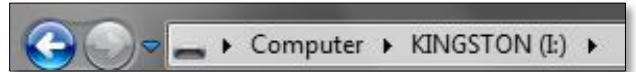**1**

Open the storage location in which you want to create the folder.
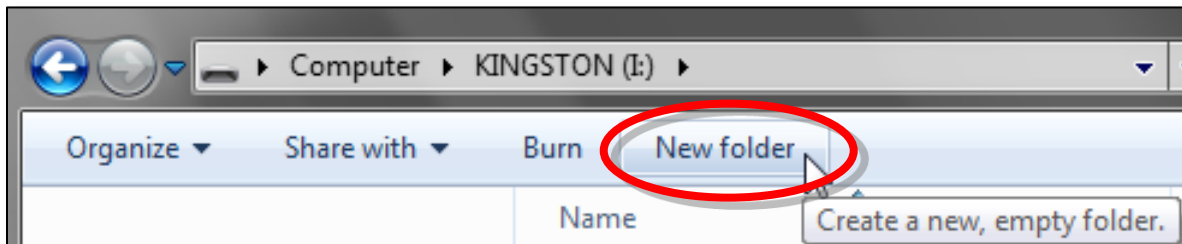- ➢ **Open** the Computer Window (open the Start Menu and click on "Computer").
- ➢ **Click** on the icon for your flash drive ("KINGSTON") in the Navigation Pane (the left pane). This is the storage location you will be using for the Lab Class.

At this point, your Address Bar should look like this:

> ◄ ○ ▾ 🖳 ▸ Computer ▸ KINGSTON (I:) ▸

2

Click the "New Folder" button on the Toolbar.

> ◄ ○ ▾ 🖳 ▸ Computer ▸ KINGSTON (I:) ▸   ▾
>
> Organize ▾   Share with ▾   Burn   **New folder**
>
> Name   Create a new, empty folder.

| Name	Date modified	Type
📁 New folder	9/14/2012 3:13 PM	File folder

3

Give the folder its name.
- ➢ **Type** the name you want to give the folder (for example, "Practice").

> **Note:** Do **NOT** click into the text box! It's already ready for you to start typing.

- ➢ **Click** in a clear area when you are done or **press** Enter .
- ➢ **Press** Esc if you want to **cancel** the rename operation.

4

You can now see your folder in the Content Pane (the right pane).

Name	Date modified	Type
📁 Practice	9/14/2012 3:13 PM	File folder
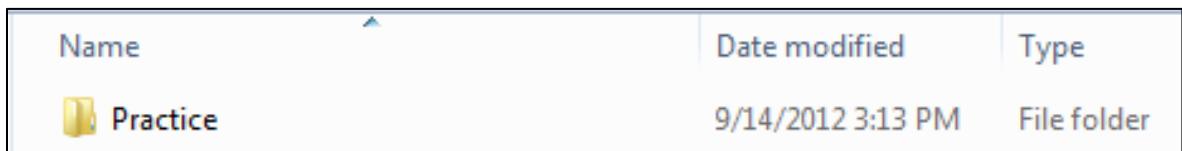
Tip: To see the new folder in the Navigation Pane (the left pane):

- ➢ **Click** on the light gray **chevron** next to the flash drive icon. ▷
- ➢ Or, **double-click** on the flash drive name ("KINGSTON").

> ▲ 🖳 Computer
> ▷ 🖴 KINGSTON (I:)

➡

> ▲ 🖳 Computer
> ▲ 🖴 KINGSTON (I:)
>   📁 Practice