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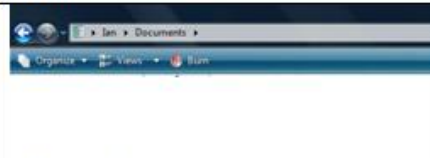
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### To Add a New Folder in Windows Explorer

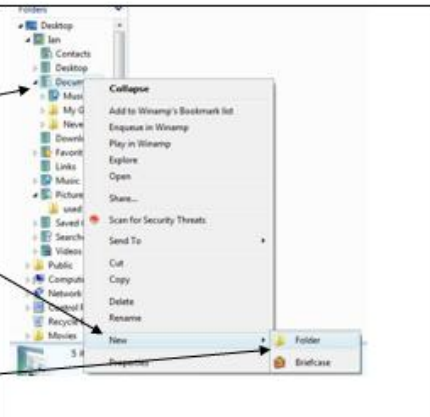
Prior to Creating a folder, ensure you have your cursor on the folder you want to create a sub-folder within. I.e., Make sure the Documents folder is highlighted or is listed in the address bar.



1. **RIGHT** Click on the *documents* folder

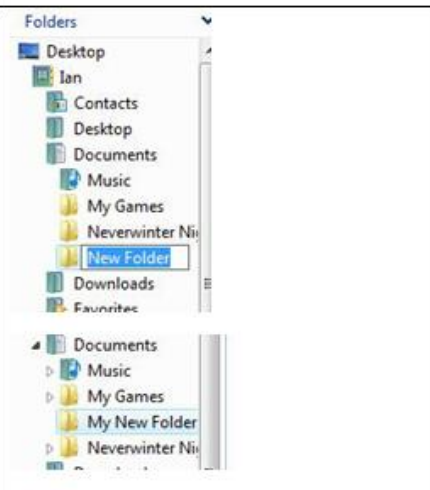
2. Point to New

3. Click on Folder



4. Start typing the folder name (e.g., My New Folder)

5. Then press ENTER



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