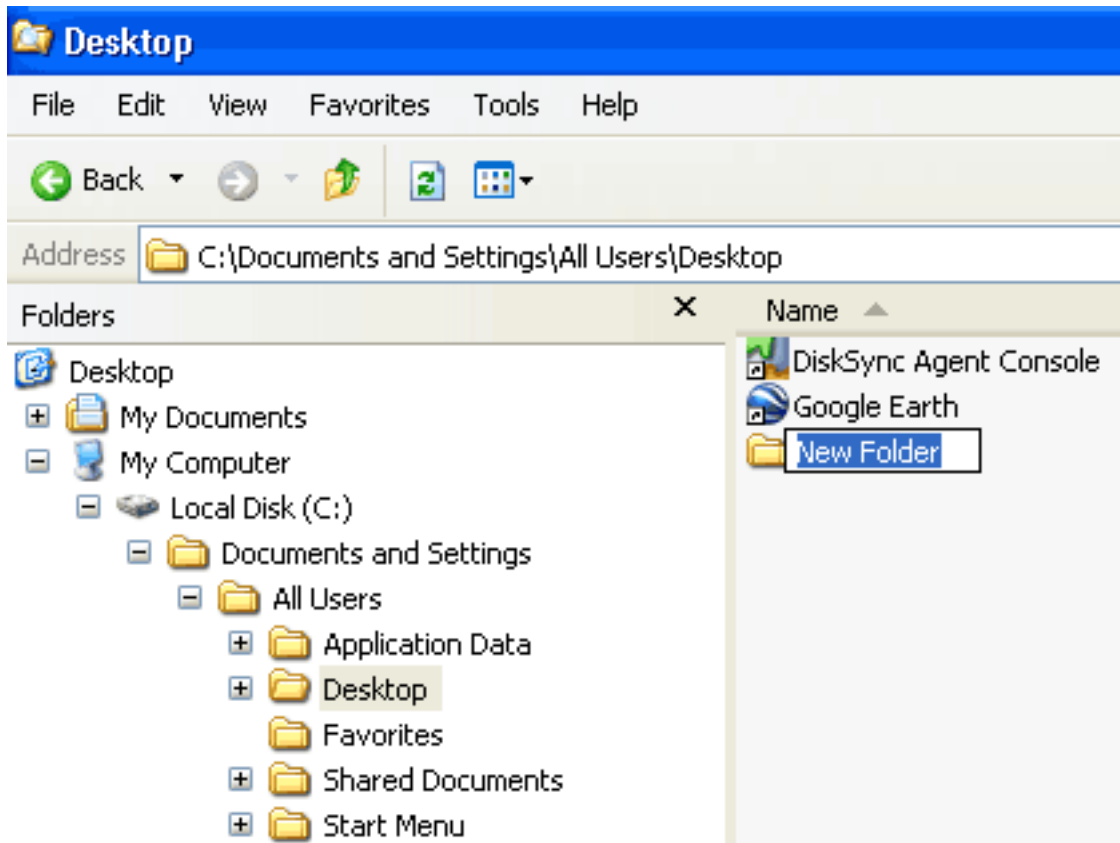
Second Method

This method is for use in Windows Explorer only.

1. Open up Windows Explorer ((Hold down the Windows Key and press E) or left click Start/ Programs/Accessories/Windows Explorer)
2. Navigate to the place you where you want your new folder to be created.
3. Then from the top toolbar click File
4. Then left click New
5. Then left click Folder



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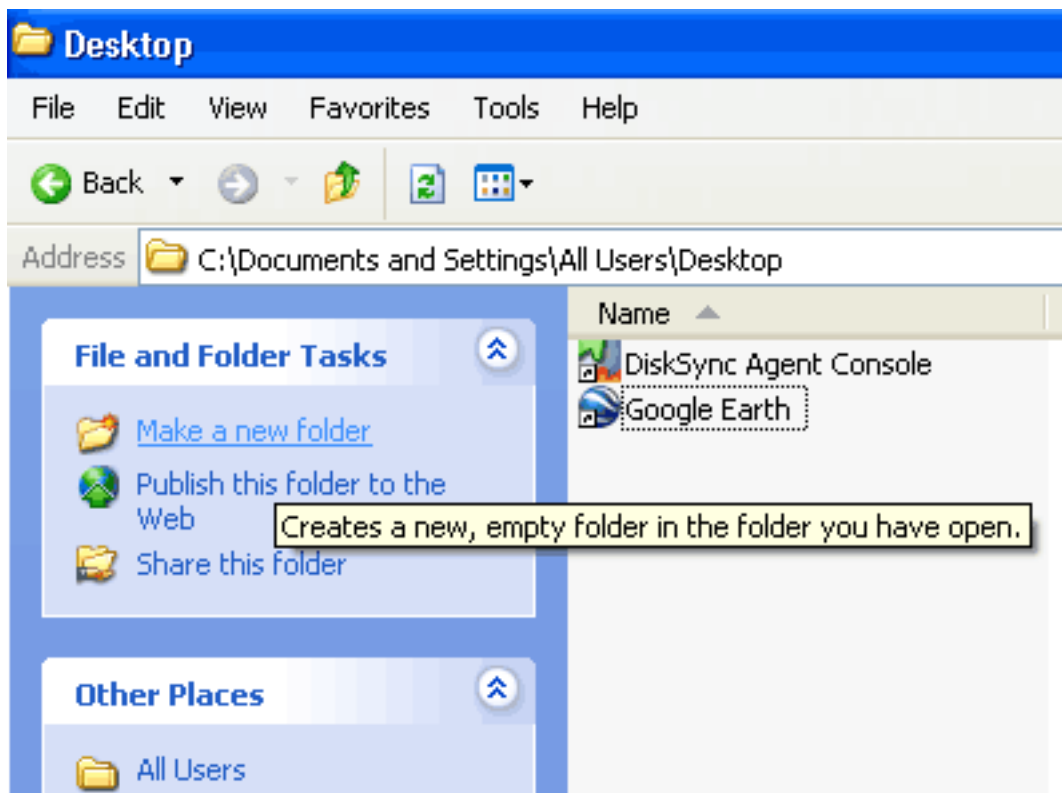


