## 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.

Locat	tion: <u>t</u>	op / <u>math</u> / <u>images</u> /					Staging	Production
						🖒 res	tore 💿 new	🕯 upload
	ору	🦵 move 🤷 recycle 🙊	publish					
	Туре	Name / Date	Edit	Review	Publish	Admin	File	
	<u>¢</u>	Up a directory						
		photos-2008 6/20/12 12:20 PM			<u>@</u>	&	<b>b</b> <sub>20</sub> ₽	r 🕤
		photos-2009 6/20/12 12:20 PM			<u>@</u>	۵ ک	<b>b</b> a ₽	r 🕤
	2	photos-2010 6/20/12 12:21 PM			<u>@</u>	۵ ک	₽ <mark>8</mark> 2 ₽	് പി
		photos-2011 6/20/12 12:21 PM			<u>@</u>	۵ ک	<b>b</b> a ₽	r ରା
		photos-2012 10/12/12 2:36 PM			1	۵ ک	<i>b</i> <sub>20</sub> ₽	r ରା

 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.

Location: top / documents /					Staging Production
				_	🔶 💿 new 🗍 upload
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Type Name / Date	Edit	Review	Publish	Admin	File
🖆 Up a directory					

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."

Location: top / documents /	Staging Production
	🕤 new 🗍 upload
Choose	
Rew Folder	
New Section	

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

New Folder	
Back to templates	
Name of new folder:	alphanumeric_only Inherit the following attributes from the enclosing folder:
Access Group	
Enforce Approver	$\checkmark$
Allowed/Disallowed Extensions	$\checkmark$
	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.