

CREATE A FOLDER IN FILE EXPLORER

You can create as many folders as you want, either directly on a drive on your computer or within other folders. Using multiple folders enables you to better organize your files, so create as many as you need. To create a folder, open File Explorer and follow these steps:

1. Go to the location where you want to create the folder. It can be a drive on your computer or another folder.
2. Right-click on the target drive or folder and then left-click on New Folder.
3. A new folder is created with the name "New Folder."
4. The new folder name will be highlighted
5. Type the name that you want for the newly created folder.
6. Press Enter or click somewhere else in the File Explorer window. The newly created folder now has the name that you typed.
7. As you reorganize your files, you can now move files from another folder to your new folder, either by dragging, cut and paste, or copy and paste.