

Create a new folder on your hard drive

Example: to create an additional folder under the My Documents folder

1. Rightclick Start and select Explore
2. Click My Documents at the top of the left column.
3. Click File...New...Folder
4. A blue title folder will appear on the right side of the screen, type a name of this new folder right over the blue NEW FOLDER title.
5. Click outside the folder name and you'll see the new folder now on the rightside of the screen under My Documents

Now, you can save any document into this folder by select File...Save As....and when the explore box pops up awaiting your decision, just click My Documents (if it's not already listed in the top box) scroll down and doubleclick the folder you created steps 2-5.

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