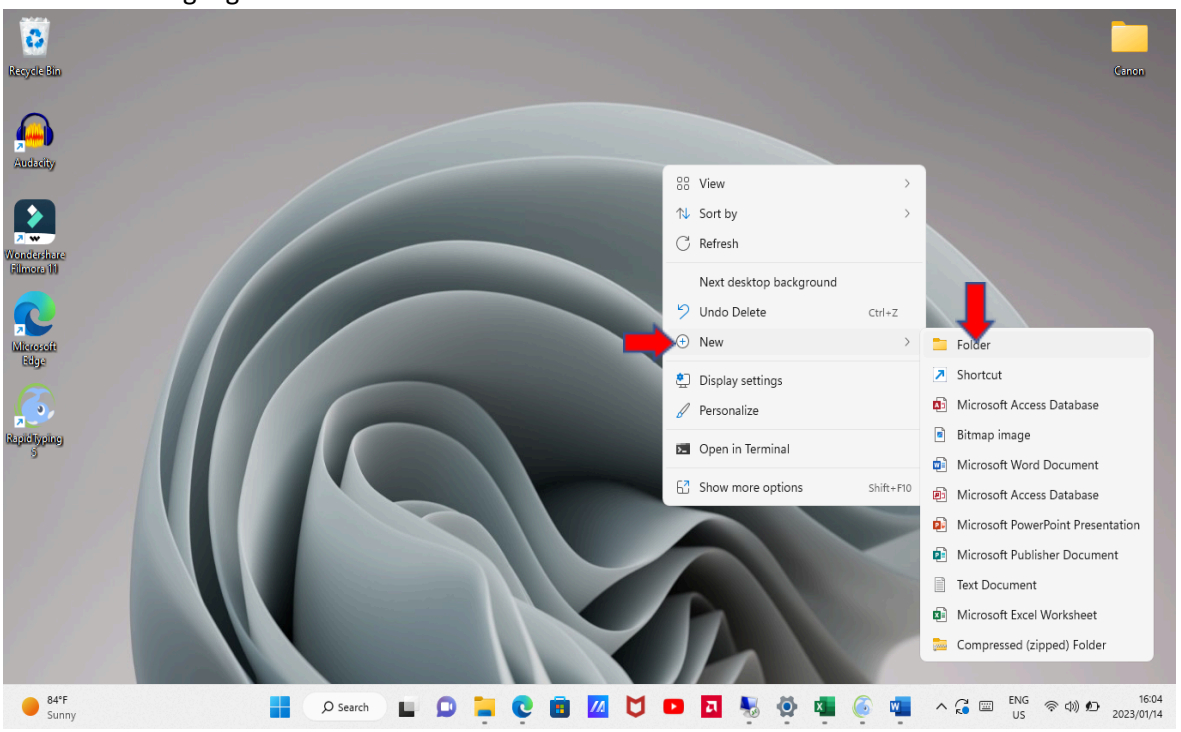
Step 1 Right click in the directory you are working in then select new followed by folder. The new folder will be highlighted.



Step 2 The **New Folder** will be added to the desktop and give the proper name to the folder.

