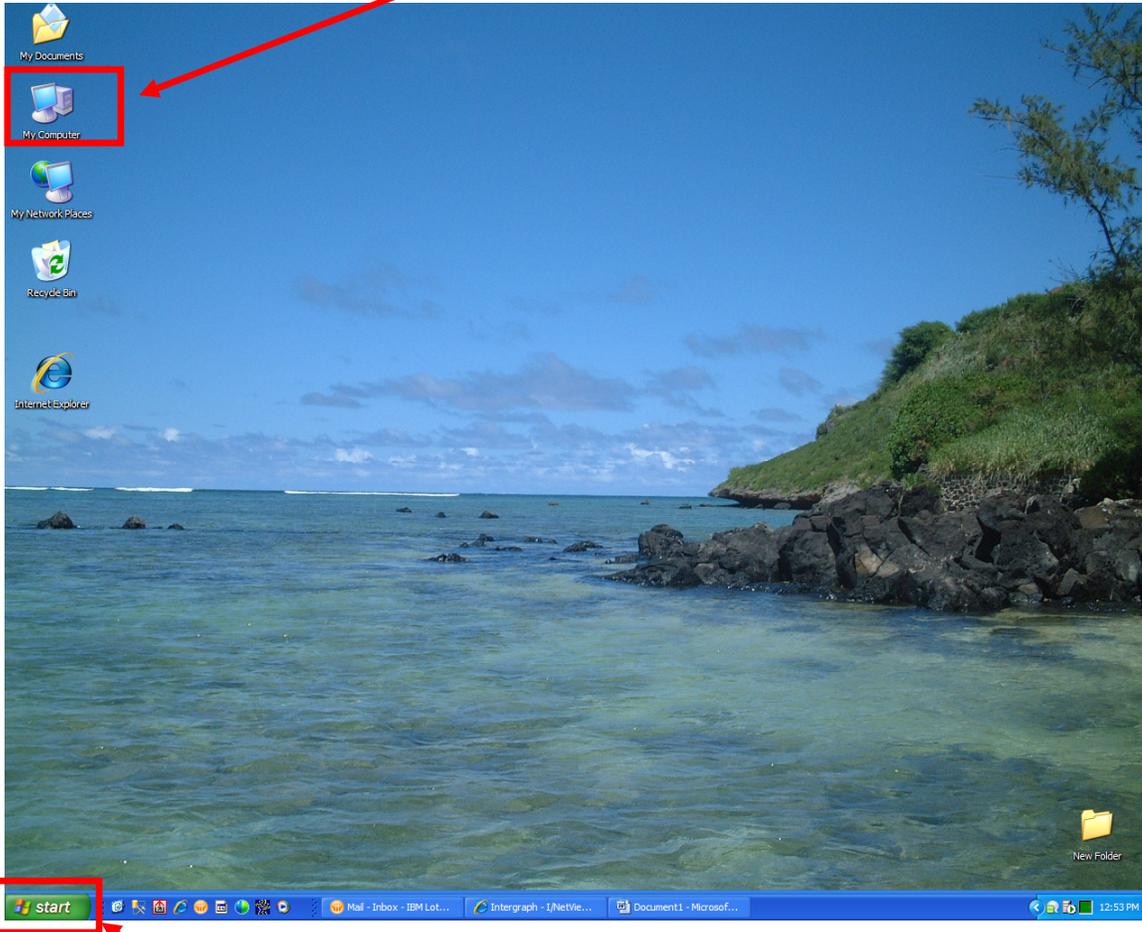


Creating a New Folder on the C Drive

1. Double Click “My Computer” on the desk top.



2. If “My Computer” is not on the desk top, select
 - a. Start

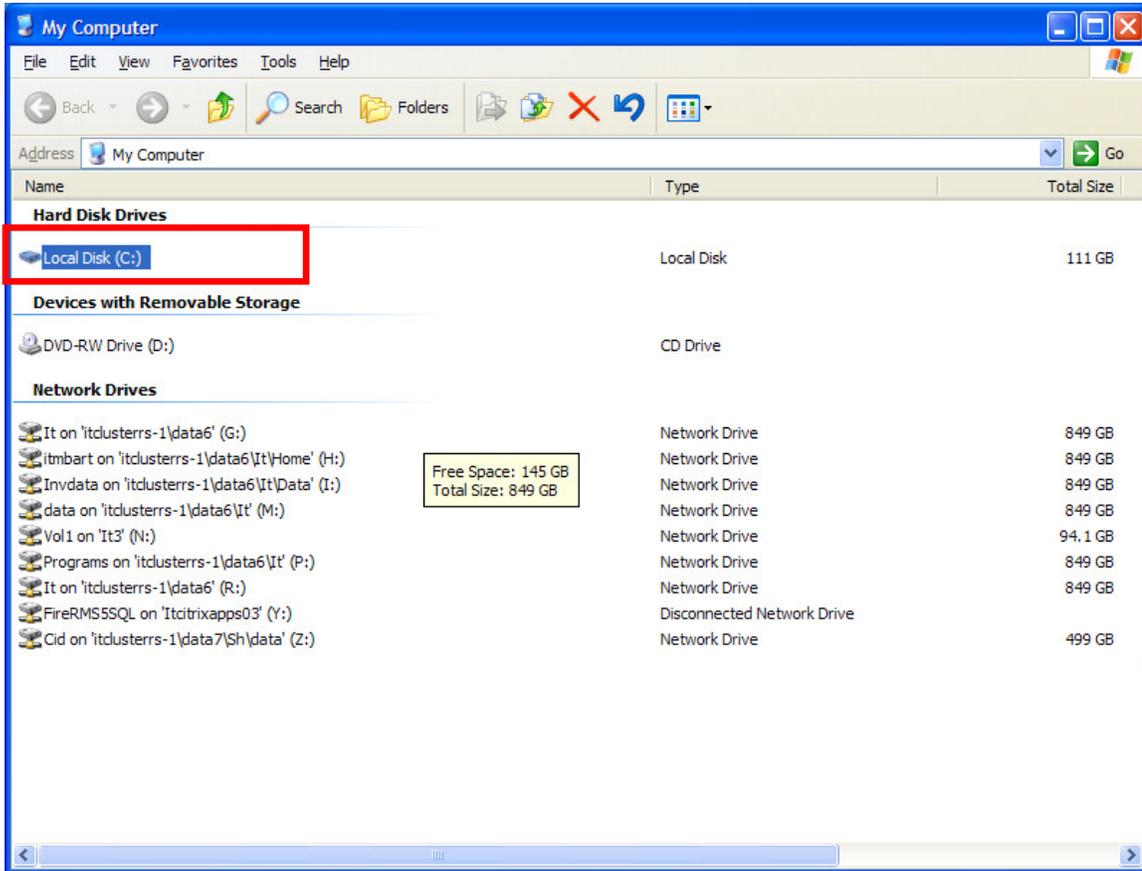
Creating a New Folder on the C Drive

b. Then “My Computer” from the next menu.



