Instruction Manual: How to create a new folder. You might want to do this for organizational purposes.

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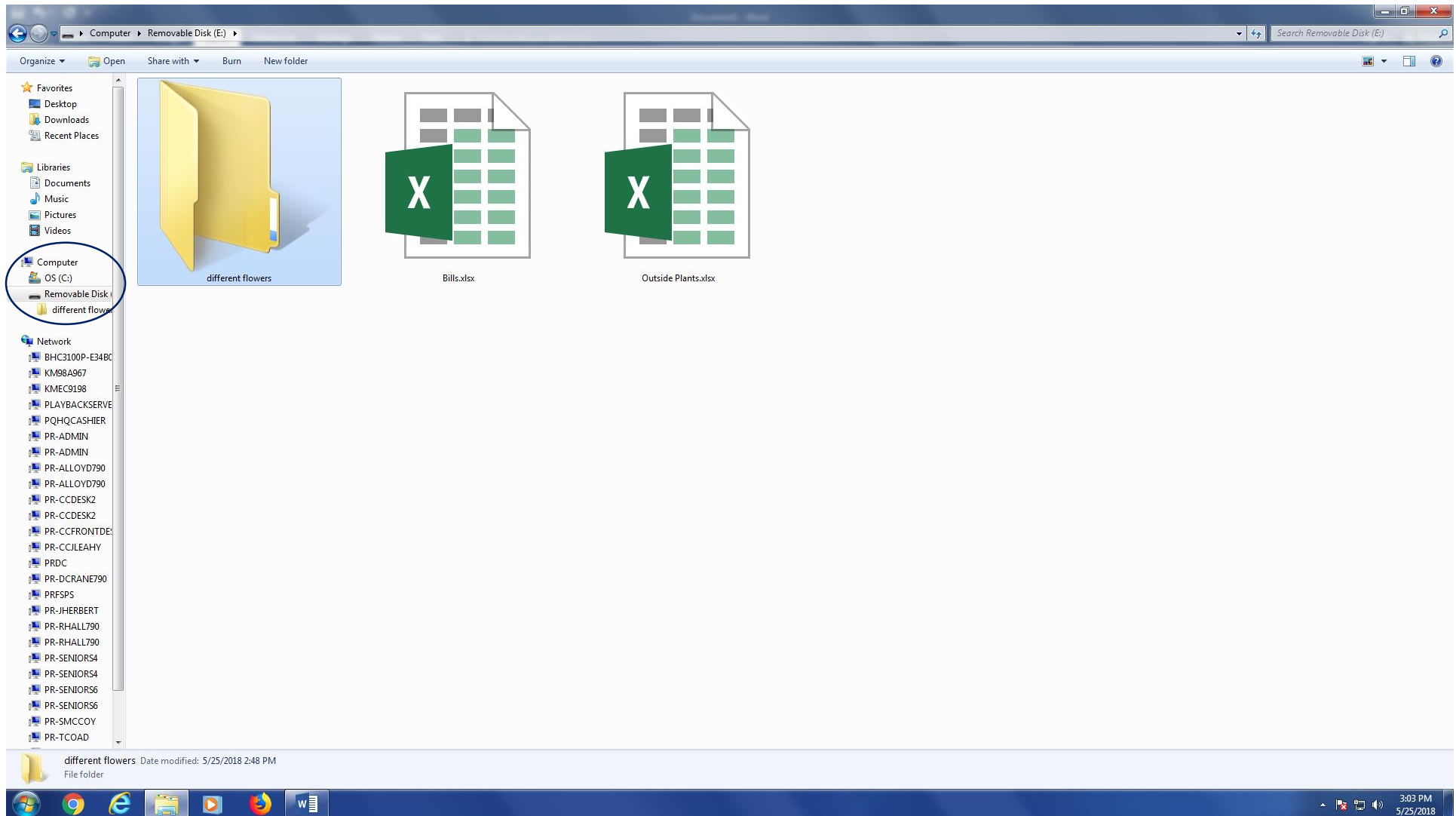
Step 1: Click on the "File Explorer" icon.

