How to Create a Desktop Folder

Description:

This Job Aid describes the process to create a new folder on the computer Desktop.

**Step 1: Right click on the Desktop**

1) Close or minimize all documents and programs to view the Desktop
2) Right click the mouse in any location on the Desktop
Step 2: Select New

Select *New*

Step 3: Select Folder

Select *Folder*
### Step 4: Name Folder

1) The folder name should be highlighted below the newly created folder on the Desktop; type the name for the new folder
2) Press the *Enter* key on the keyboard

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The process to create a new folder on the computer Desktop is complete.