

Working with **Folders**

To **create** a new **folder**

1. Open Windows Explorer
2. Click the drive or folder in which you want to create a new folder.
3. On the **File** menu, point to **New**, and then click **Folder**.
4. Type a name for the new folder, and then press ENTER.

To **copy** or **move** a file or **folder**

1. Open Windows Explorer
2. Click the drive or folder you want to work with.
3. Click the file or folder you want to copy or move.
4. On the **Edit** menu, click **Copy**. Or, click **Cut** to move the item.
5. Open the folder or disk where you want to copy or move the item.
6. On the **Edit** menu, click **Paste**.

To **copy** a **file** or **folder** to a **floppy disk**

1. Insert the floppy disk into the disk drive.
2. Open Windows Explorer
3. Click the file or folder you want to copy.
4. On the **File** menu, point to **Send To**, and then click **3 1/2 Floppy (A)**.