

How to Create/Edit/Move/Delete Folders

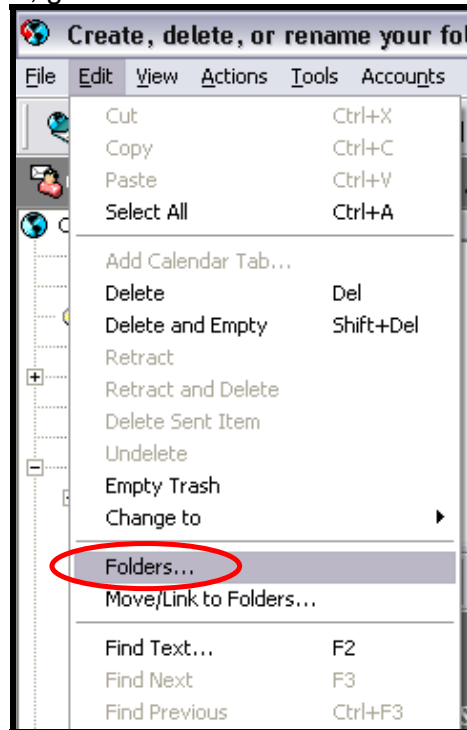
You can create, edit, and move folders all from one place:

- Using the menu bar, go to “Edit” and chose “Folders”

Create a New Folder

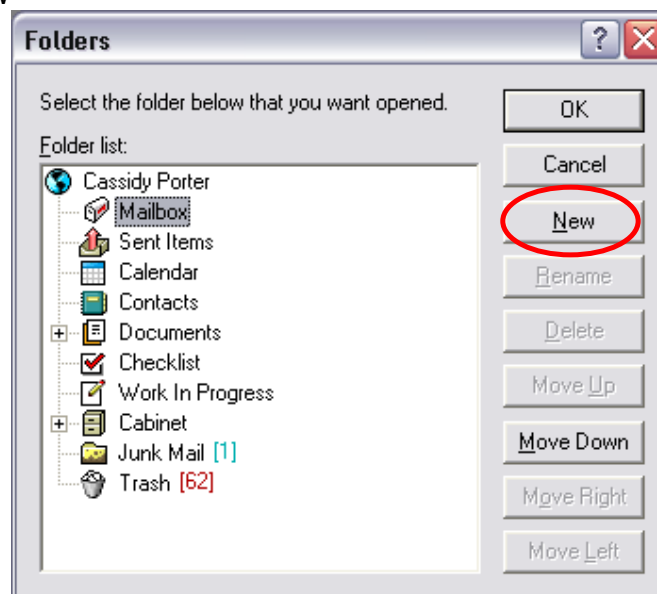
Step 1

- Using the menu bar, go to “Edit” and chose “Folders”



Step 2 Create a Folder

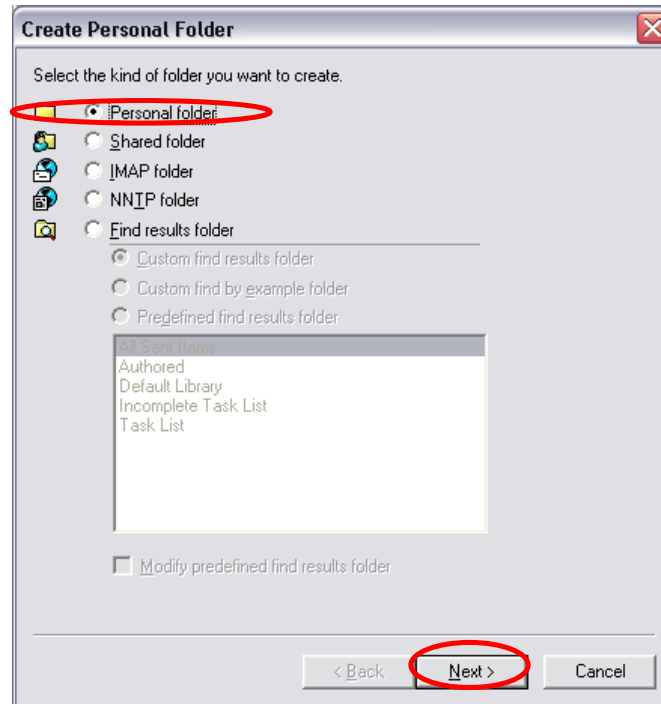
- Click “New”