6. Type in the name you want to give to your newly created folder, and then hit Enter to complete the process.

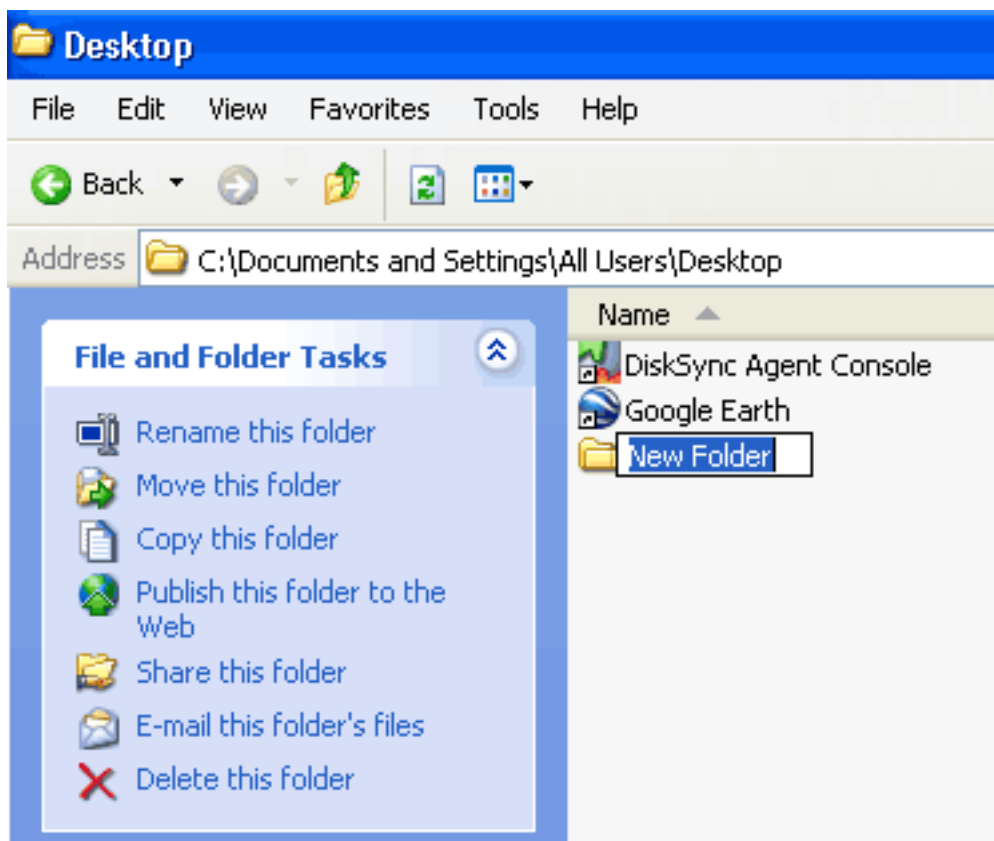
Third Method

This method can only be used by Windows XP, and Windows 2003 users.

1. Open My Computer ((Left click Start/My Computer) or double click the My Computer icon on your desktop)
2. Navigate to the place you where you want your new folder to be created.
3. Then left click Make a new folder from the File and Folder Tasks menu in your Common Tasks toolbar.



Once your folder appears either on your desktop or in Windows Explorer you will notice that the folder name is highlighted. This is giving you the opportunity to name your folder. It is always best to give your folder a very memorable name that accurately describes its contents.



4. Type in the name you want to give to your newly created folder, and then hit Enter to complete

the process.