

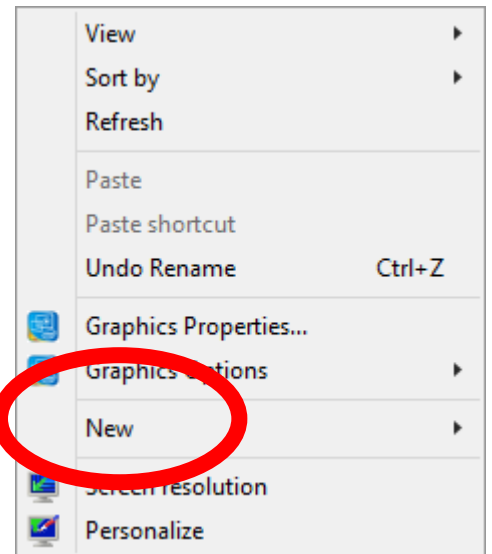
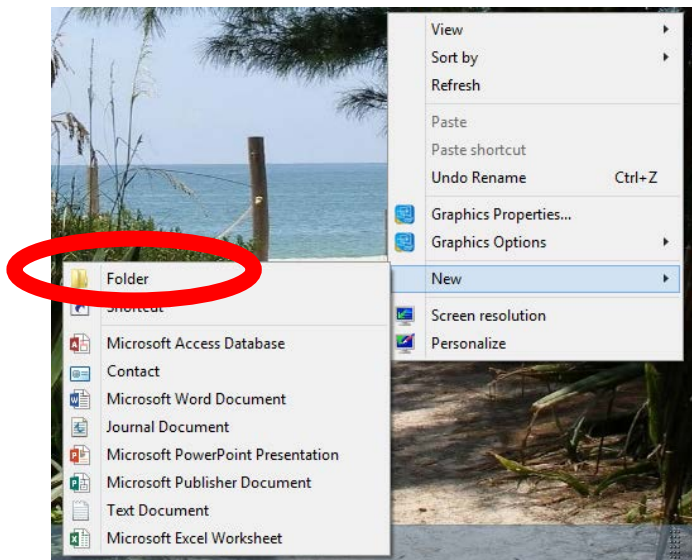
Computer Basics

Creating and Using Folders

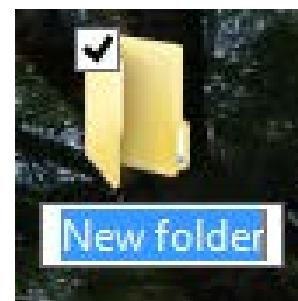
Folders are a great way to organize files, and are very easy to create!

Creating a Folder on the Desktop

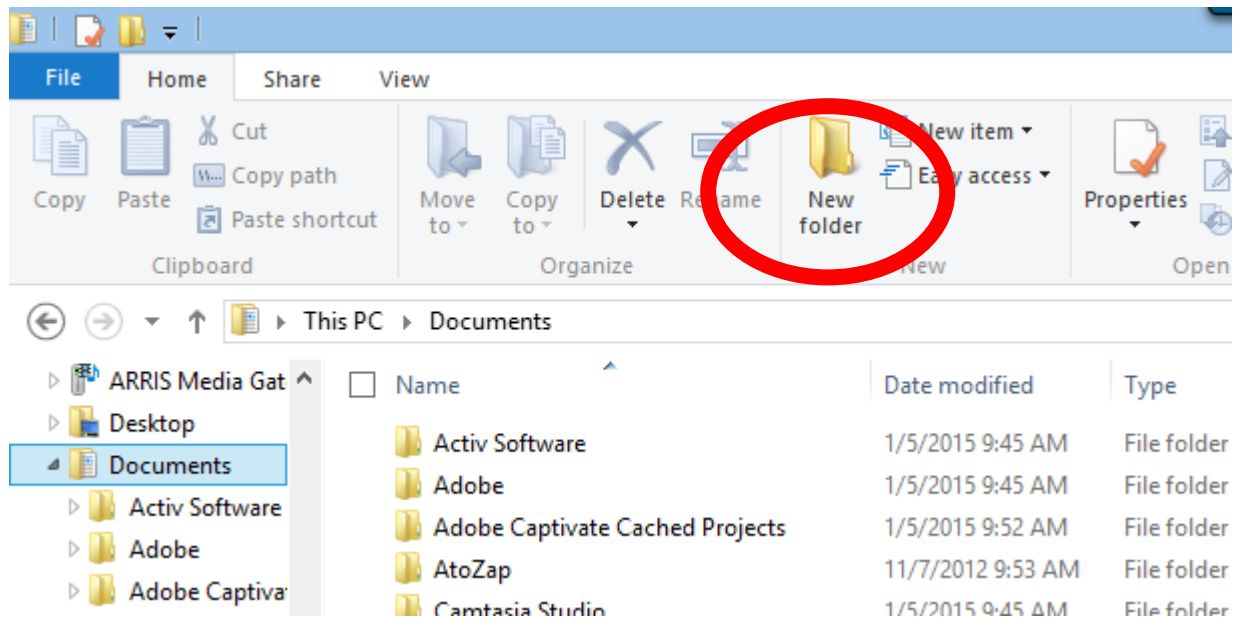
- Right-click the desktop. A pop-up menu will appear.
- Click New. Another pop-up will appear.



- Click Folder.
- A new folder will appear on the desktop.
- Click inside the box below the folder icon to name the folder.



Folders can also be created within other folders. Most folders have a new folder icon in the ribbon. Click that icon to create a new folder.



The new folder will appear at the bottom of your files list.

