

# How to Create/Edit/Move/Delete Folders

---

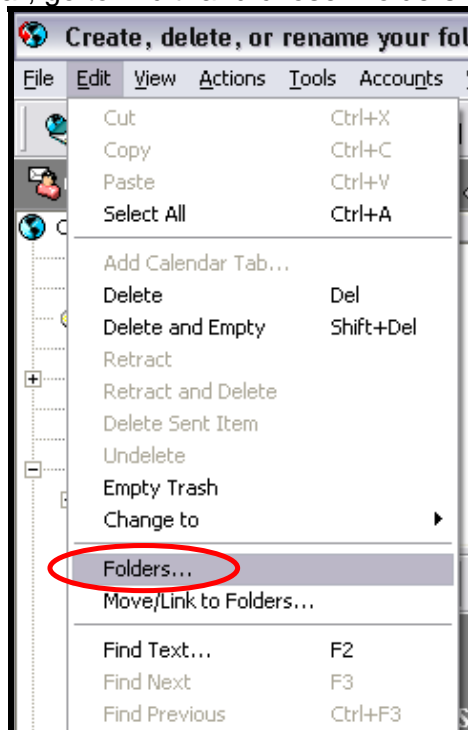
You can create, edit, and move folders all from one place:

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

## Create a New Folder

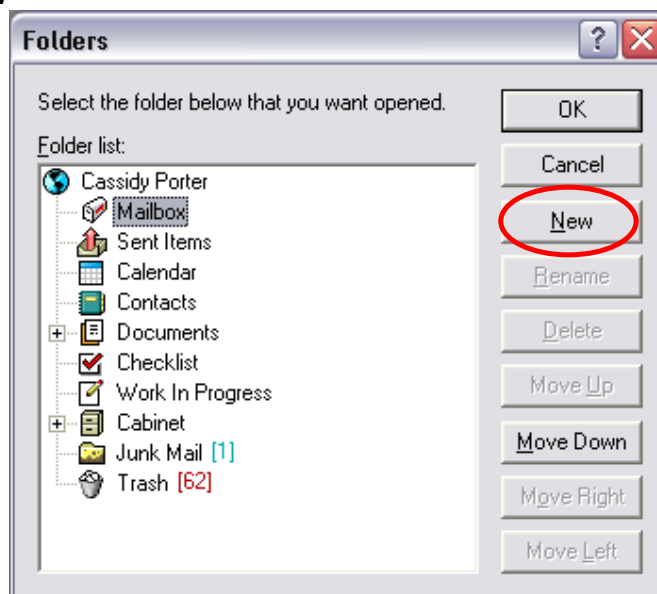
### Step 1

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



### Step 2 Create a Folder

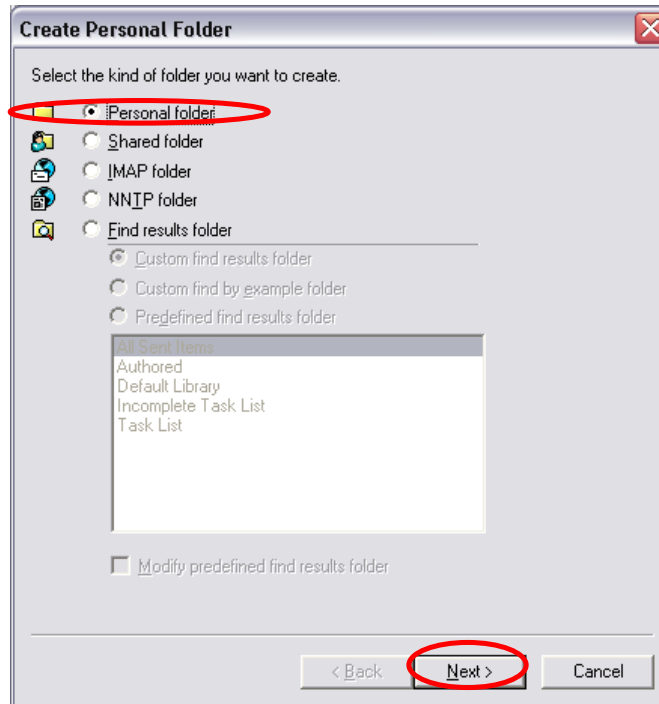
- Click “New”



