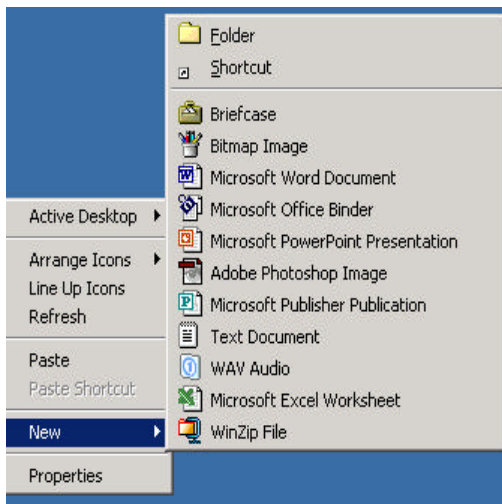


# Creating a New Folder

Sometimes you may want to create a folder on the desktop to save your images and text that you copy from the Internet. You can then save the folder onto a disk, your hard drive, to the server, or leave it on the desktop.



1. Right Click while your mouse is anywhere on the desktop screen and select new.
2. Click on folder to create a new folder name.



1. Delete *highlighted new folder* name by hitting the delete key on your keyboard. Type in a new name for your folder.

