

Creating new folders

To create a new folder follow these steps:

1. Right-click the folder under which you want to create the new folder
2. Click the “New sub-folder” option from the contextual menu.
3. Type a name for the new folder and press ENTER on the keyboard

To create a new folder under the directory that you are currently browsing you can also use the “NEW” red button.

🕒Revision #1

★Created 18 December 2021 16:46:12 by Mahesha Damayanthi

✎Updated 24 December 2021 17:45:57 by Mahesha Damayanthi