Creating a New Folder on the C Drive

1. Double Click "My Computer" on the desk top.



If "My Computer" is not on the desk top, select
a. Start

b. Then "My Computer" from the next menu.



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Creating a New Folder on the C Drive 3. From the new window double click on the "C Drive"

💈 My Computer			
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp			<u></u>
🕞 Back 👻 🌍 👻 🏂 🔎 Search 🎼 Fo	olders 🕼 🏂 🗙 🍤	•	
Address 😼 My Computer			💌 🄁 Go
Name		Туре	Total Size
Hard Disk Drives			
Second Disk (C:)		Local Disk	111 GB
Devices with Removable Storage			
DVD-RW Drive (D:)		CD Drive	
Network Drives			
⅔It on 'itclusterrs-1\data6' (G:)		Network Drive	849 GB
⅔itmbart on 'itclusterrs-1\data6\It\Home' (H:)	Free Space: 145 CR	Network Drive	849 GB
Invdata on 'itclusterrs-1\data6\It\Data' (I:)	Total Size: 849 GB	Network Drive	849 GB
🛣 data on 'itclusterrs-1\data6\It' (M:)		Network Drive	849 GB
2 Vol1 on 'It3' (N:)		Network Drive	94.1 GB
Programs on 'itclusterrs-1\data6\It' (P:)		Network Drive	849 GB
Tt on 'itclusterrs-1\data6' (R:)		Network Drive	849 GB
FireRMS5SQL on 'Itcitrixapps03' (Y:)		Disconnected Network Drive	
Cid on itdusterrs-1/data/\Sn/data (2:)		Network Drive	499 GB
*			3

Creating a New Folder on the C Drive

4. Right click in the blank space in the new window and a menu pops up. Select "New"., then folder.

		- 8	
💝 Local Disk (C:)			
File Edit View Favorites Tools Help			
G Back - 🕥 - 🏂 🔎 Search	Folders 🕼 🏂 🗙 🍤 🛄 -		
Address 🥪 C:\			🖌 🄁 🖌
Name A	Size Type	Date Modified	^
🚞 94f978e6c8da63bb8f7b2b8be5	File Folder	6/13/2007 4:41 AM	
🛅 312bc7583d707b36ca54	File Folder	2/3/2011 6:38 PM	
a 17c40f688ee 79ccd 530	File Folder	6/13/2007 11:21 AM	
BM4Home	File Folder	6/30/2009 10:20 AM	
ameowin	File Folder	1/15/2010 11:07 AM	
Cf4bf2914de0eec8440dda811bec2069	File Folder	5/10/2010 7:13 AM	
Clipboard4Crystal	View 🕨	11/20/2009 9:45 AM	
🚞 Config.Msi		3/4/2011 10:35 AM	
🛅 dell	Arriange Icons By	4/7/2010 10:56 AM	
Documents and Settings	Reflesh er	2/10/2011 11:04 AM	
🛅 drivers	Past	7/24/2007 2:44 PM	
EMG	Paste Shortcut	12/2/2008 1:41 PM	
EPSONREG	Unde velete Ctrl+7 ^{pr}	3/28/2010 12:26 PM	
FireHouseConversionPrograms_Data		4/20/2000 2+20 PM	
EireRMS5SQL	New 🕨 🛅 <u>F</u> older		
EireRMS_S&I	Propercies Chartout		
🚞 i386			
icom	File Folc 👹 Briefcase		
🛅 ImportTool	File Folc 🔄 Bitmap Image		
🛅 Inetpub	File Fold 💾 Microsoft Wor	d Document	
🛅 Installs	File Fold 🕘 Microsoft Offi	ce Access Application	
anaged	File Folc 🔯 Microsoft Proj	ect Document	
MSAPPS(2)	File Folc 🗾 RUMBA Noteb	ook Profile	
MSOCache	File Fold	ocuments	
MSoffice(2)	File Fold	erPoint Presentation	
MSOffice(3)	File Fold		
Di NALCache	File Fold	nop Image	~
A	💾 Microsoft Offi	ce Publisher Document	

5. In this example, we are going to name the Folder "NFIRS Exports". Type the name in the newly created folder.

🗢 Local Disk (C:)				
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp				27
🚱 Back 🝷 🕥 🚽 🏂 🔎 Search 陵 F	iohers 🕞 🗿	» 🗙 🍤 📖 ·		
Address 🗇 C:\				🖌 🄁 Co
Name 🔺	Size	Туре	Date Modified	^
🔊 bar.emf	1 KB	EMF Image	11/12/2010 11:45 AM	
强 boot.ini	1 KB	Configuration Settings	4/15/2010 10:51 AM	
🚺 Clipboard4Crystal.zip	59 KB	Compressed (zipped) Folder	11/19/2009 10:23 PM	
🗐 dntr32.txt	1 KB	Text Document	10/4/2010 7:44 AM	
CONFIG.SYS	0 KB	System file	8/11/2004 6:15 PM	
🔟 dell.sdr	6 KB	SDR File	6/7/2007 6:04 PM	
🗓 icom.zip	5,567 KB	Compressed (zipped) Folder	5/29/2009 8:23 AM	
INFCACHE. 1	5 KB	1 File	6/13/2007 8:45 PM	
IO.SYS	0 KB	System file	8/11/2004 6:15 PM	
🖾 lconfig.aot	1 KB	AOT File	12/1/2008 11:29 AM	
E LOG1C9.log	1 KB	Text Document	6/4/2009 9:51 AM	
DOG1C9.tmp	0 KB	TMP File	6/4/2009 9:51 AM	
🗐 MSDMine.log	0 KB	Text Document	3/11/2008 2:07 PM	
MSDOS.SYS	0 KB	System file	8/11/2004 6:15 PM	
🚽 My Computer	1 KB	Shortcut	6/28/2007 3:05 PM	
TINTDETECT.COM	47 KB	MS-DOS Application	8/4/2004 6:00 AM	
🖬 ntldr	245 KB	System file	2/3/2011 6:48 PM	
📼 pagefile.sys	3,143,728 KB	System file	3/22/2011 9:45 AM	
Pltfrm2.ini	1 KB	Configuration Settings	5/11/2009 7:45 AM	
Project2003-KB837240-FullFile-ENU.exe	26,022 KB	Application	5/2/2008 9:00 AM	
R 113511.EXE	7,475 KB	Application	7/24/2007 8:52 AM	-
R 173741.exe	55,958 KB	Application	12/23/2008 11:29 AM	
s_training_training report detail 1.xls	13 KB	Microsoft Excel Worksheet	8/2/2010 10:40 AM	
🗐 sqlnet.log	10 KB	Text Document	9/10/2008 8:13 AM	
🗓 Sunpro6-1-2009.zip	7,545 KB	Compressed (zipped) Folder	6/1/2009 1:02 PM	
Thanibadb	6 KB	Data Base File	4/7/2010 10:56 AM	
New Folder		File Folder	3/31/2011 1:08 PM	~