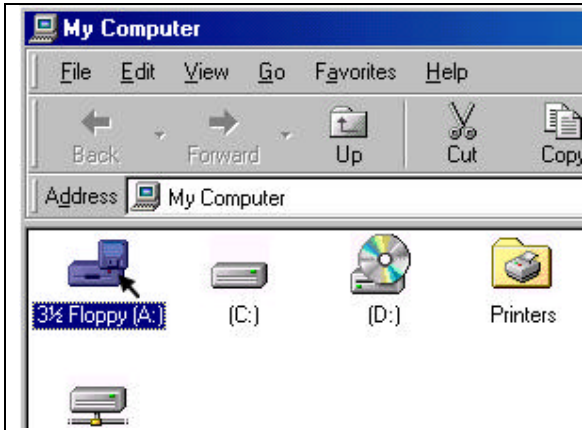
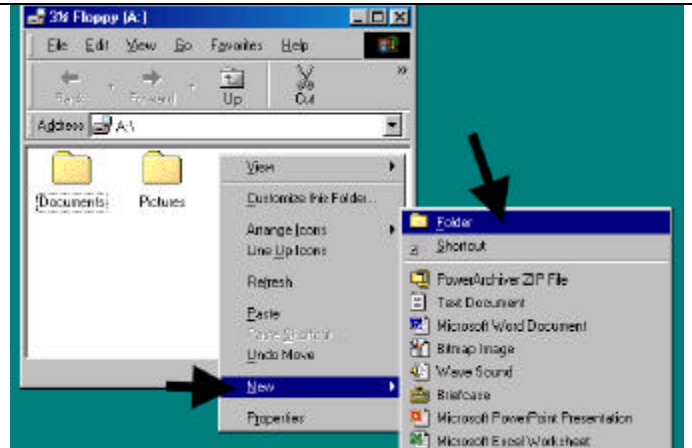


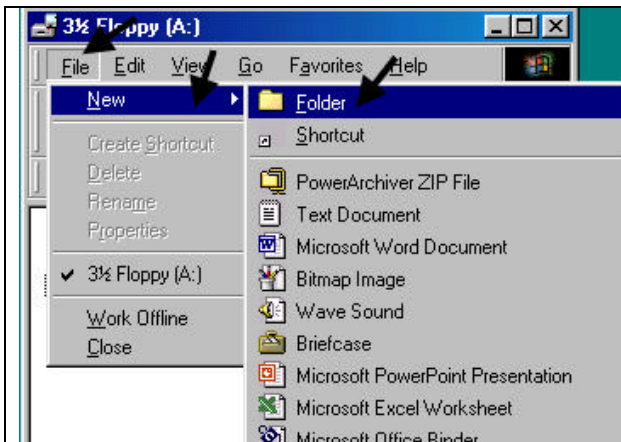
Files and Folders in Windows 95/98: How to create a folder



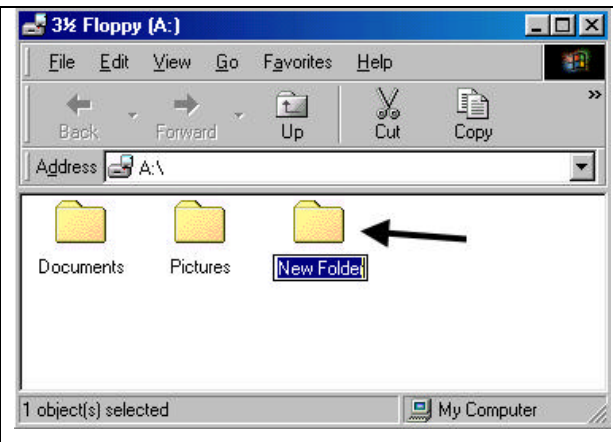
Open up the drive and folder in which you wish to create a new folder (see earlier help sheet: 'How to explore drives on the computer')



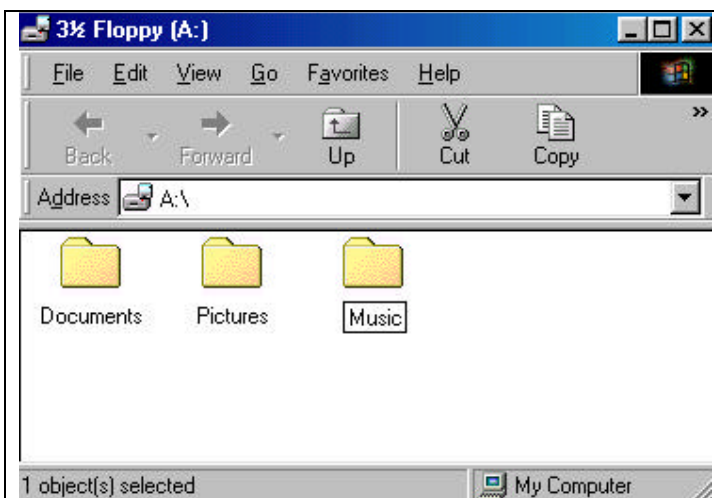
Right click to bring up the menu, select 'New' and 'Folder'



OR go up to the menu bar and click 'File' then 'New' then 'Folder'



A new folder will appear. The name of the folder will initially be 'New Folder'.



To change the name of the folder click on the old name ('New Folder'), delete the old name and type in your new name for the folder. To finish editing the name of the folder click somewhere else on the screen.