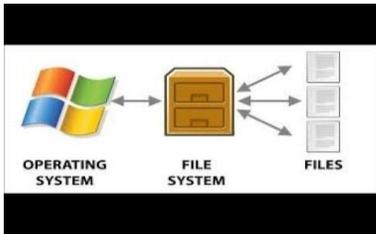




USING FILE EXPLORER

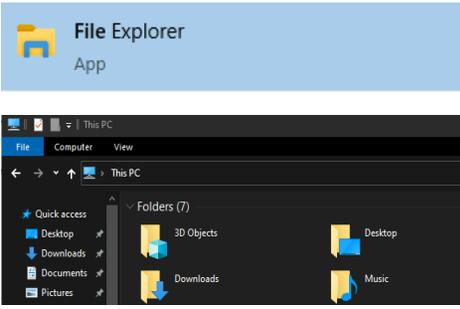


Using Windows file system is a great way to create new files, folders and subfolders to organize your computer.

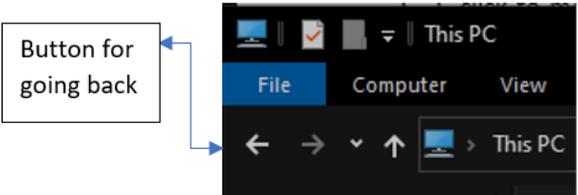
To create a new folder, open the file explorer by typing "File Explorer" in the search bar next to the windows logo OR by clicking the manilla folder icon on your desktop.



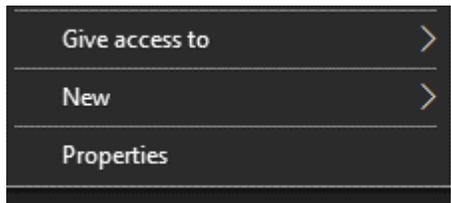
Click on the File Explorer app and you will see a window pop up showing you all your system's files.



Navigating through this window is very simple, double click to move forward in the folder or use the back-button arrow to go back in the same subfolder.



To create a new folder, click "Home" at the top of the window and then select "New Folder". This can also be done using the right click button on your mouse or a 2-fingered click on your mousepad and then select the "New Folder" option.



The new folder you will be automatically highlighted so that you may change its name. Once changed, press the "Enter" key on your keyboard to save.



To change the name of an existing folder you could click once on the folder you wish to change, then select "Home" and "Rename". Another way is to right click with your mouse on the folder you want to rename, and press "Rename" in the pop-up list. Or a third way to change the name is by doing a 2-fingered click on your mousepad and select "Rename" in the pop-up list that appears.

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