

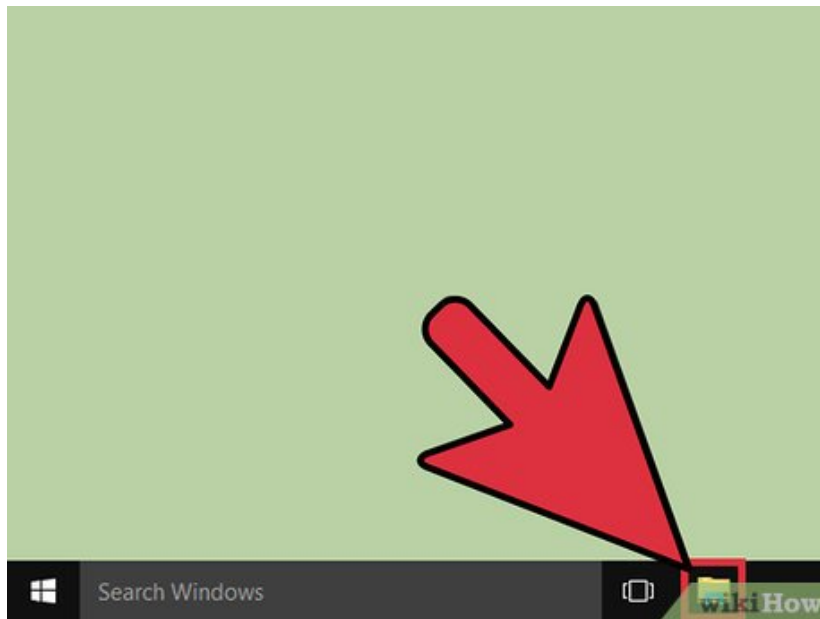
How to Create a Folder on a PC

When it comes to computers, the folder is the backbone of organization. Folders help you separate, label, and move files with ease. Before you can utilize this basic function of a computer, though, you have to know how to create one. Open...

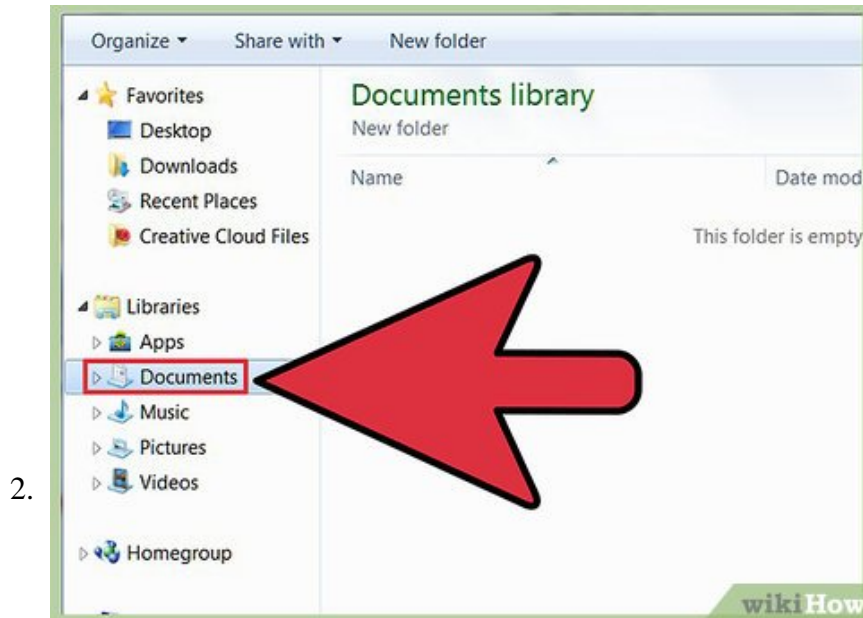
Method 1 of 2:

