

Lesson 21



CABINET LOCATION Creating a New Folder

You can create a new folder in Windows Explorer to improve the organization of your information. Creating a folder is like placing a new folder in a filing cabinet.

The folder is also called a **directory**.

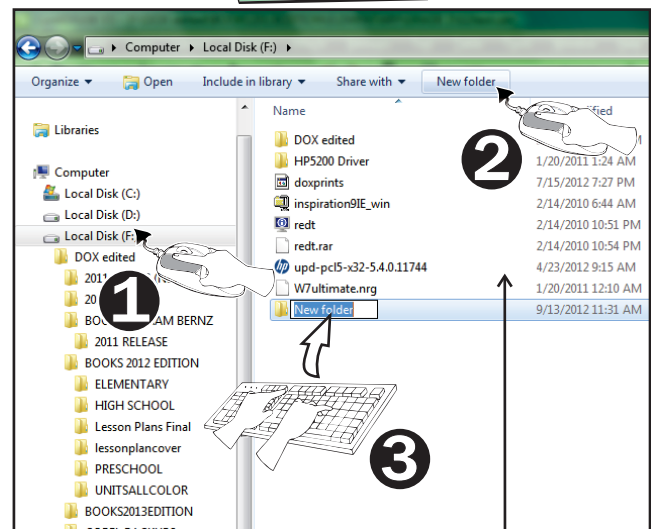
FOR WINDOWS 7 USERS:

Creating a New Folder

1. Move the mouse  over the folder you want to contain the new folder and then press the left button.
2. Move the mouse  over **New Folder** in the Menu Bar and then press the left button/click.

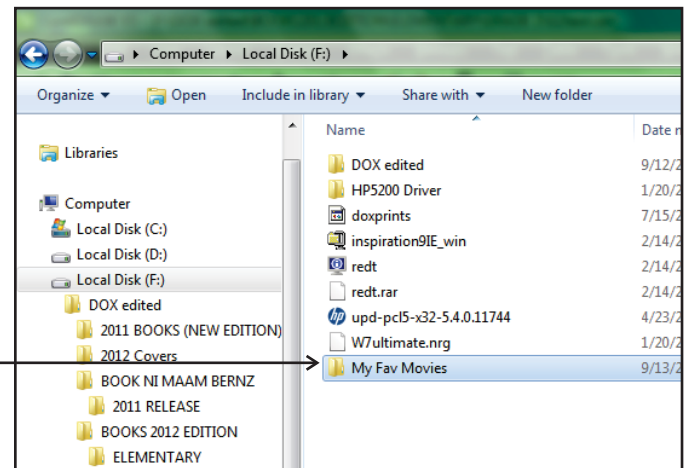
The new folder appears, displaying a temporary name (**New Folder**).

3. Type a name for the new folder (example: **My Fav Movies**) and then press **Enter**



This area displays the contents of the folder that you have selected.

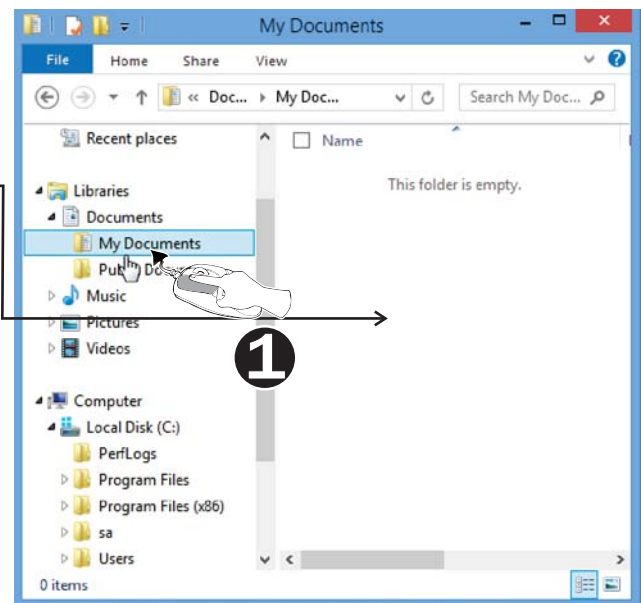
You can now see the location of the new folder.




FOR WINDOWS 8 USERS:

Creating a New Folder



This area displays the contents of the folder that you have selected.



1. Move the mouse over the folder you want to contain the new folder and then press the

2. Move the mouse  over the **New Folder** icon.

The new folder appears, displaying a temporary name (**New Folder**).

3. Type a name for the new folder (example: **My Files**) and then press **Enter** on your keyboard.
4. If the new folder does not appear on the left side of your screen, move the mouse  over the plus sign () beside the folder that contains the new folder and then press the left button/click.

You can now see the location of the new folder.

