How to Create a New Folder on the Computer Desktop

1. Put your curser on a blank space on the desktop and right click, a box will come up, click on NEW



2. Another box will come up, click on folder

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	Bitmap Image
	Microsoft Office Word Document
	Microsoft Office PowerPoint Present
	Microsoft Office Publisher Document
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Paste	🕙 Microsoft Office Excel Worksheet
Paste Shortcut	🛄 WinZip File

3. A new folder will show on your desktop, you can rename the folder by clicking the curser in the box where it says new folder and typing the new name.



Now that a new folder has been created follow the steps below to save your reports in the new folder



Click on the export icon on the top left corner

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Click on **Desktop**, then choose **Adobe Acrobat** in the save as type. Type in the **file name** of the document/report you are saving (in this example it is receiving ticket May 2 to 5), click on <u>open or Save.</u>



The **<u>export completed</u>** box will come up, click on <u>OK.</u> Close the report by clicking on the red x on top right corner.



Your report has been saved in the folder you created (in this example it is the My reports folder). To view the report double click on the folder and find the document, then double click on the document to open.