Using File Explorer

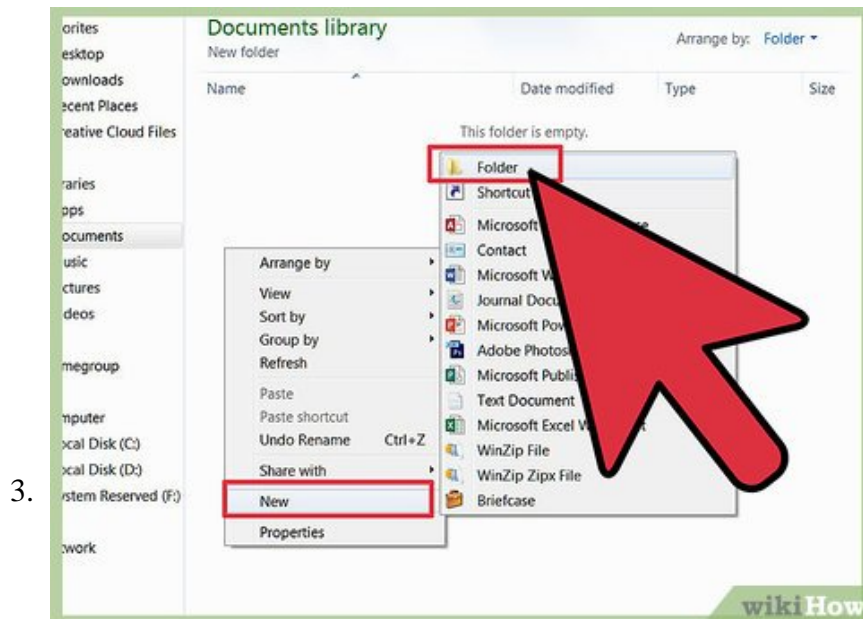
1.



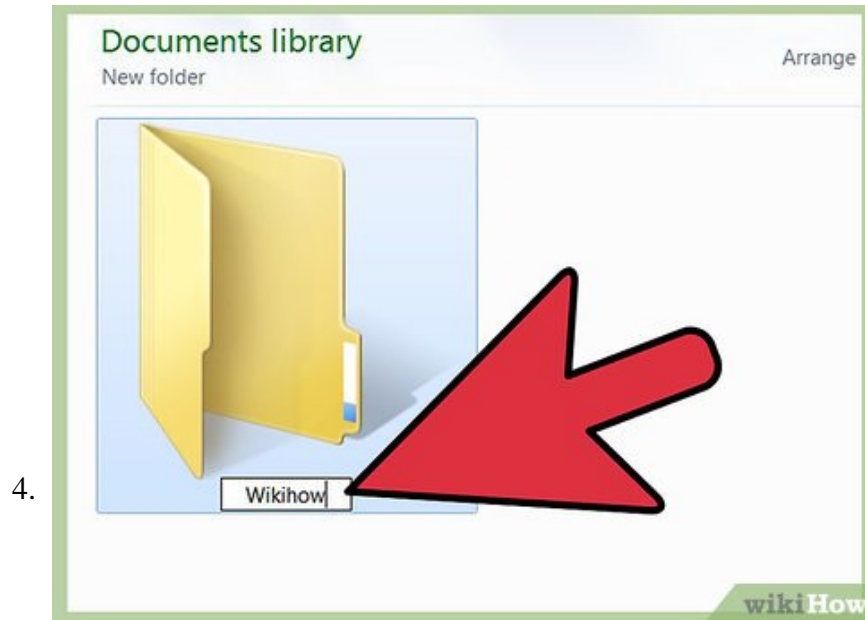
Open File Explorer. File Explorer is an application built in to Windows that allows you to manage all of the files and folders on your computer and devices connected to it.



