

## **HOW TO CREATE A NEW FOLDER IN FILE EXPLORER**

You can create as many folders as you want, either directly on a drive on your computer or within other folders. Using multiple folders enables you to better organize your files, so create as many as you need.

To create a folder, open File Explorer and follow these steps:

1. Go to the location where you want to create the folder. It can be a drive on your computer or another folder.
2. Right-click on the target folder, then click on New>Folder.
3. Assign a name to the new folder and then click <enter>.
4. Close File Explorer.

Note: The keyboard shortcut for the New Folder command is Ctrl+Shift+N.