

Windows

CREATE DOCUMENT FOLDER

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Here is how to create a new folder in Windows.

1. In Windows Me and XP, open “My Documents” by selecting Start > My Documents. In Windows Vista, select Start > Documents.

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

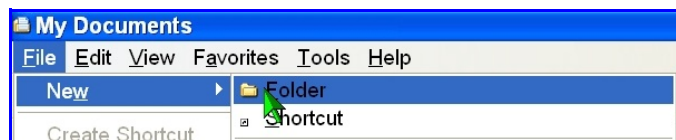


Figure 1

3. “New Folder” appears highlighted where its name will be (**Figure 2**).



Figure 2

4. Type a name for your folder. That name will replace the phrase “New Folder.” When you complete typing, press the Enter key, on your keyboard. You now have the new folder (**Figure 3**).



Figure 3

5. In Windows Vista, the folder moves to its correct place automatically. In Windows XP, move the folder to its rightful place by:

- ① RIGHT-click away from any icon.
- ② Left-click on “Refresh”.

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