Note: Everything in this document to click on will be circled in red!
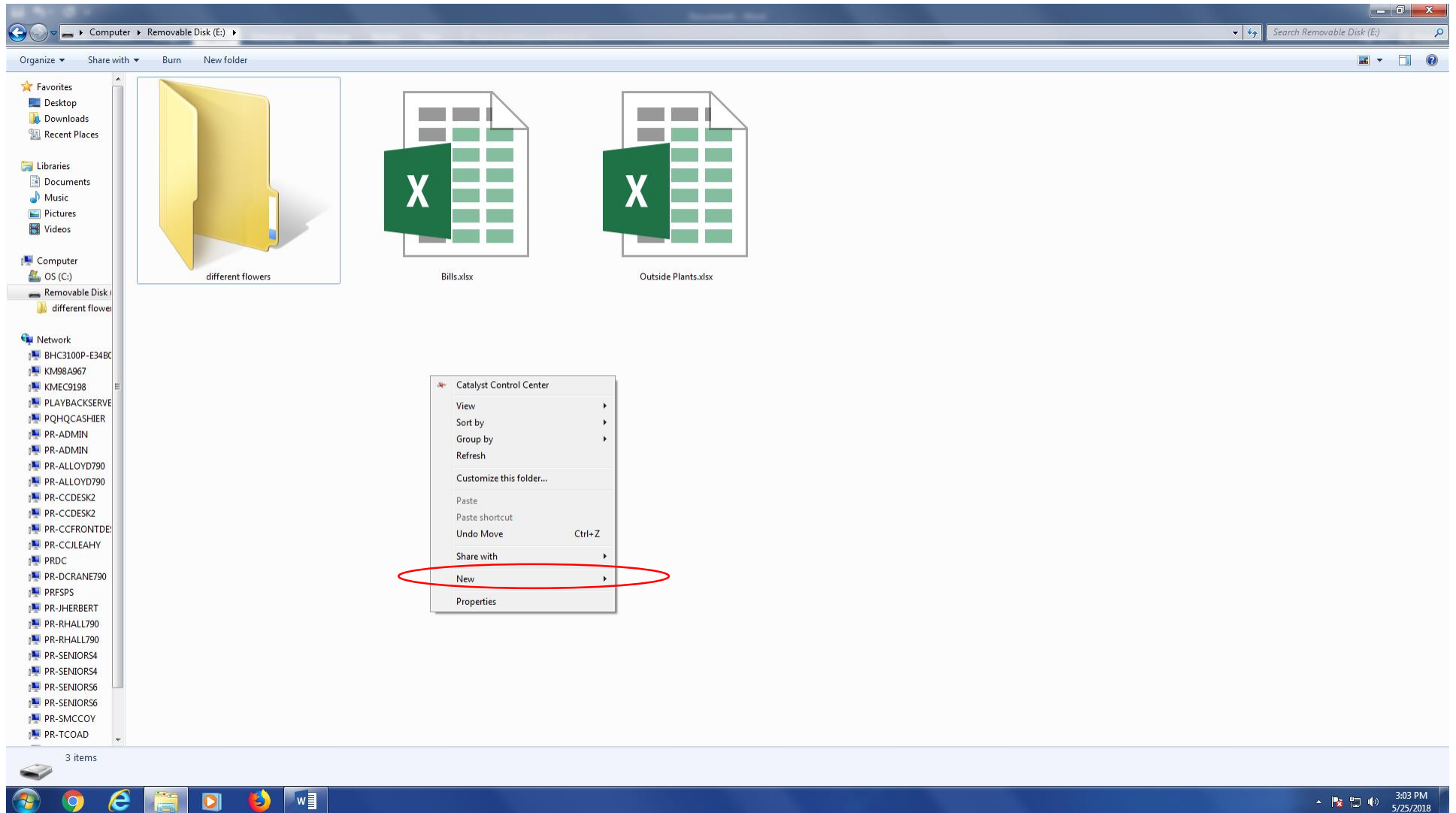
Step 2: Right Click anywhere in white

