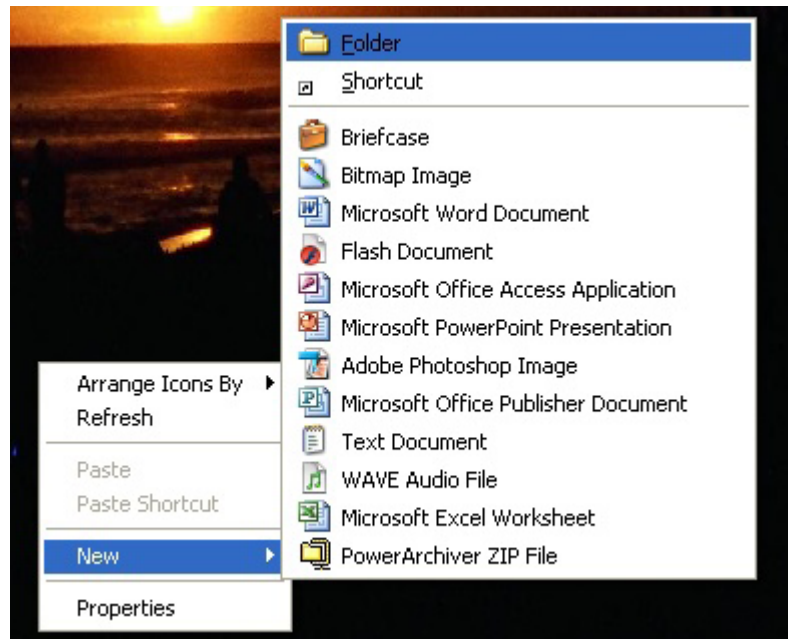
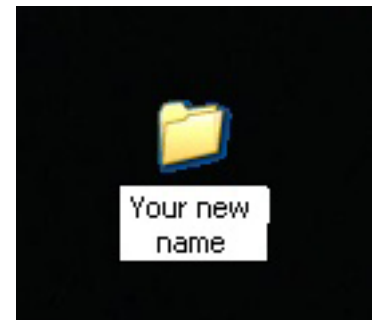
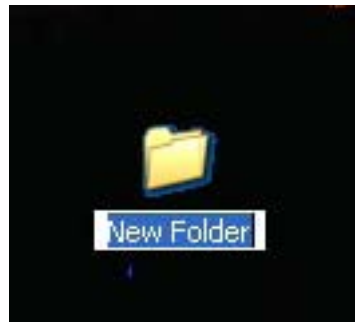


Creating a New Folder

1. Right click on an empty portion of your desktop
2. Select New and Folder



3. New folder appears, called New Folder,
4. New Folder is highlighted, waiting for you to rename it.
4. Type in your new name and hit Enter



Renaming an Existing Folder

1. Position cursor over folder
2. Right click, select Rename
3. Old title is highlighted, waiting for you to rename it
4. Type in New Name
5. Hit enter

