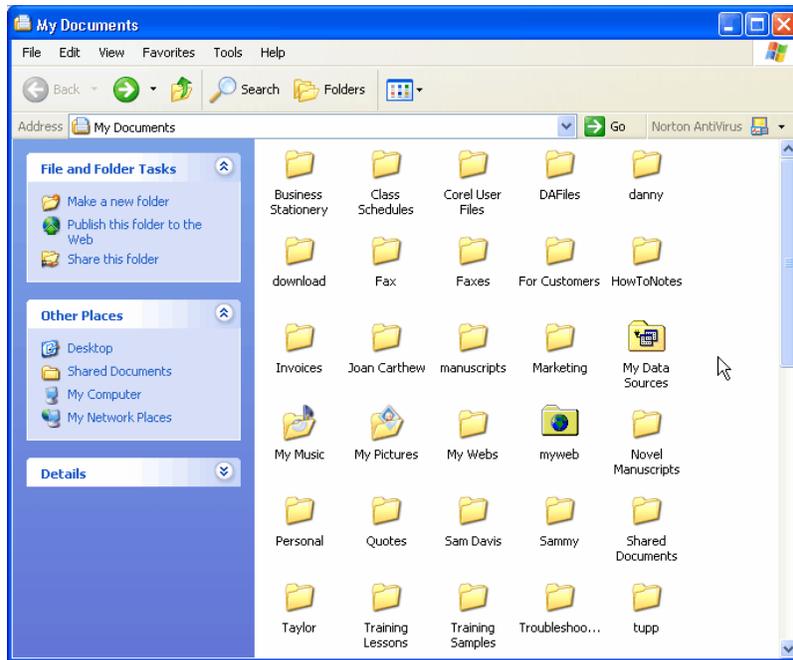


CREATING A NEW FOLDER VIA THE DESKTOP

1. Double click on 'My Documents'. The 'My Documents' window will appear on the screen. (see figure a.)



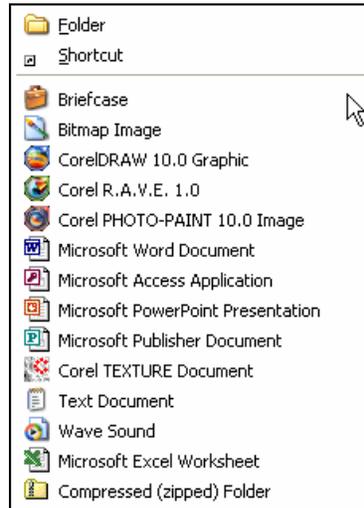
(figure a.)

2. Move your mouse pointer to the white section in the box. Click once with the RIGHT mouse button. A new menu will appear. (see figure b.)



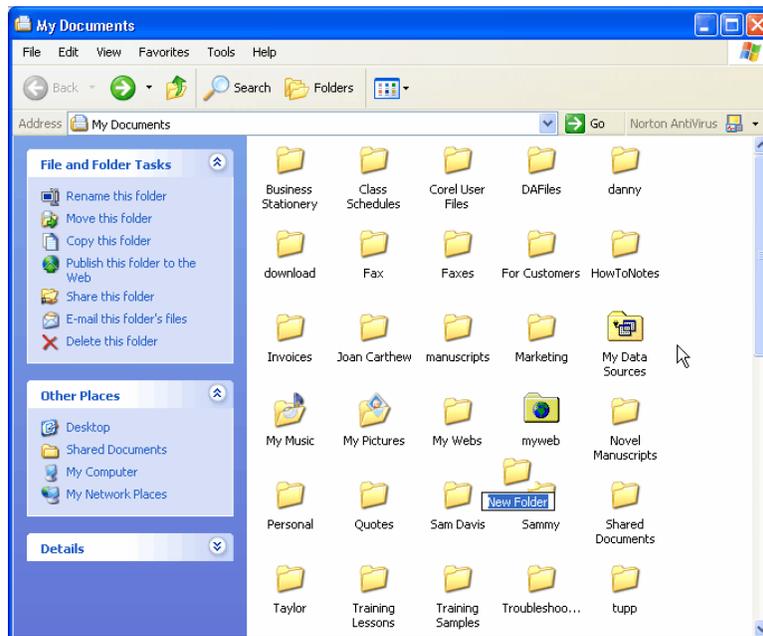
(figure b.)

3. Move the mouse pointer over 'New'. Another menu will appear. Move mouse pointer over 'Folder' and click once with the left mouse button. (see figure c.)



(figure c.)

4. A folder with 'New Folder' written underneath should appear. The words 'New Folder' should be highlighted dark blue. (see figure d.)



(figure d.)

5. You do not need to click in this box to type in the name you wish to call this folder. Just type in the name and the words 'New Folder' will disappear and the name you are typing in will appear.
6. When finished typing the new name, press enter.

Congratulations! You have now created a new folder via the desktop!