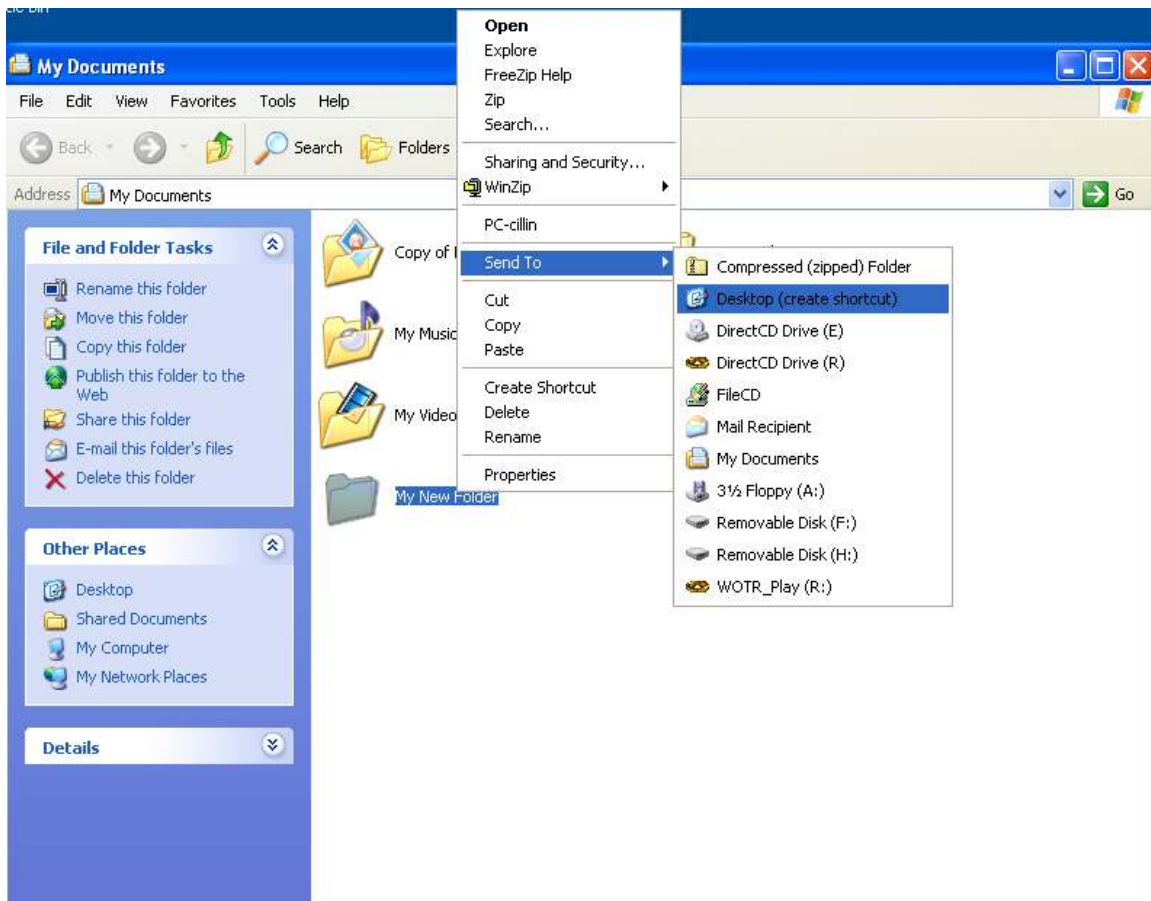
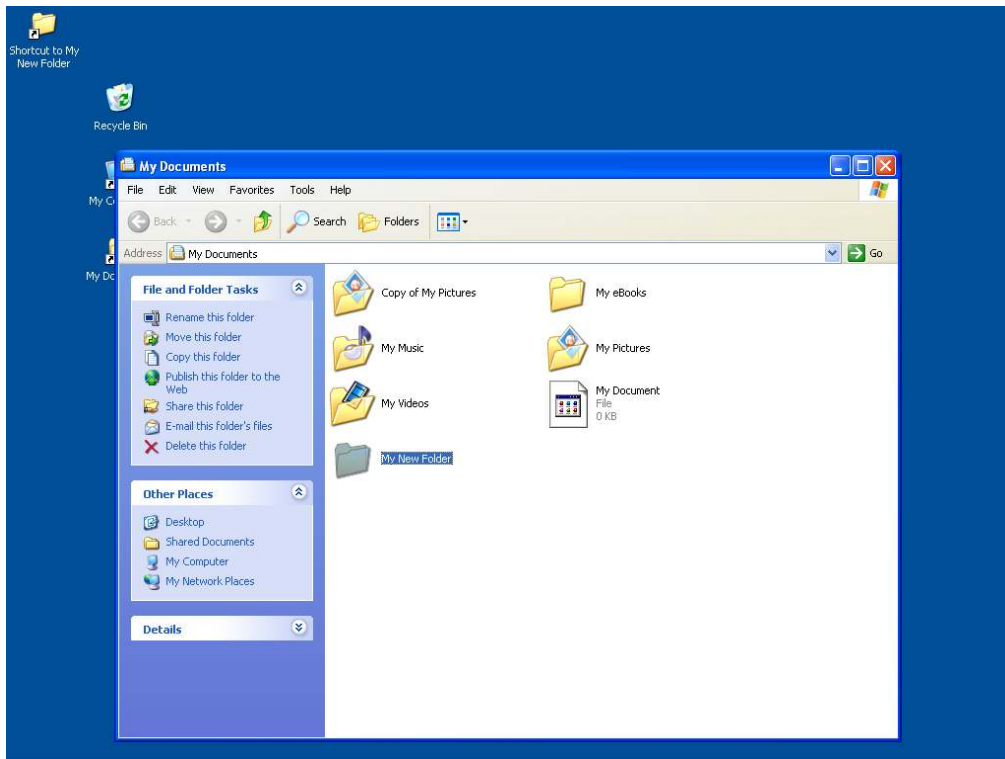


