

How to Make a New Folder on a Computer

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This wikiHow teaches you how to create a new, empty folder on both Windows and Mac computers.

Method

1

Windows

1 **Go to the area where you want to create the folder.** The easiest example is your computer's desktop, but you can create a folder anywhere on your computer.

- You can open File Explorer by clicking the Start menu  and type in "file explorer", and then click  **File Explorer** at the top of the Start menu. From there, you can select any folder to open from the left-hand pane.

2 **Right-click on a blank space.** Doing so opens a drop-down menu. Make sure you don't right-click on a file or folder instead, as this will open the wrong drop-down menu.

- If you're in an existing folder (e.g., Documents), you can also click the **Home** tab on the top-left side of the File Explorer window and click **New Folder** in the toolbar that appears.
- If you're on a computer with a trackpad instead of a mouse, click the trackpad with two fingers to perform a right-click.

3 **Select** . This option is near the bottom of the drop-down menu and opens another pop-out menu.

4 Click **Folder**. It's at the top of the pop-out menu.

5 Type in a name for your folder and press **↵ Enter**. This creates the folder with its new name.

- The folder's name cannot contain any special punctuation or other characters.^[1]
- If you don't type in a name, your folder will be saved as "New Folder".

Method

2

Mac

1 Go to the area where you want to create the folder. Your Mac's desktop is usually the easiest place to create a folder, but you can create a folder almost anywhere.

- You can open **Finder**, which resembles a blue face at the bottom of the screen, and then go to any place you want to make a new folder, such as **Documents**.

2 Click **File**. This menu item is in the upper-left side of your Mac's screen.

3 Click **New Folder**. This creates a new folder in your current location.

- You can also right-click on an empty space using a mouse or click using two fingers on a computer with a trackpad. Make sure you don't right-click on a file or folder instead, as this will open the wrong drop-down menu.

4 Type in a name for your folder and press **↵ Return**. This creates the new folder with its new name.

- You cannot use the ":" or "?" characters when naming a folder on a Mac.