

3. From the New submenu, choose Folder.
4. Type the new folder name.
5. Press ENTER.

To delete a folder in My Computer:

1. Select the folder and choose Delete from the shortcut menu
2. If necessary, in the Confirm Folder Delete dialog box, choose Yes.

To format floppy diskettes:

1. Insert the floppy diskette to be formatted in the floppy diskette drive.
2. In the My Computer window, right-click the floppy drive icon.
3. From the shortcut menu, choose Format.
4. If necessary, select the appropriate disk capacity.
5. If desired, in the Volume Label text box, type a name for the floppy diskette.
6. In the Format dialog box, in the Format Options area, if desired, select the Quick Format check box.
7. Choose Start.
8. In the warning message box, choose OK.
9. In the Format Complete dialog box, choose OK.
10. Choose Close.

To copy and move files using My Computer:

1. Open the window containing the file to be copied or moved.
2. Open or position windows as necessary so that you can see the destination folder or drive icon.
3. Use the right mouse button to drag the file icon to the destination folder or drive icon.
4. Release the mouse button.
5. From the shortcut menu, choose Move Here or Copy Here.

To start Explorer:

1. From the Start menu, choose Programs.
2. From the Programs submenu, choose Windows NT Explorer.