

How to Create Folders in Mac

This wikiHow teaches you how to create new folders on a Mac laptop or desktop computer. This works for all currently supported versions of Mac OS. Right-click in an empty space on the desktop. This will open a menu.

Method 1 of 3:

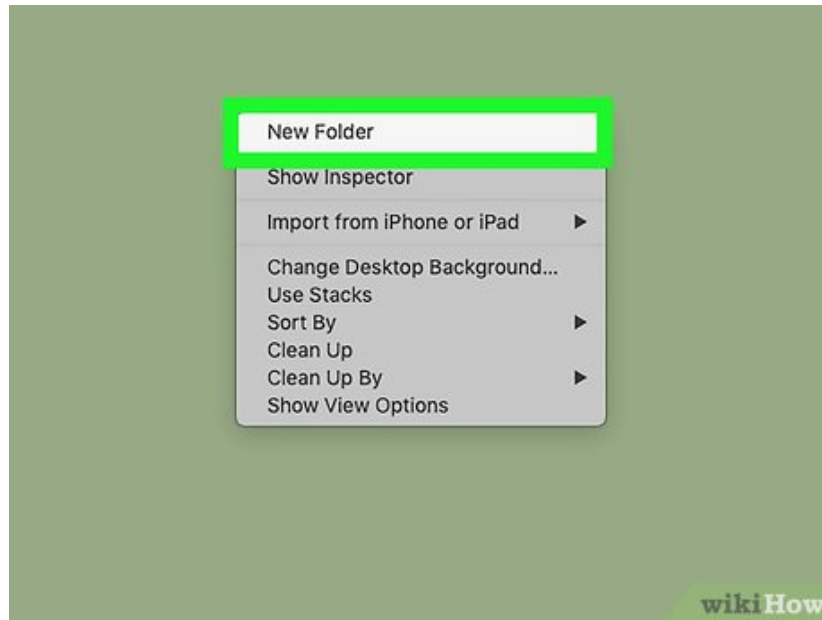
Creating New Folders From The Desktop



Right-click in an empty space on the desktop. This will open a menu.

1. You can also access the right-click menu by holding the key, and clicking normally, or two-finger clicking on a supported trackpad.

2.



Select **New Folder**. This will create a new folder on your desktop.

3.



Name your new folder.

Method 2 of 3:

Creating New Folders Without Right-Click

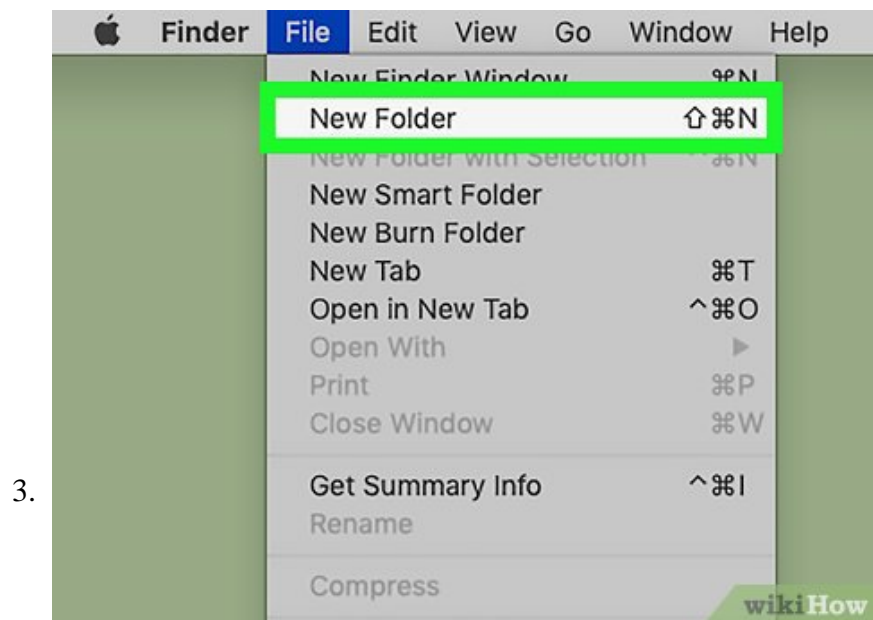


Click on an open space on your desktop. The menu bar at the top of the screen should now say **Finder** next to





Click on **File** in the menu bar.



