

# Adding a Folder

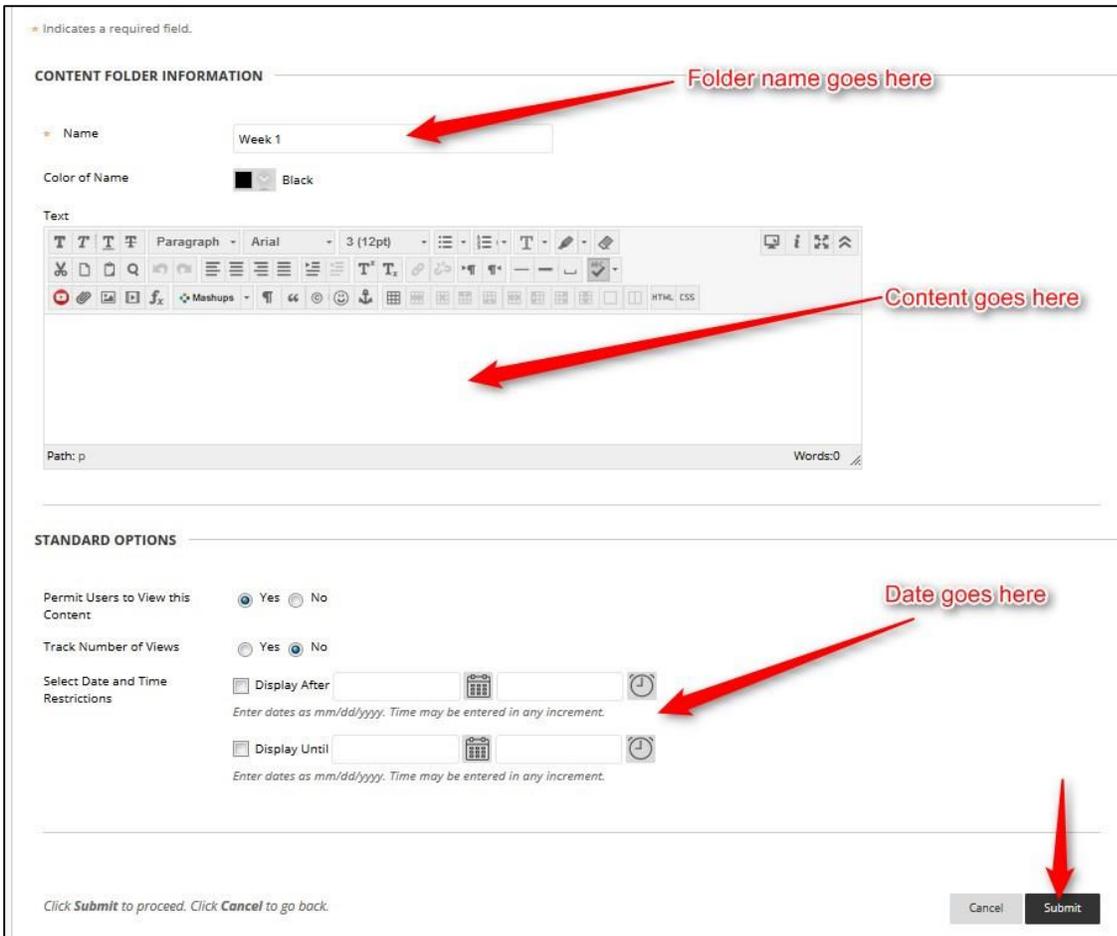
You can create folders to store items in.

## Directions:

1. Click on **Build Content**
2. Click on **Content Folder**



3. In the Name box type the name for the folder, if you want any text to display under the name type it in the content box, set dates if desired and click on the Submit button.

A screenshot of a form titled 'CONTENT FOLDER INFORMATION'. The form has several sections: 'Name' with a text box containing 'Week 1', 'Color of Name' with a dropdown set to 'Black', a 'Text' area with a rich text editor, and 'STANDARD OPTIONS' with radio buttons for 'Permit Users to View this Content' (Yes/No) and 'Track Number of Views' (Yes/No). There are also 'Display After' and 'Display Until' fields with date pickers. At the bottom right, there are 'Cancel' and 'Submit' buttons. Red arrows point to the 'Name' box with the text 'Folder name goes here', the 'Text' area with 'Content goes here', the 'Display After' field with 'Date goes here', and the 'Submit' button.