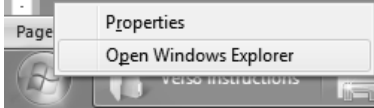
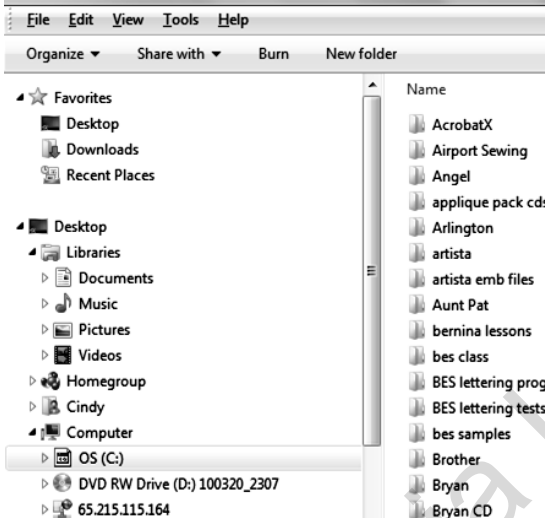


## Creating a New Folder Windows 7 Instructions

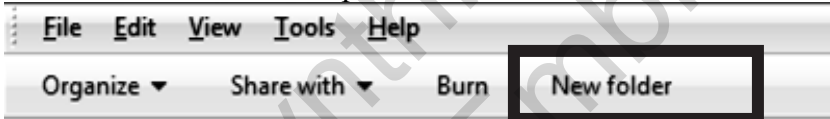
1. **Right mouse click on the Start button.**
2. **Choose Open Windows Explorer.**



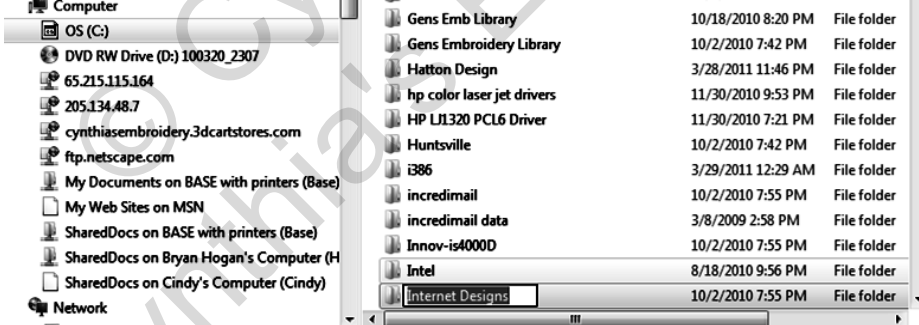
- 3.
4. **On the left side of the window, click on the drive where you want the folder created C:.**



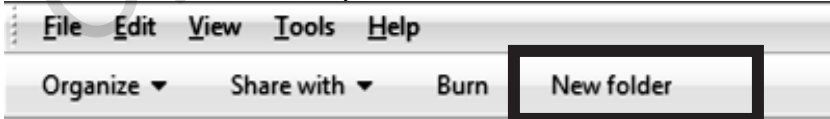
5. **Click New folder at the top of the window.**



6. **Type in a name for the folder “Internet Designs” and press Enter on the keyboard.**



1. **To create a sub folder, left mouse click on the Downloads or Internet Designs folder.**
7. **Click New folder at the top of the window.**



8. **Type in a name for your new folder “Cindy’s Designs” and press Enter.**
9. **Your folders are set up to use. The second folder is a folder within the Downloads folder. This will help you organize the web sites where you download a design.**