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 folder and then click on New Folder from the dropdown menu.
3. A new folder is created with the name New Folder.
4. Type the name that you want for the newly created folder.
5. Press Enter or click somewhere else in the File Explorer window. The newly created folder now has the name that you typed and it is in the location that you designated.
6. Close File Explorer.