Select **New Folder**.

4.

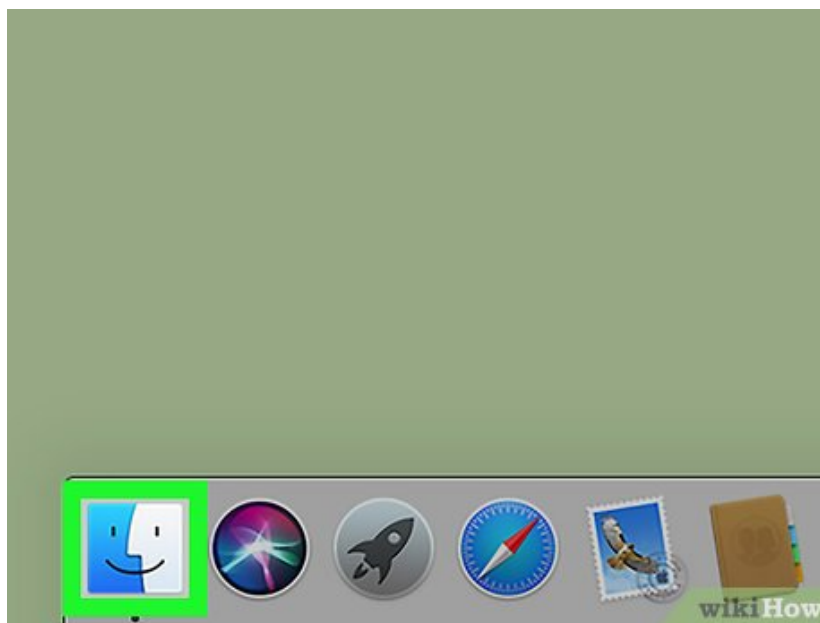


Name your new folder.

Method 3 of 3:

Creating New Folders From A Finder Window

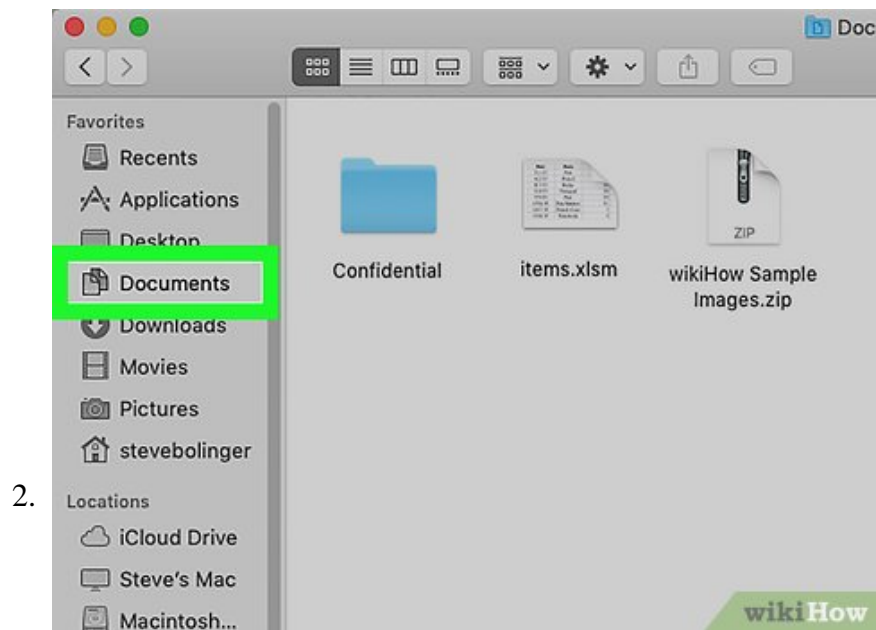
1.



