



1

Open the storage location in which you want to create the folder.

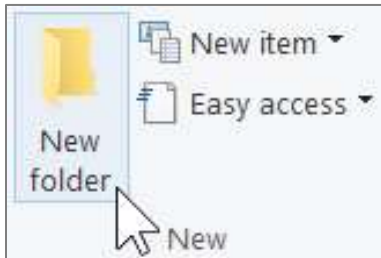
- **Open** File Explorer (click the button in the task bar).
- In the Navigation Pane (the left pane), **click** on the flash drive (“KINGSTON”) This is the storage location you will be using for the Lab Class.

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



2

On the **Home** tab, in the **New** group, **click** **New Folder**.



3

It is now waiting for you to give the folder a name.

Name	Date modified	Type
New folder	9/27/2017 3:45 PM	File folder

- Just **start typing** the name of the folder (for example, “Practice”).

Do **NOT** click into the text box! It’s already ready for you to start typing!

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

4

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

Name	Date modified	Type
Practice	9/27/2017 3:45 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”).