

How to create a new folder?

To create a new folder in the Documents library:

Choose Start→Documents.

Click the **New Folder button** in the command bar.

Type the name you intend to give to the new folder. Don't move the cursor or mouse before you start typing.

Press the Enter key to make the new name stick. You can open your new folder by double-clicking its icon.

How to Create a New Folder in Windows 10

Navigate to the location where you want to create the folder. You can create a new folder at any ...

Hold down the **Ctrl, Shift, and N** keys at the same time. Windows will immediately create the new ...

Enter your desired folder name. It takes just seconds to create a new folder this way ...