Open Finder. To open Finder, click on

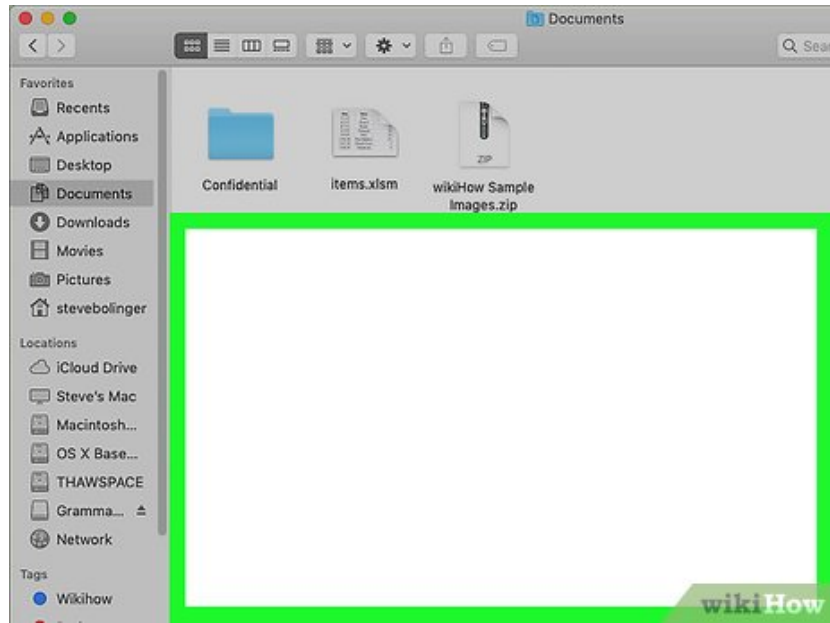


in your dock.



Click on **Documents** in the menu bar in the finder window.

3.

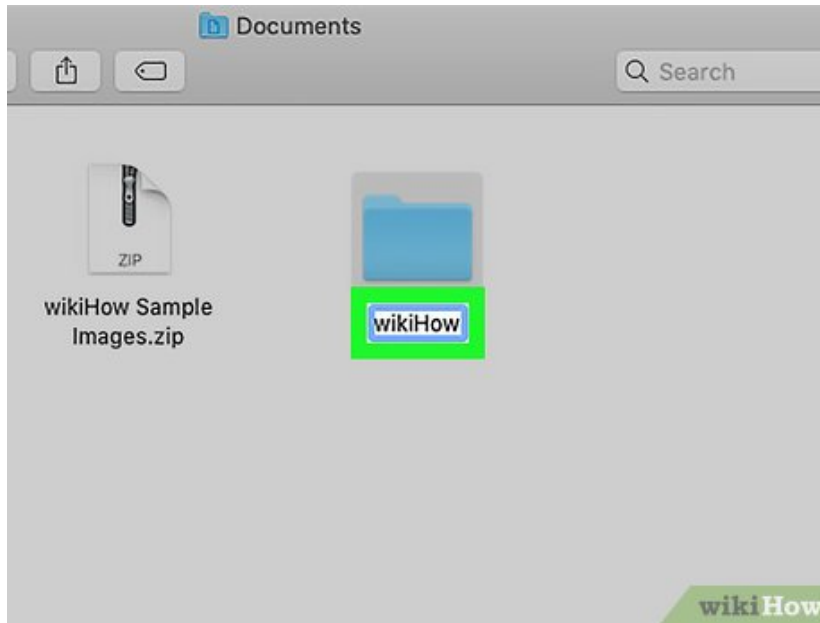


Right-click on an empty space in the Finder window.

4.



Select **New Folder**. This will create a new folder in the active Finder window.



5.

Name your new folder.

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