Note: **You will need to make sure that you are in the correct folder (ie. Select the removable drive from the left of the screen (area circled in Blue).**
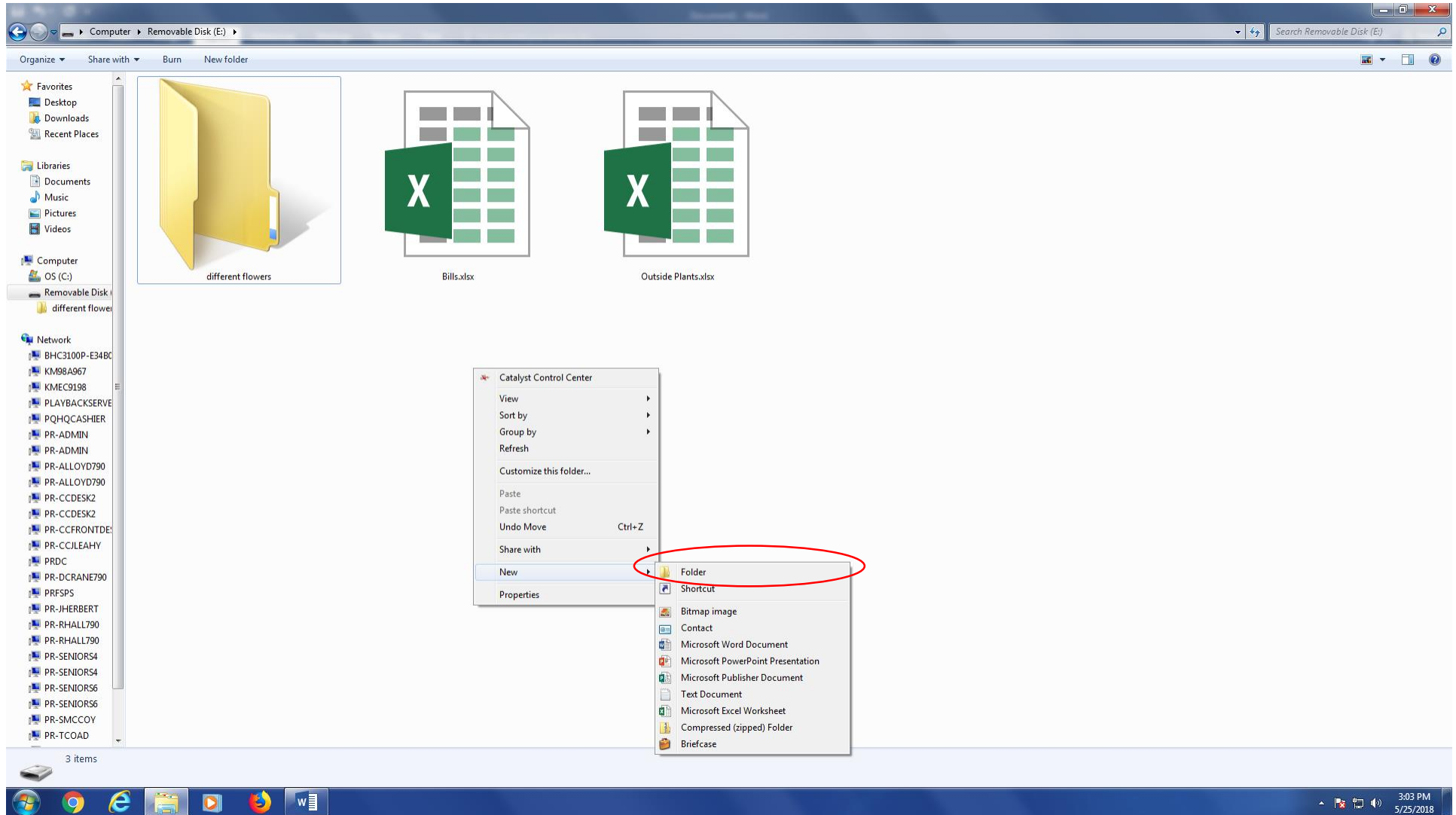
Step 3: Click on "New".

Step 4: Click on "Folder".

Note: Do not navigate away from this menu. If this happens, you will need to repeat from step 2 by right clicking.

Step 5: You can now type the name of your new folder! Left click anywhere with white space to exit and save your folder's new name!