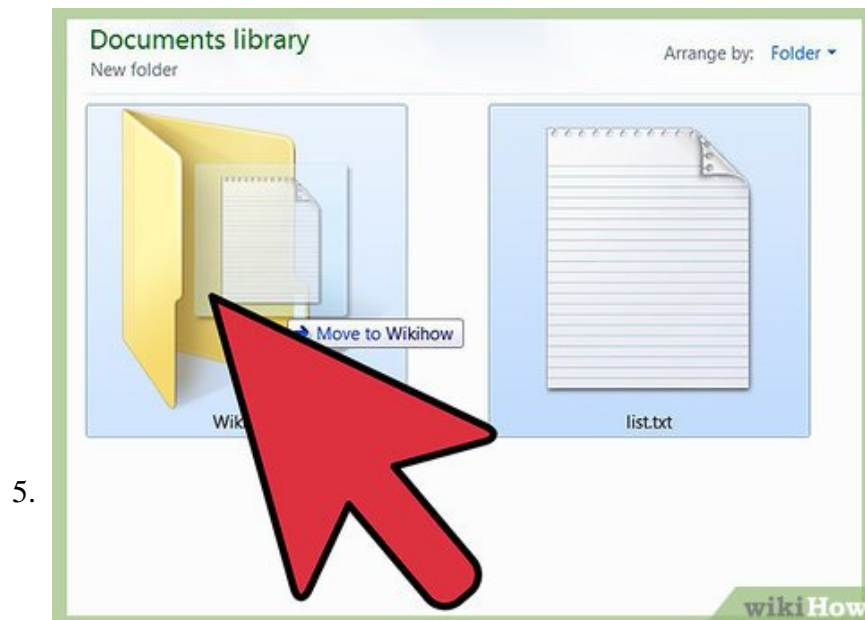
Find the location where you want to create your folder. If you are going to be accessing the files often, then you might want to consider creating the folder on your desktop. Otherwise, your Documents folder should do.



Create the folder. To create the folder, right-click on a blank spot and select **New** and then **Folder**.



Name the folder. Type in a preferred name for the folder.



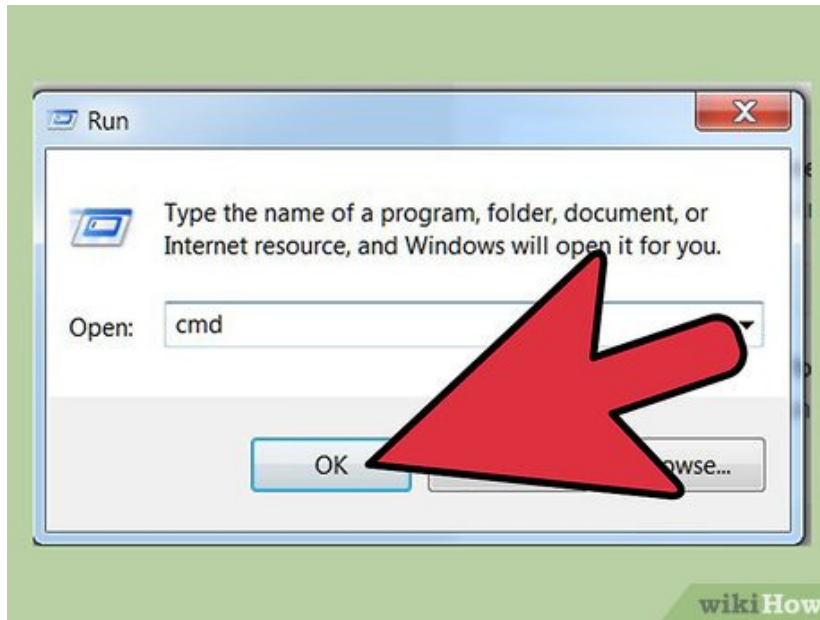
Fill the folder. After this you can drag any type of file that you want to organize into your brand new folder. You can then double click the folder at any time to access those files.

1. You can also place another folder into your folder.

Method 2 of 2:

