

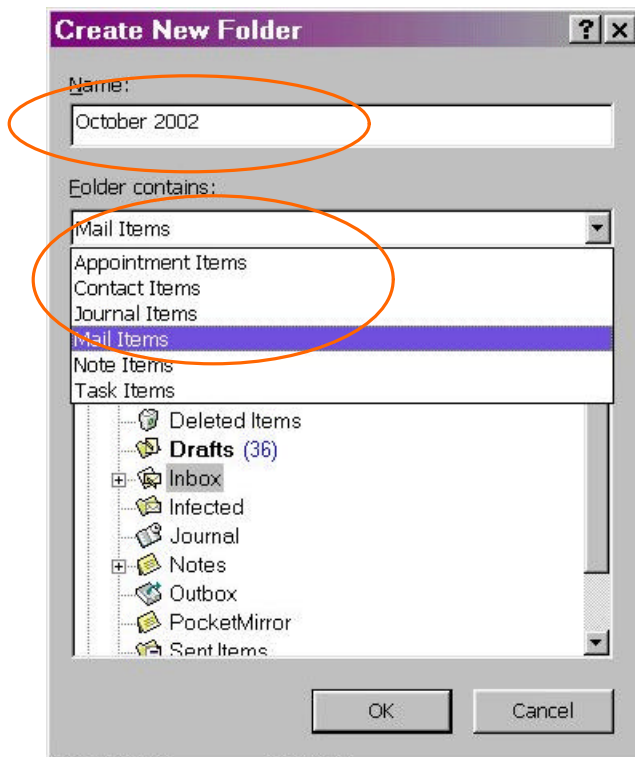


Taming The Technology Tiger

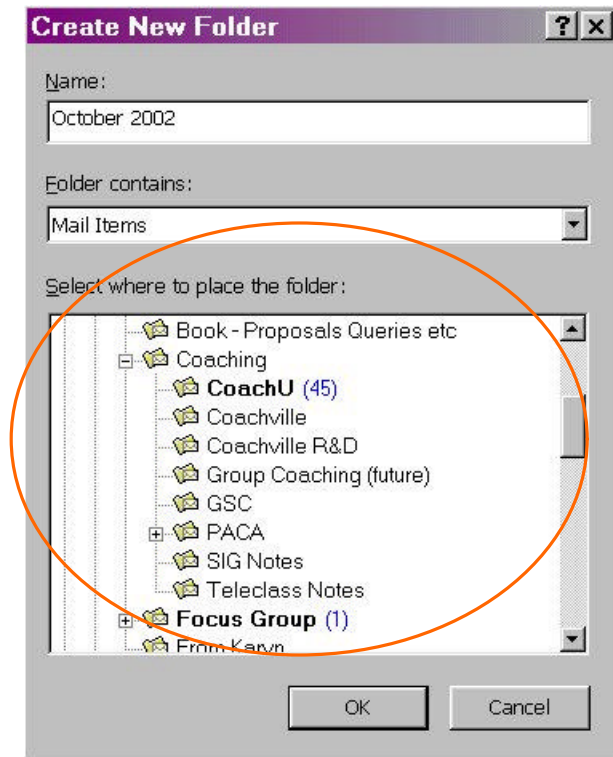
<http://www.TechnologyTiger.com>

How To Create Subfolders

1. From the **File** menu, select **New, Folder**.



2. In the **Name** field, type in the name of the new folder.
3. Select the type of folder from the **Folder Contains** drop-down list.



4. Select a location for the new folder (either as a top-level folder, or a subfolder under an existing folder).
5. Click **OK**.