

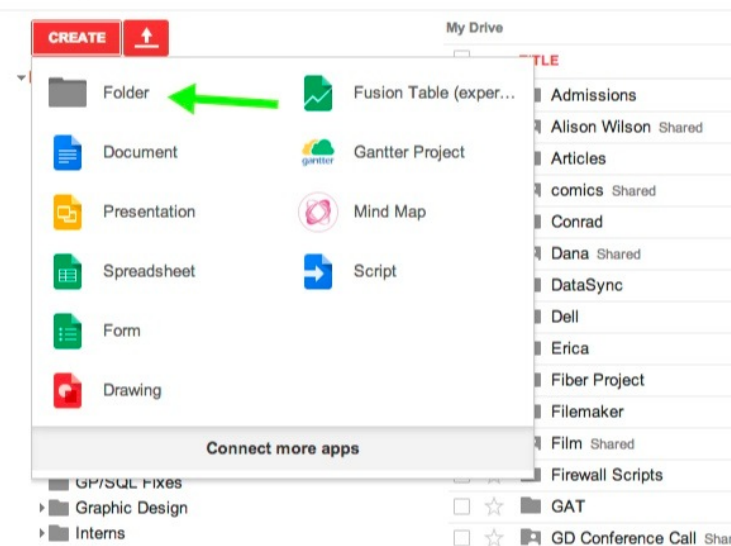
Creating a folder on your Google Drive

Login your Google Drive

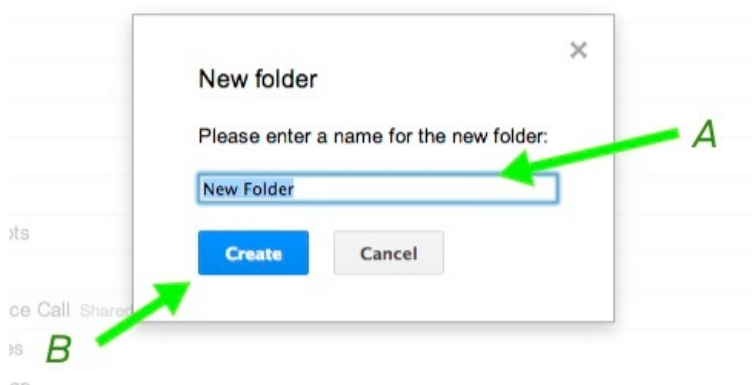
On the left hand side you will see the 'Create' button. Click on it.



A new drop down menu will appear. Click on 'Folder'.



A new window will open up. Give you folder a name (A) and click the 'Create' button (B).



Your new folder will appear on the left hand side on your Drive page.