

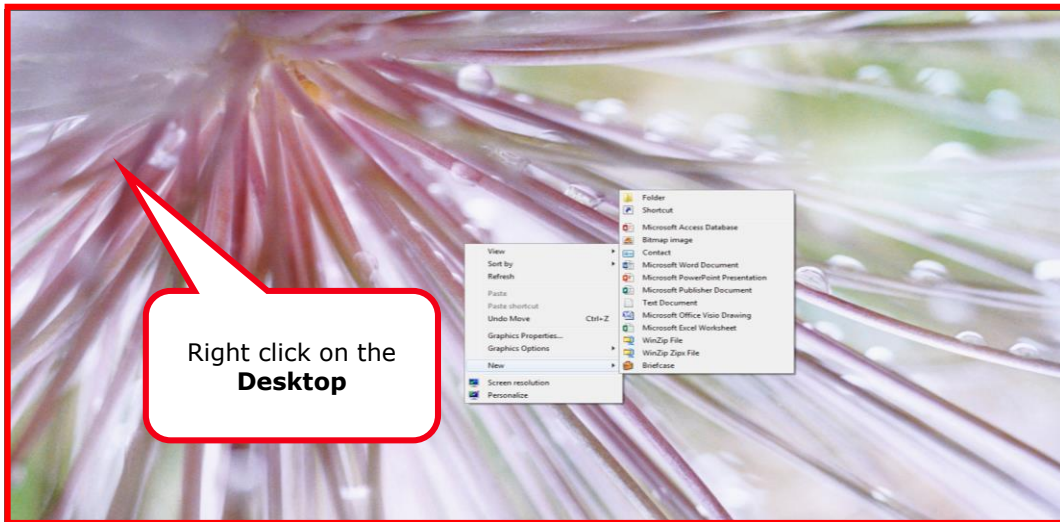
## How to Create a Desktop Folder

### Description:

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

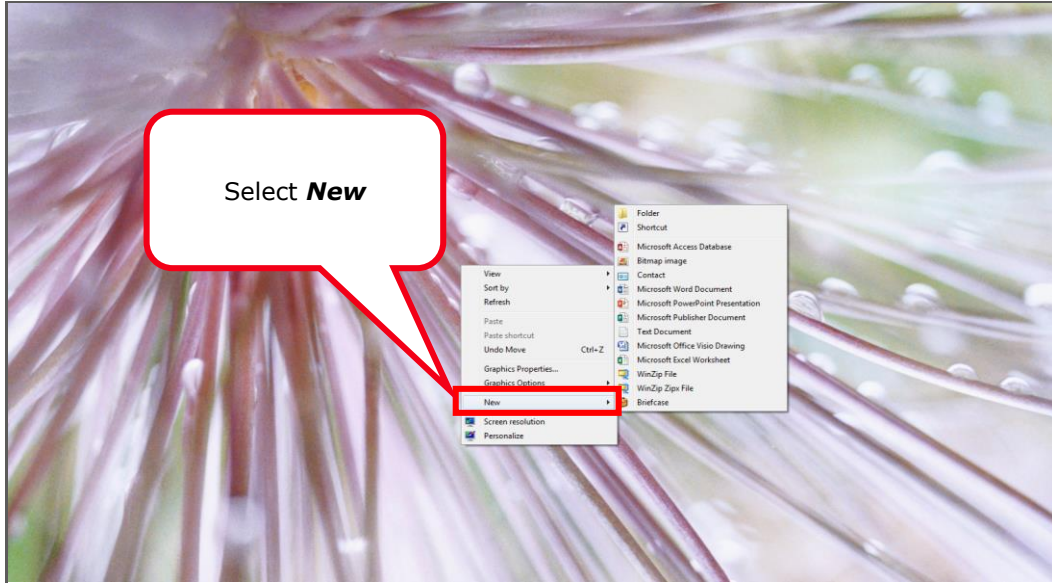
### Step 1: Right click on the Desktop

- 1) Close or minimize all documents and programs to view the **Desktop**
- 2) Right click the mouse in any location on the **Desktop**



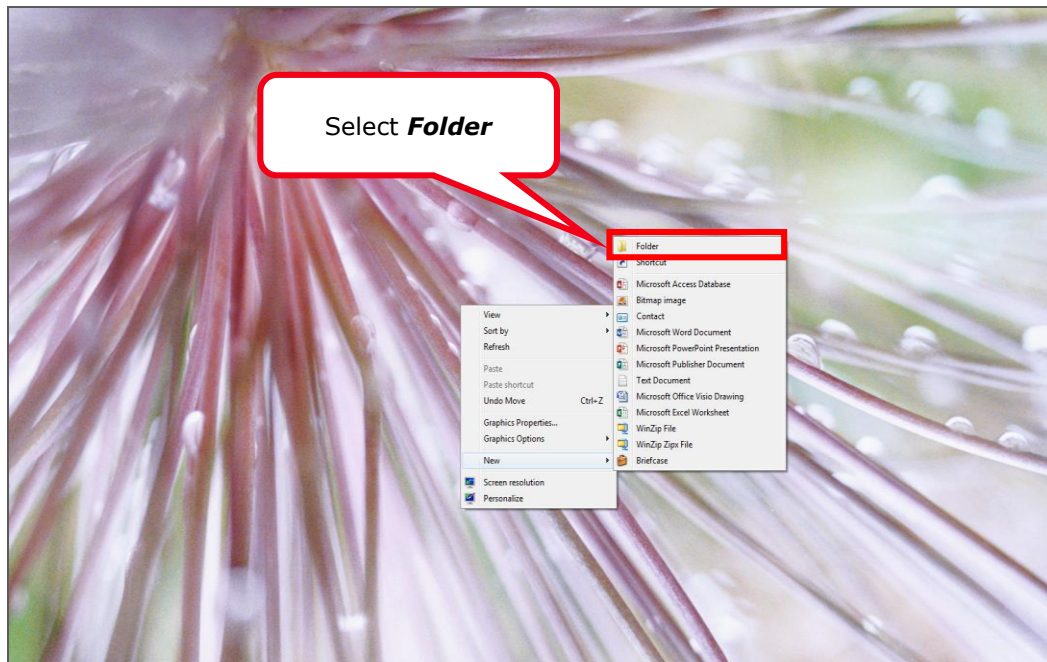
## Step 2: Select New

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



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