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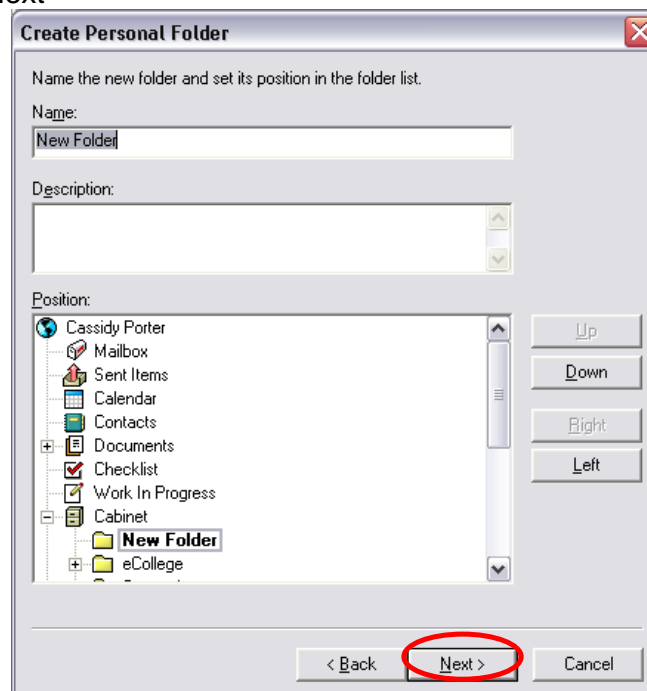
Step 3

- Always choose “personal folder”, you can share it later
- Choose “Next”



Step 4

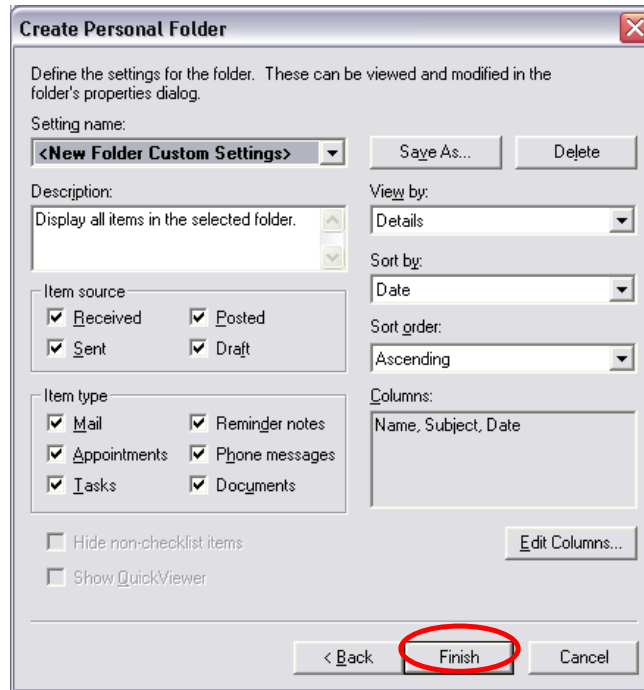
- Name your folder and add a description if you desire.
- Choose “Next”