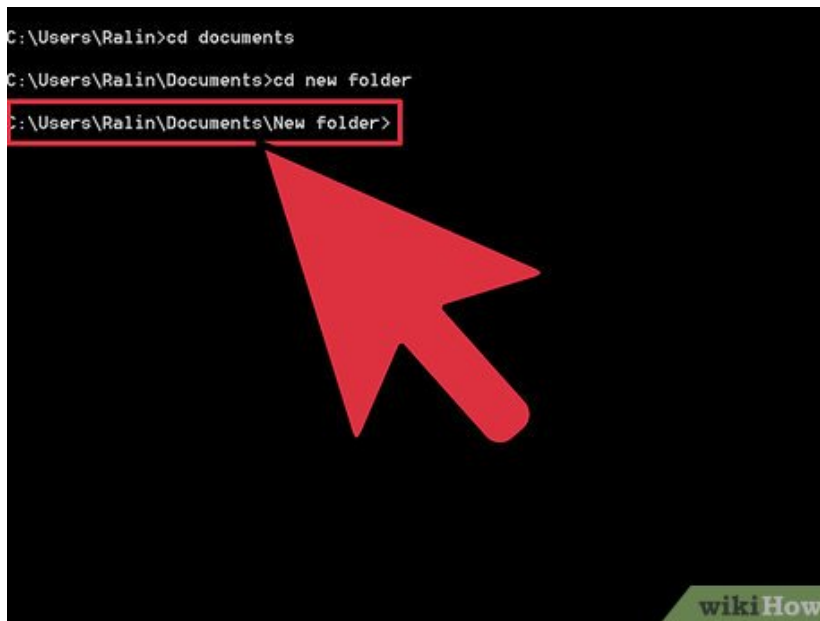
Using the Command Prompt

1.



Open the Command Prompt. You can start the Command Prompt by pressing `Win + R` and typing `cmd` into the Run box. If you are using Windows 8, you can also press `Win + X` and select Command Prompt from the menu.

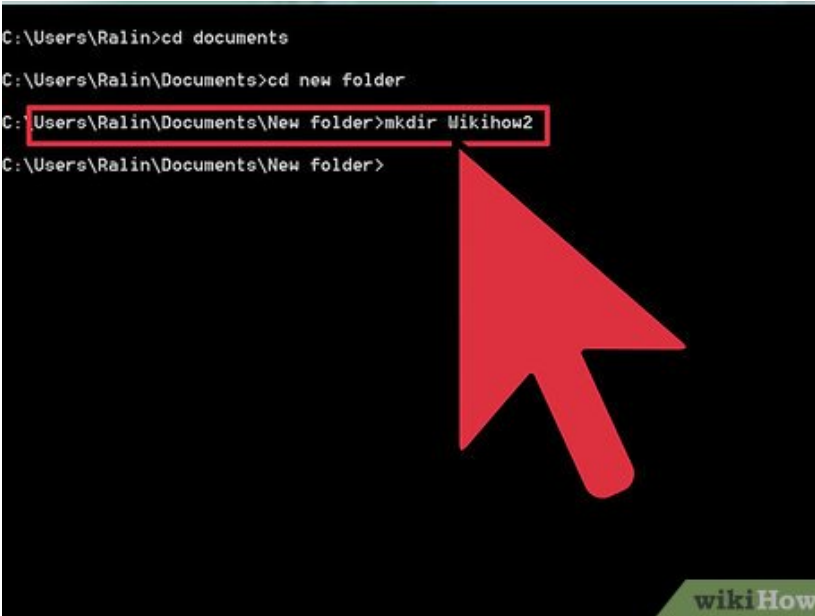
2.



Navigate to where you want the folder to be. Use the Command Prompt navigation commands to open the location that you want your folder to reside in.

3.

```
C:\Users\Ralin>cd documents
C:\Users\Ralin\Documents>cd new folder
C:\Users\Ralin\Documents\New folder>mkdir Wikihow2
C:\Users\Ralin\Documents\New folder>
```