## *Add Folder to the "Desktop"*

**Locate the folder you want to add to the "Desktop"**  
**Eg. "My New Folder" you put on your desktop earlier.**



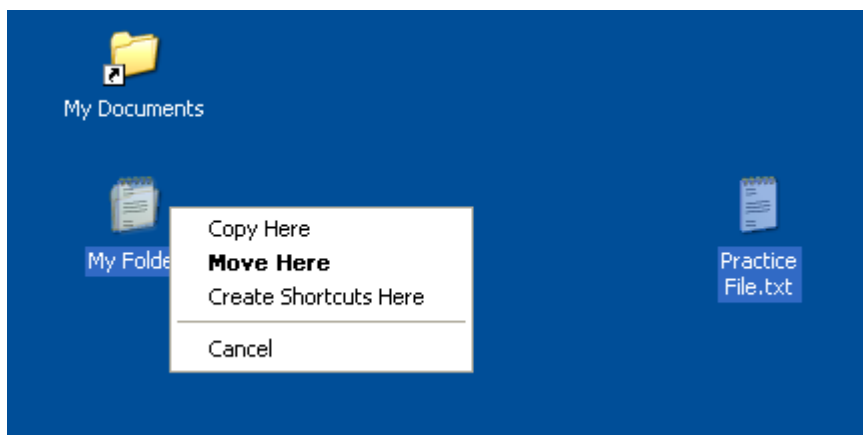
**The icon of "Shortcut to My New Folder" appears on the Desktop.**



**Change label to “My New Folder”.**

**Lets send the file you created earlier to "My New Folder"**

**Drag and Drop the icon "Practice File.txt" on desktop to the “My New Folder” icon using the right button.**



**Click on “Move Here”.**

**Your file "Practice File.txt" has just been sent to "My New Folder"**

**Go back to the desktop and click on "My New Folder" and you will see your file "Practice File.txt" is in "My New Folder"**

