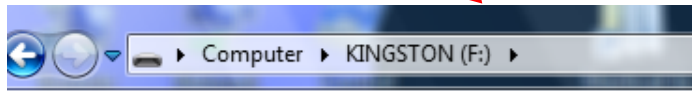


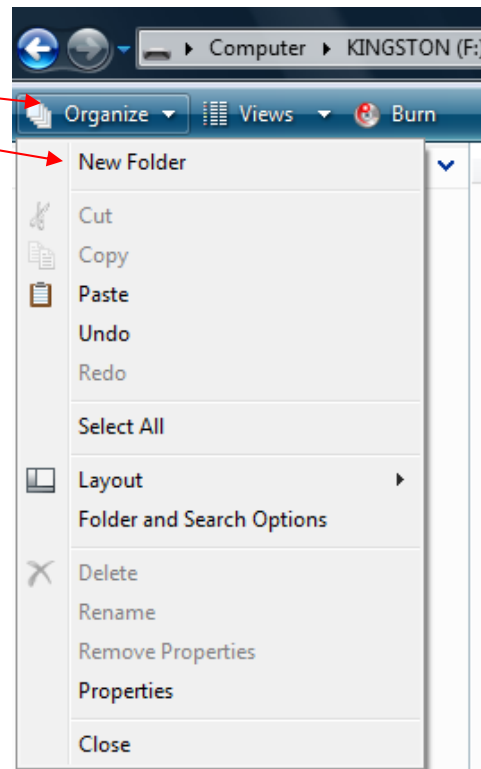
Creating an 'Electronic' Folder in Windows Vista

Steps to creating a folder

1. You need to have the storage location open in which you want to create the folder – floppy disc, flash drive, your documents folder, etc.
 - a. Double click on the desktop icon for Computer.
 - i. If you can't see the desktop, minimize your windows.
 - b. Double click on the icon for the flash drive KINGSTON (F:) This is the storage location you will be using for the Lab Class.
At this point be sure that your address bar looks like this



2. Click the organize button on the toolbar to open this menu and then click New Folder.



3. A new folder is created and the name field is highlighted. **DO NOT CLICK INTO THE TEXT BOX**, simply type the name you want to give the folder (I'm naming mine "practice") and then click in a clear area.

4. You can now see your practice folder in the right pane only. To see it in the navigation pane (the left pane); click on the light gray chevron next to the Flash Drive icon.