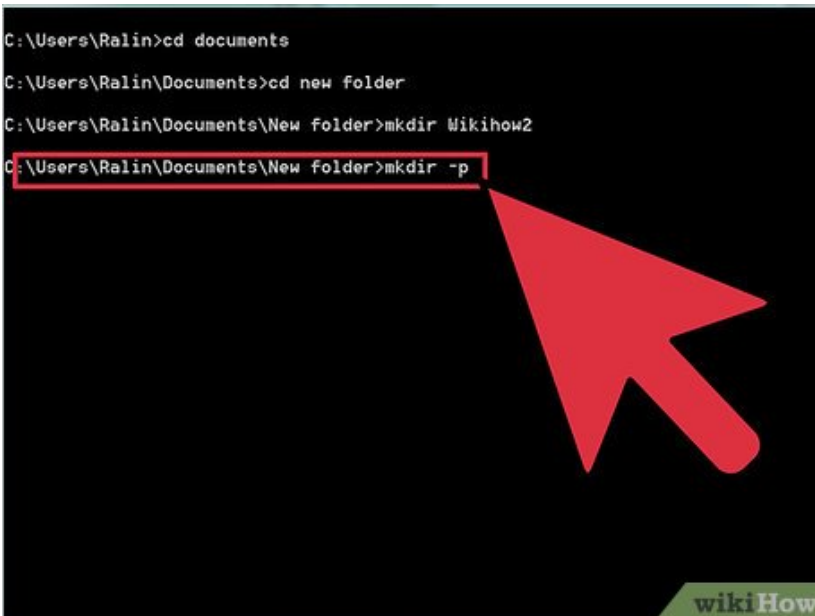


A screenshot of a Windows command prompt window with a black background and white text. The prompt shows the user navigating through directories: from the root of the C: drive to the 'documents' folder, then to a 'new folder' subdirectory, and finally to a 'New folder' subdirectory. The command 'mkdir Wikihow2' is entered and highlighted with a red rectangular box. A large red mouse cursor points to this command. The 'wikiHow' logo is visible in the bottom right corner of the terminal window.

Create a single folder. To create a folder in your current location, type `mkdir foldername` and press `?Enter`. You can open your new folder by typing `cd foldername`.

4.

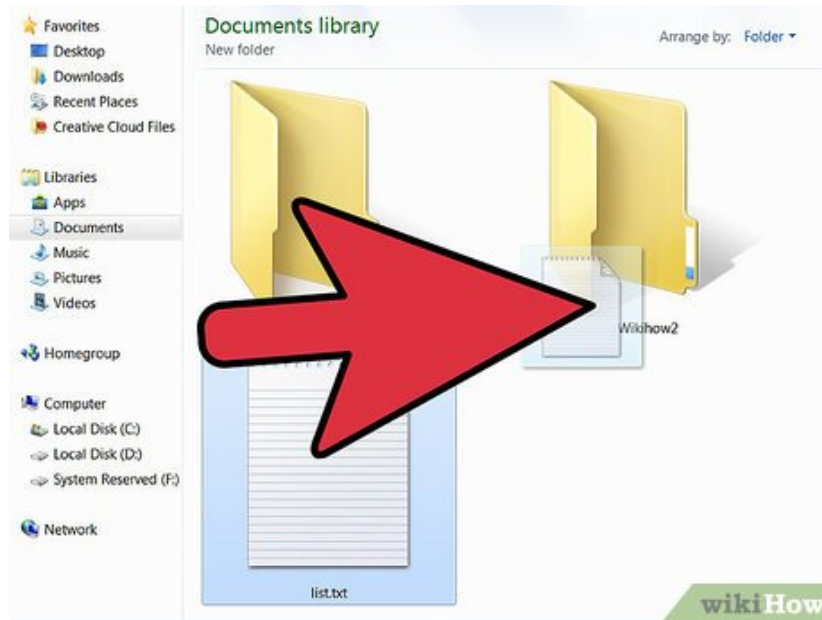
```
C:\Users\Ralin>cd documents
C:\Users\Ralin\Documents>cd new folder
C:\Users\Ralin\Documents\New folder>mkdir Wikihow2
C:\Users\Ralin\Documents\New folder>mkdir -p
```



A screenshot of a Windows command prompt window with a black background and white text. The prompt shows the user navigating through directories: from the root of the C: drive to the 'documents' folder, then to a 'new folder' subdirectory, and finally to a 'New folder' subdirectory. The command 'mkdir -p' is entered and highlighted with a red rectangular box. A large red mouse cursor points to this command. The 'wikiHow' logo is visible in the bottom right corner of the terminal window.

Create nested directories. You can create a set of directories inside each other with one command. This is useful if you are building a directory tree that you're going to populate later. Add the `-p` flag to your `mkdir` command to add multiple directories nested in each other. For example `mkdir -p VacationImagesFavorites` would create the Vacation directory in your current location, with the Images directory inside, and the Favorites directory located inside the Images directory.

5.



Copy files into your new folder. Once you have your folder created, you can start populating it with files. See this guide for details on copying files.

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