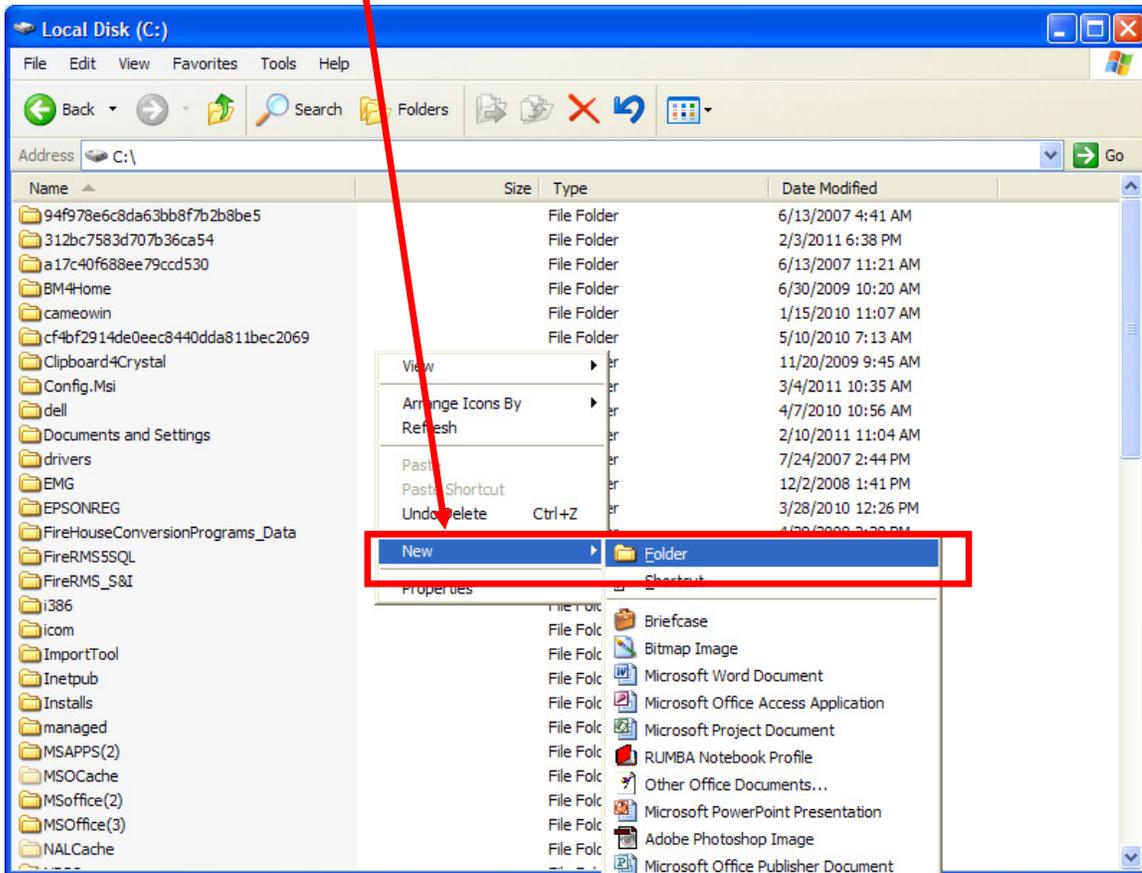
Creating a New Folder on the C Drive

- From the new window double click on the "C Drive"



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.



Creating a New Folder on the C Drive

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

