




Viewing Files and Creating Folders

1. Click the **My Computer** button on the taskbar to activate the **My Computer** window.
2. Click the **Maximize**  button in the **My Computer** window, if **My Computer** does not already fill the screen.
3. If the toolbar is not visible, click **View** on the menu bar, and then click **Toolbar**.
4. Click the **drive list arrow**, and then click the drive icon for your hard disk (**C:**).
5. Click the **Views**  button on the **My Computer** toolbar. Click **Details**.
 - In addition to the drive and folder icons, Details view also displays the type of drive or folder, the amount of total available space on the hard disk, and the remaining free space.
 - List view provides a slightly smaller amount of information, but is still mostly text-based.
6. Click the **Large Icons** button under **View** on the toolbar.
7. Click **Small Icons** under **View** on the toolbar.
 - This view provides the same amount of information as the large icons except that the icons are smaller and take up less space in the window.
8. Click **Thumbnails** under **View** on the toolbar.
 - This view provides a miniature version of an image for quick browsing through multiple images.
8. Click the **Up One Level**  button on the **My Computer** toolbar.
9. Insert a floppy disk into your computer and **DOUBLE** click the **3½ Floppy (A:)** icon.
10. Click **File** on the menu bar, point to **New**, and then click **Folder**.
11. Type **My Folder** and press **[Enter]**.