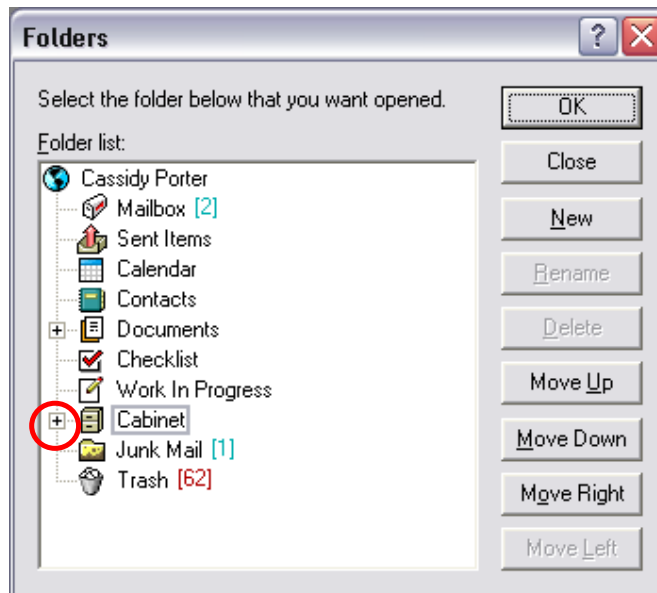
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Step 5

- Leave these options alone and just choose “Finish”



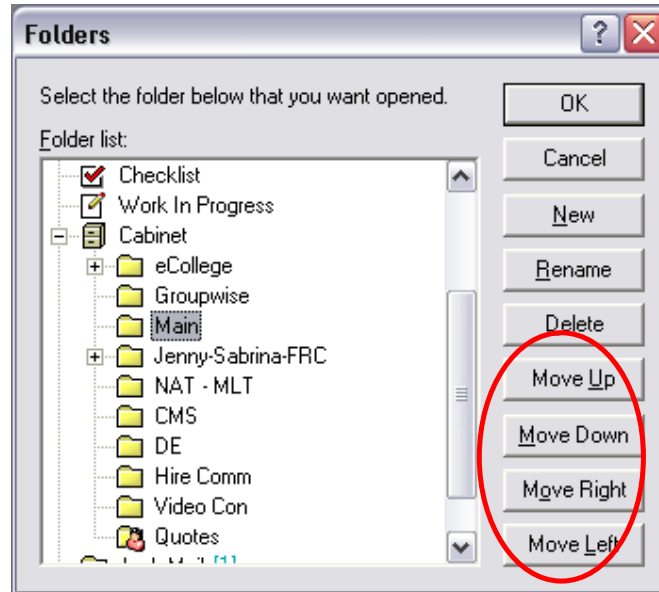
You now have a folder listed in your cabinet...to expand your cabinet, click the plus sign:



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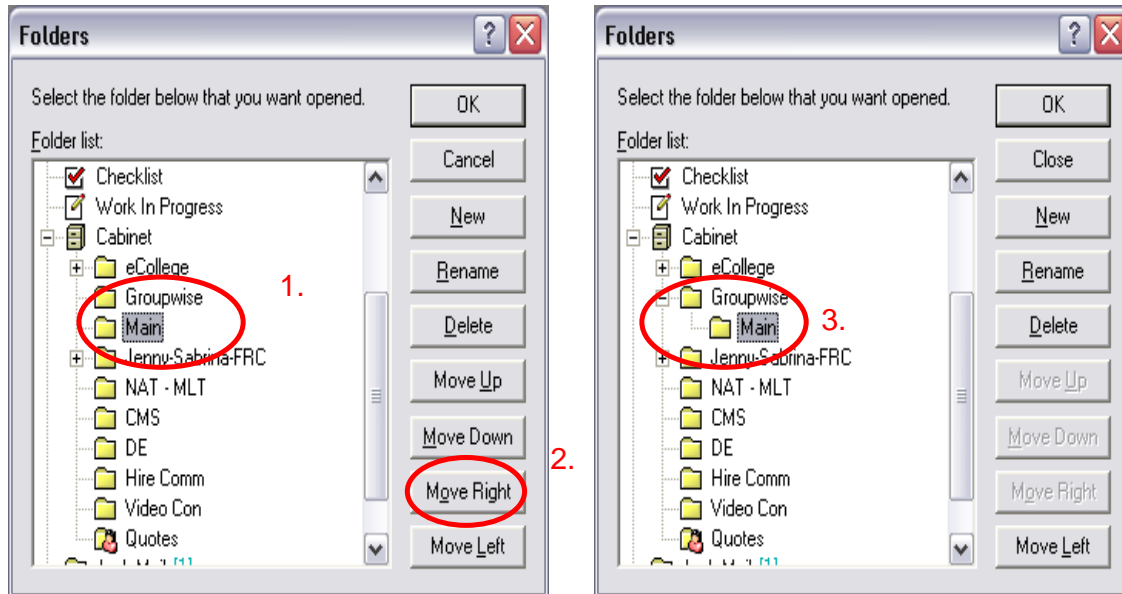
To move your folders:

