

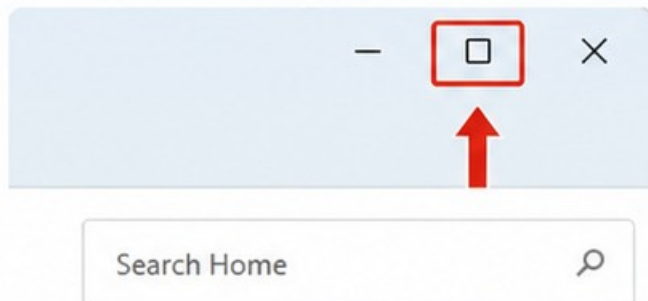
You can create a folder in your Documents folder or on your USB drive.

1 We open File Explorer.



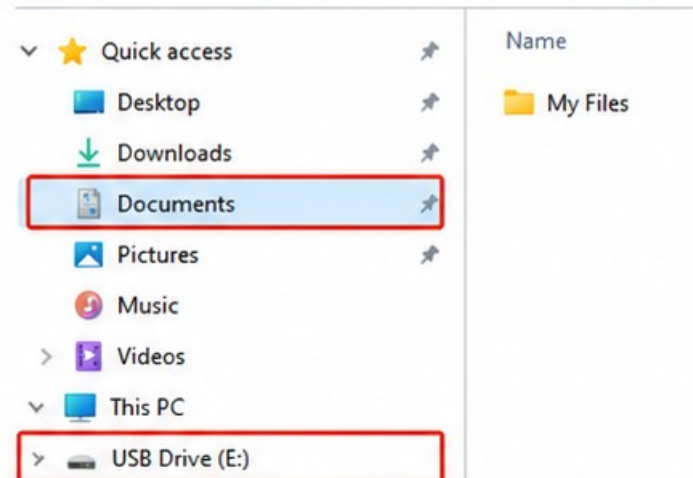
Click on the File Explorer icon on the taskbar.

2 We maximise the screen.



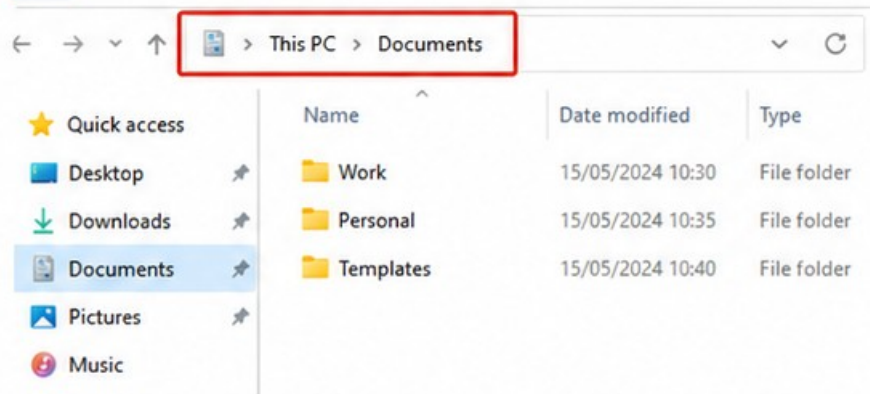
Click the maximise button so File Explorer fills the screen.

3 We click on Documents / USB.



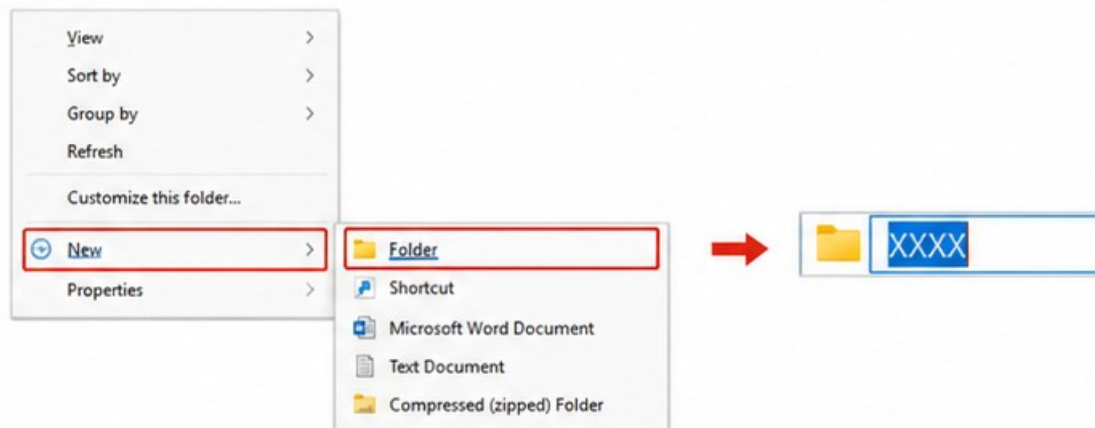
Click Documents or your USB drive from the left-hand menu.

4 Take a look at the file path.



The file path shows you where you are. In this example: **This PC > Documents**

5 Click File, New Folder, call it XXXX then press Enter.



Right click in a blank space, go to New > Folder. Type the folder name (e.g. **XXXX**) and press Enter.

Your new folder is now ready.

