

15 Minute Seminar

Windows Explorer - Creating New Folders

To organize your hard drive you will often need to create a new folder to store a group of files that have some characteristic in common. For example, if you teach HIST1301 then you might want to create a folder under your My Documents folder called HIST1301 to hold all of your documents that you create for this class. Folders that you create underneath other folders are often called [subfolders](#).

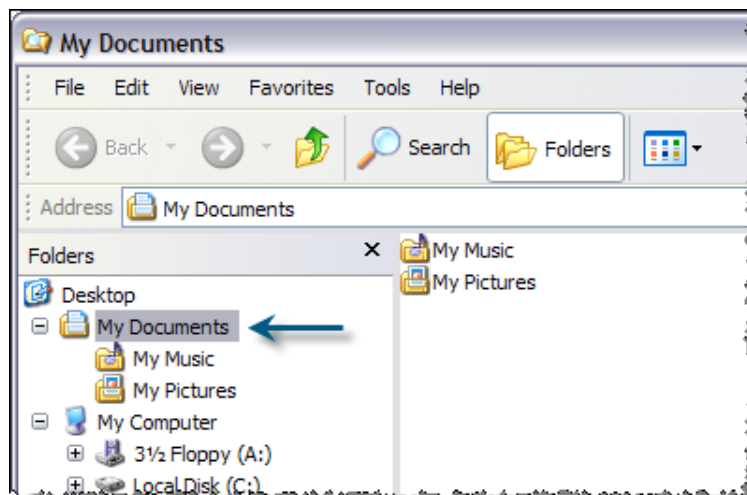
Creating a new subfolder using Windows Explorer is a simple process as shown in the procedure below.

Let's say that you want to create a subfolder under your My Documents folder named HIST1301. Here's how you would do it.

1. Open Windows Explorer and click on My Documents in the left-hand folder pane to select it.

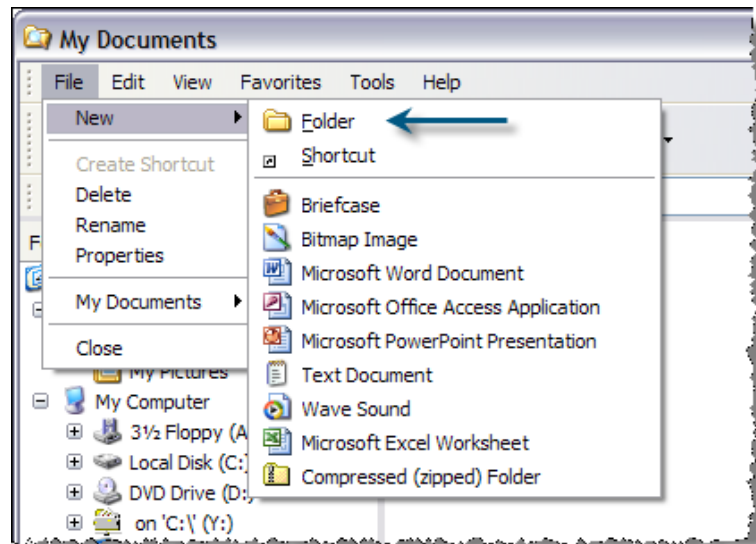
The contents of the My Documents folder are displayed in the right-hand details pane.

You will now create a new folder under My Documents.



2. Click on the File menu option and then select New.

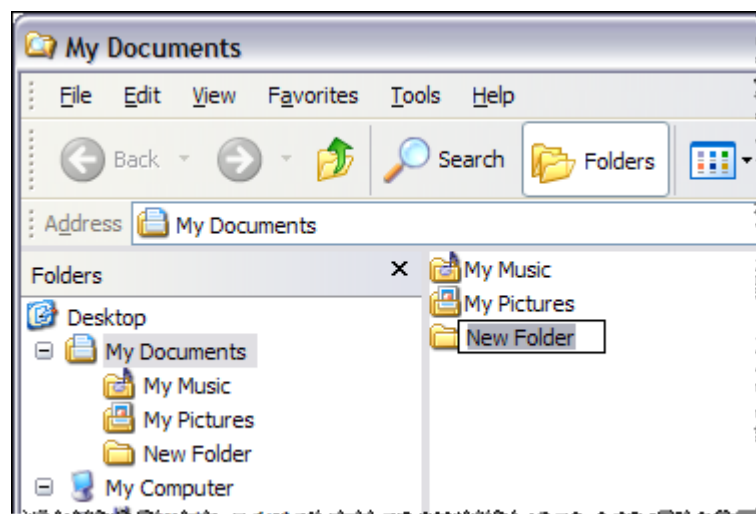
In the menu that pops-up click on **Folder**.



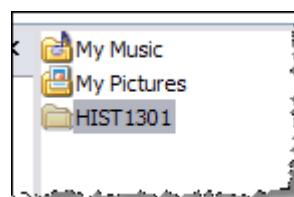
3. Now you will see your newly created folder with the default name "New Folder".

You can now type in your name for the folder (HIST1301 in this case).

Press the **Enter** key.



4. You're done!



So the general rule for creating subfolders is to find the folder you want to create the new folder under (parent folder) and click on it first in the folder pane. Then create the new folder as shown above.