

File Management with JAWS

Creating a New Folder



Windows 10 permits you to create new folders. The ability to do this is extremely beneficial, as it allows you to create and maintain a structured filing system.

To create a new folder, follow these suggested steps:

1. Open the folder in which you'd like to create a new folder.
2. Press the keyboard shortcut **CTRL and SHIFT and N**. Upon doing this, a new folder will be created, with the current name (New Folder) selected. JAWS will say "New folder, edit" to identify that you are in edit mode.
3. Overtyping the current name with the new name, and then press **ENTER** to complete the process. Upon doing this, the folder will be positioned at the bottom of the list.
4. Finally, press **F5** to refresh the list of folders and files. Upon doing this, the folder you created will be in its rightful place in the list!

That's it, you have successfully created a new folder. How easy is that!