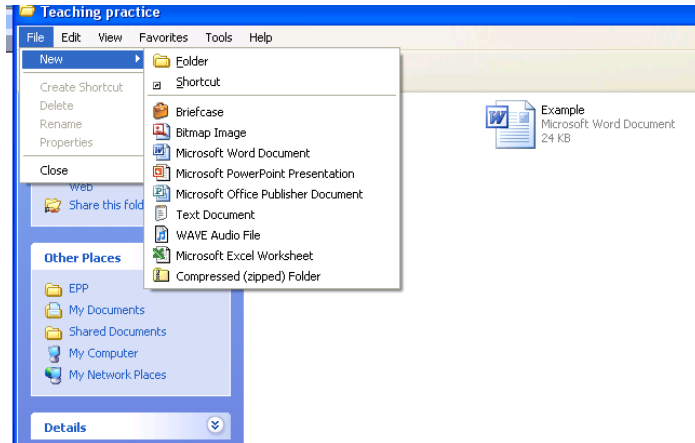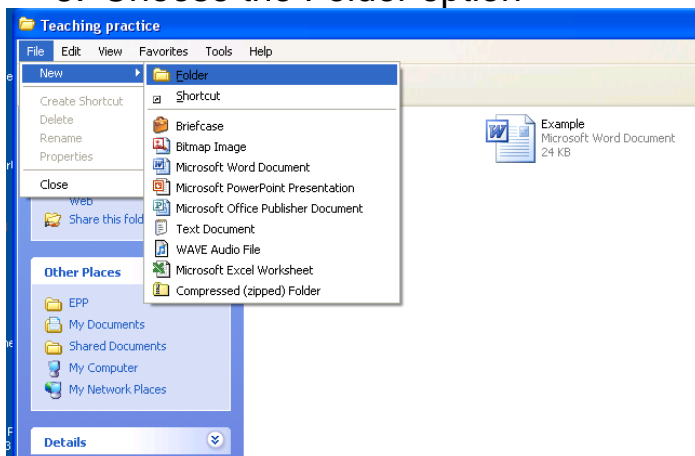# File Management
Creating new folders
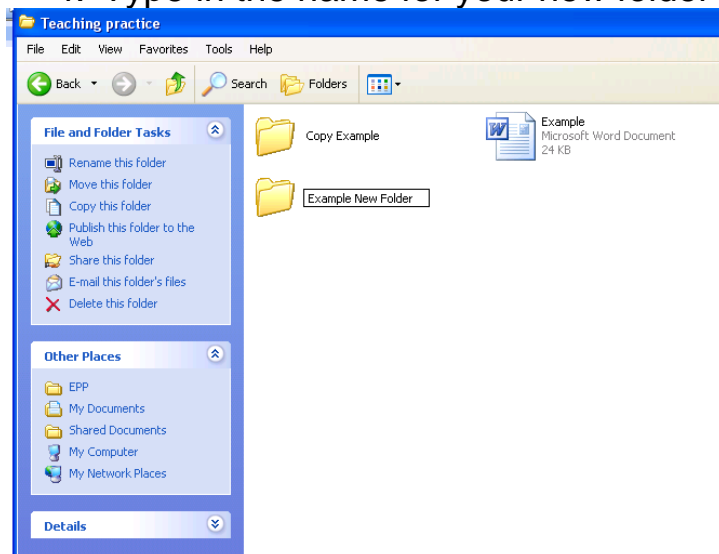
1. Choose where you wish to place the new folder

2. From the File menu choose the New option

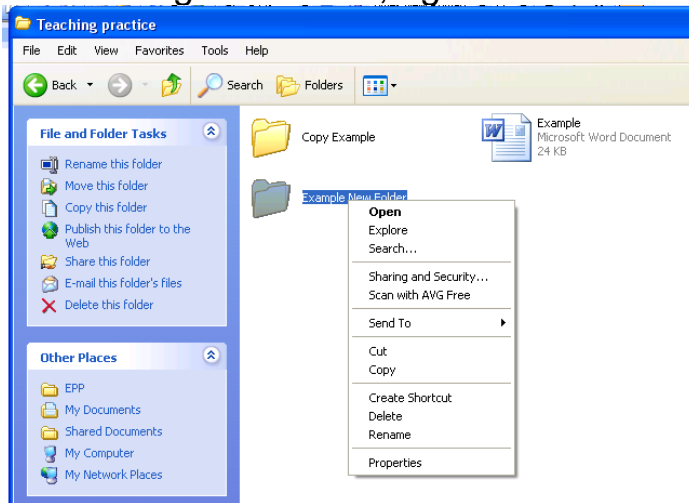3. Choose the Folder option

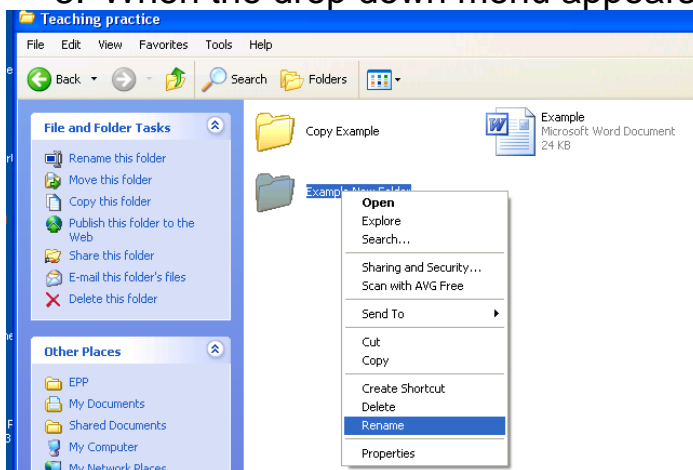4. Type in the name for your new folder and press Enter

File Management
Renaming folders

1. Left Click on the file which you want to rename until it is highlighted blue

2. Using the mouse, right click on the highlighted folder

3. When the drop down menu appears choose the rename option

4. Type in the new name for the folder and press enter on the keyboard