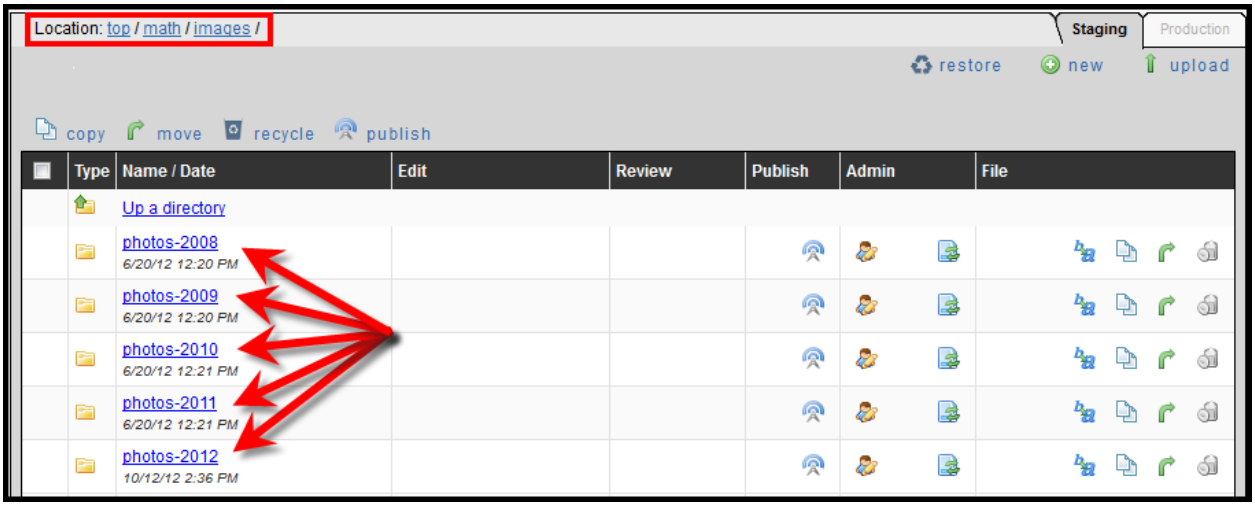
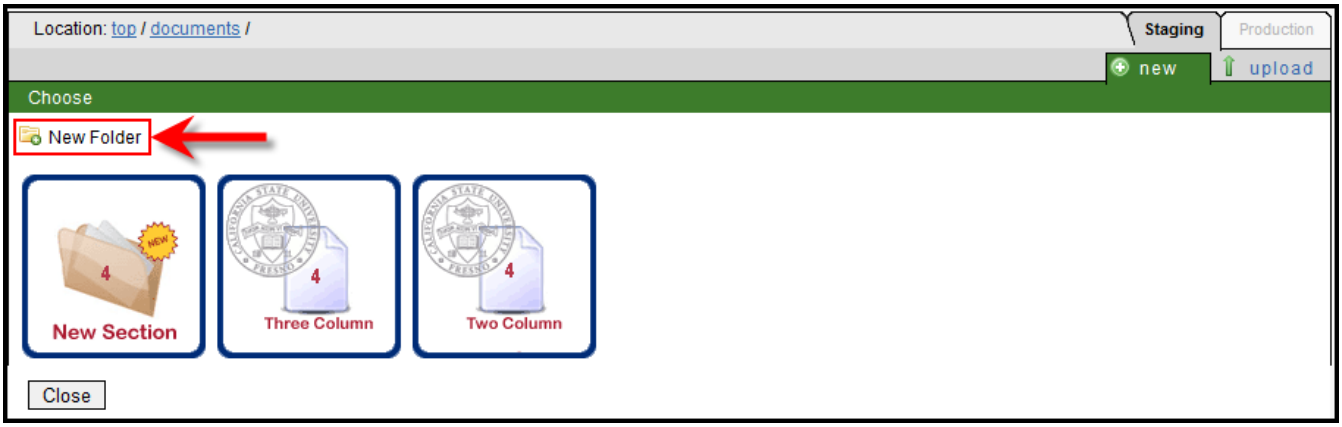
New Folder

Folders can be created to organize content. The most common place to put a folder is in the images or documents folder when you want to organize content by events, year, programs etc.

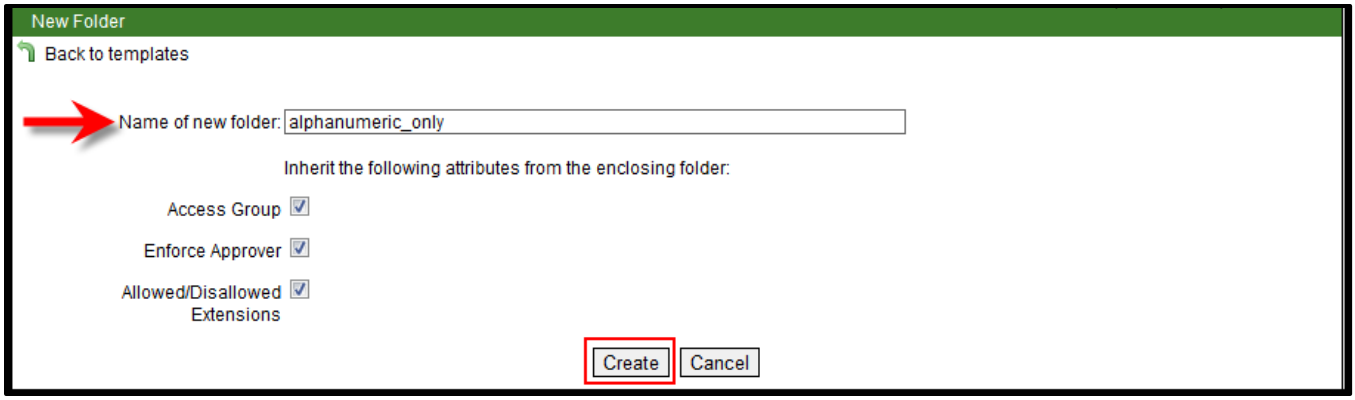


1. To create a new folder, click on the Content tab and locate the area (either the images or documents folder) you want the new folder to appear in, and then while still in the Staging tab, click on the "**New" button**.

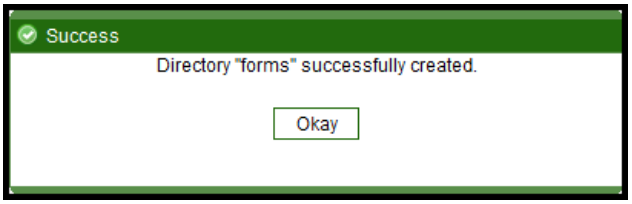
2. **Directly below the green bar, click on "New Folder".** To create a new directory, "New Section" should be used. Do not use "New Folder."



3. **Name the folder**, preferably one descriptive word using lowercase letters. Leave the default settings as is.
4. Click **Create**.



5. Once the folder is created a green success message will appear. Click Okay.



The folder will now appear on both the Staging and Production tabs. To upload images or documents into that folder you may upload them from the WYSIWYG editor or by clicking on the Production tab and choosing the green Upload icon. See Upload an Image or Document documentation or Upload Multiple Documents or Images documentation for further instructions.