

“IS THIS THING ON?”



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TO CREATE A FOLDER

If you have a PC:

- Move your mouse to a blank spot on the Desktop.
- Click with the RIGHT button of the mouse.
- LEFT click on NEW (all other clicks will be with the left button after this point).
- Move the mouse into the menu that opened next to NEW.
- Click on FOLDER at the top of the list. A folder will now appear on the Desktop.
- Do *not* click the mouse at this stage. Instead type the desired name of the folder
- Hit the Enter key to save the new name.
- Double-click on the folder to open it.

Creating a New Folder on a PC

CLICK AND GO

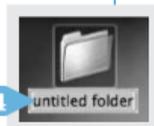
1. Right-click on Desktop.
2. Left-click on New.
3. Left-click on Folder.
4. Do not click mouse; type desired folder name.
5. Hit Enter key.



Creating a New Folder on a Mac

CLICK AND GO

1. Click on Desktop.
2. Click File.
3. Click New Folder.
4. Do not click mouse; type desired folder name.
5. Hit Return or Enter key.



If you have a MAC:

- Click on the Desktop.
- Click on File at the top of the window.
- Click on New Folder.
- Do *not* click the mouse at this stage. Instead type the desired name of the folder
- Hit the Return/Enter key to save the new name.
- Double-click on the folder to open it.

OR

- Simulate a RIGHT click by holding down the CTRL key and clicking the mouse.
- Follow the PC instructions above.