WordPerfect
CREATE A FOLDER
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You might want to create a folder in WordPerfect or in Presentations. In my example, I'll call it "FACTS". Here's how to do it:

1. Open WordPerfect.

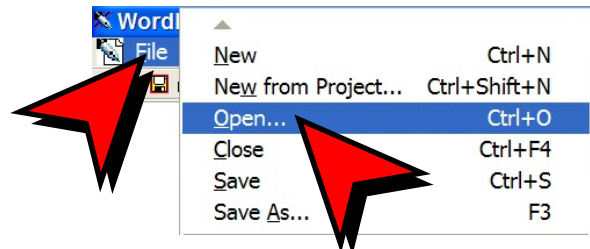2. From the MenuBar, select File > Open (**Figure 1**).
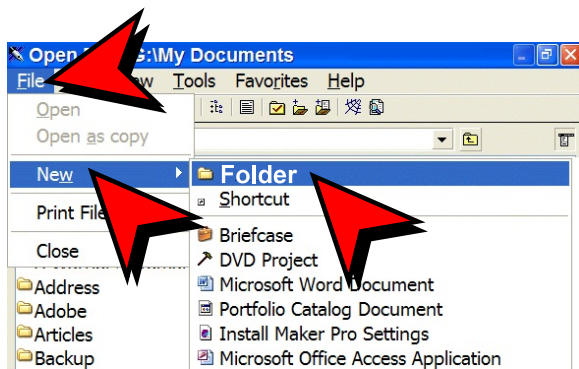

Figure 1

Figure 2

3. In the Document's Listing, from the MenuBar, select File > New > Folder (**Figure 2**).

NOTE: IF the MenuBar does not appear, click on the drop-down icon on the far right of the bar above the list of documents and the MenuBar will appear (**Figure 3**).
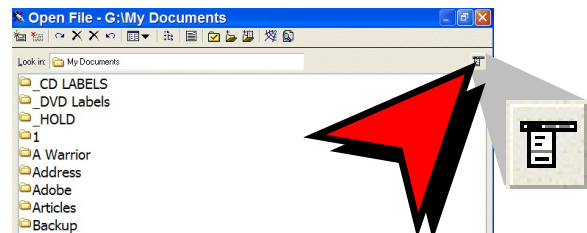

Figure 3

4. Type the name of the new file, for example, "FACTS" — without the quote marks (**Figure 4**).

Figure 4

     Notice that I have used all capital letters so that the folder would stand out among other folders.

5. Touch the *Enter* key, on the keyboard.

NOTE: To open that folder, double, left-click on it.