

PRINTABLE GUIDE

Create a folder you can find again

A folder groups related files. These steps use Windows 11 File Explorer. Creating a folder does not move existing documents or automatically back them up.

Windows 11 | 2 min read | 5 steps

Before you start

- ☐ A signed-in Windows computer
- ☐ A name and a place for your new folder

1. Open File Explorer

Press Windows key + E, or select the folder icon on the taskbar. In the left-hand list, choose Documents or Pictures. Read the address area so you know which location you are using.

- ☐ Done this step

2. Create the folder

Select New > Folder in File Explorer. If you use the context menu instead, right-click an empty area and choose New > Folder. Avoid clicking an existing file when opening this menu.

- ☐ Done this step

3. Give it a useful name

Type a short, descriptive name such as Household letters and press Enter. Use ordinary words and spaces. A clear name is easier to recognise than a number or New folder.

- ☐ Done this step

4. Open and inspect it

Double-click the new folder to open it. An empty folder should contain no files. Use the Back arrow to return, then find the folder again; this checks that you understand where it lives.

☐ Done this step

5. Save a practice document there

In a writing app, choose Save As or Save a Copy and browse to the folder. Save a harmless practice file, close the app and reopen the folder to confirm the file is present.

☐ Done this step

Try it for yourself

Create a Practice folder in Documents and open it twice.

☐ I tried the task.

My notes

Is this folder on my computer or in the cloud?

Look at its location. A folder inside OneDrive may synchronise online; a folder elsewhere may be local only. Creating it is not a backup.

Official help and the online guide

Create a folder - <https://support.microsoft.com/en-us/word/create-a-new-folder>

OneDrive local and online files -

<https://support.microsoft.com/en-us/onedrive/save-disk-space-with-onedrive-files-on-demand-for-windows>

Read online: <https://plaintechguides.com/guides/make-labelled-folder/>