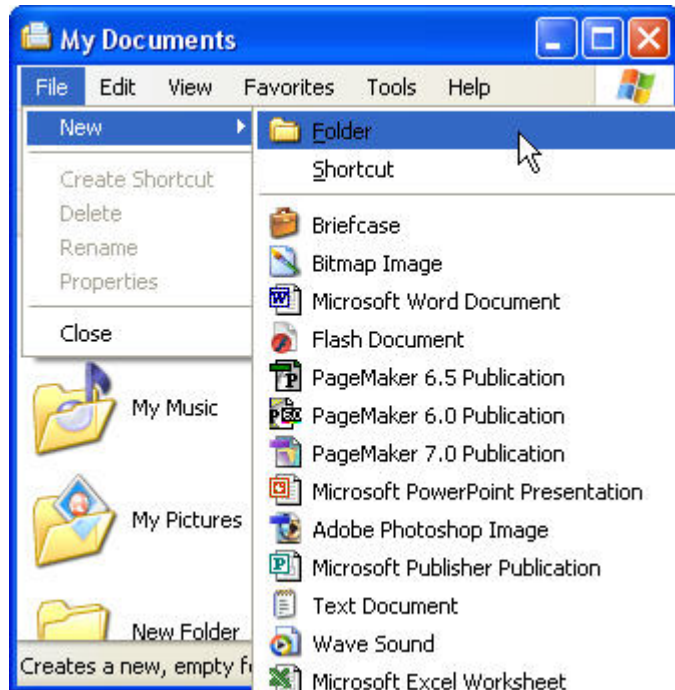
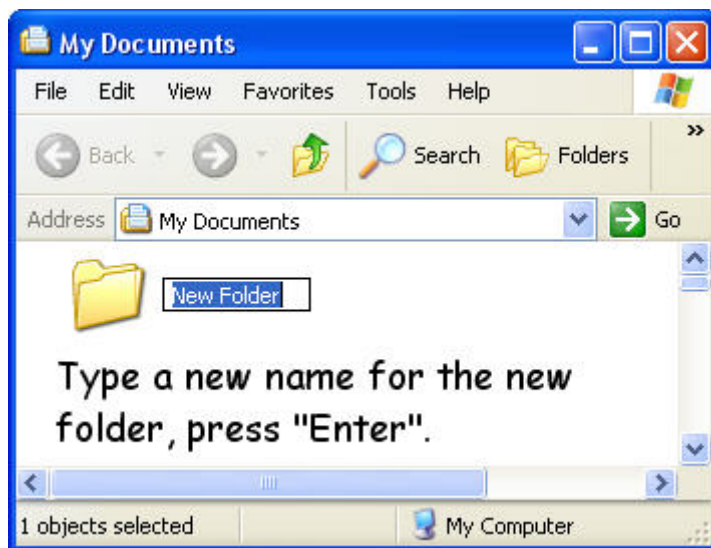


# Creating Folders

To create a new folder, double click the "My Documents" icon to open My Documents.



Select the "File" menu, select "New", select "Folder". A new folder is displayed with the default name, New Folder, selected.



Type a name for the new folder, and then press "Enter".