- Click on a folder once to highlight it
- To move your folders around use the “move” buttons.



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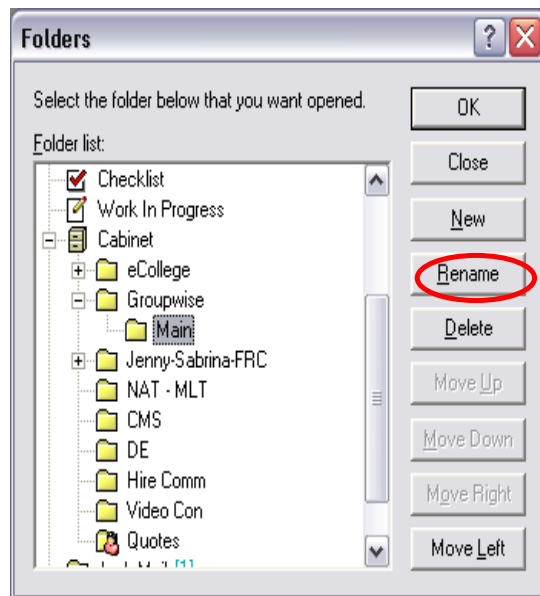
- To put one folder into another:
 - Position the Sub-folder below the parent folder
 - choose "Move Right"



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To Edit or Rename Your Folders

- Click on a folder once to highlight it
- Just choose the rename button from the list.

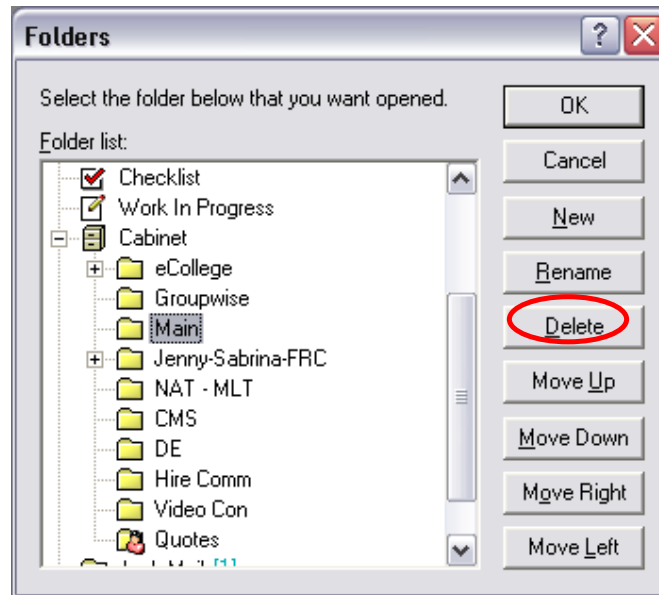


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To Delete Your Folders

Step 1

- Click on a folder once to highlight it
- Choose the “Delete” button.



Step 2

- Choose between:
 - “Items only” to delete everything in the selected folder
 - “Folder(s) and items” to delete the folder and everything in it
- Click “OK”