# How to Create/Edit/Move/Delete Folders

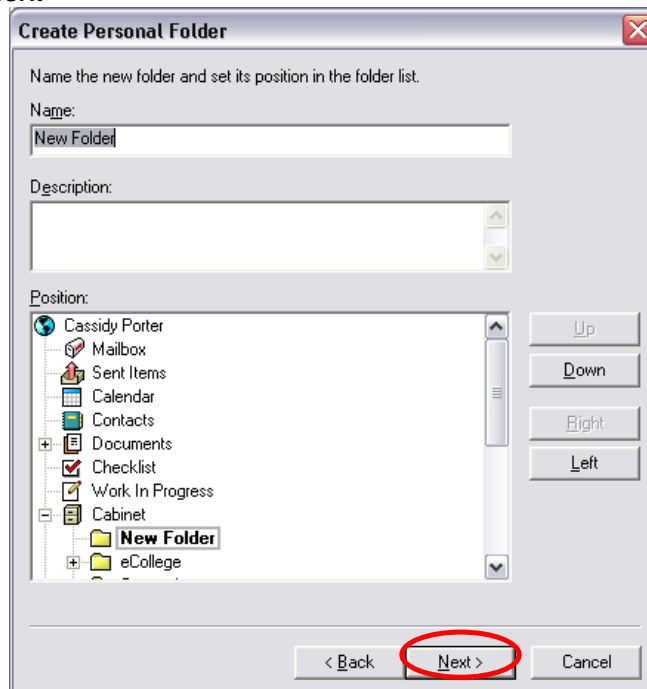
## Step 3

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



## Step 4

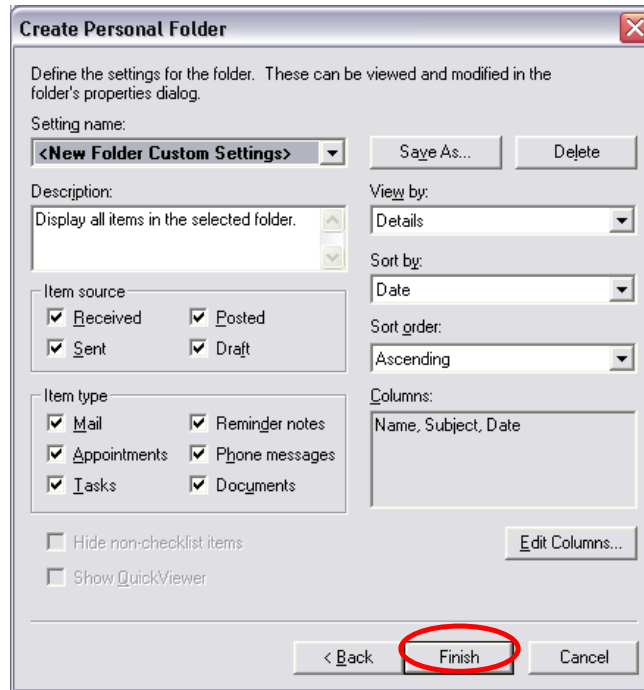
- Name your folder and add a description if you desire.
- Choose “Next”



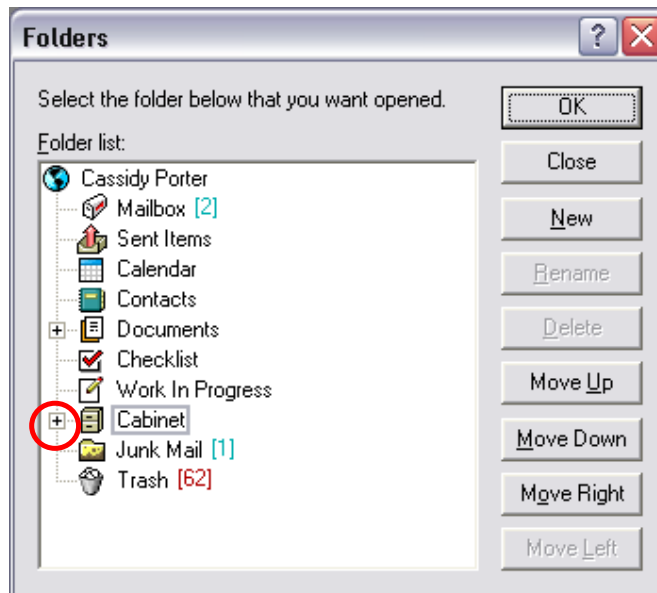
# How to Create/Edit/Move/Delete Folders

## 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:

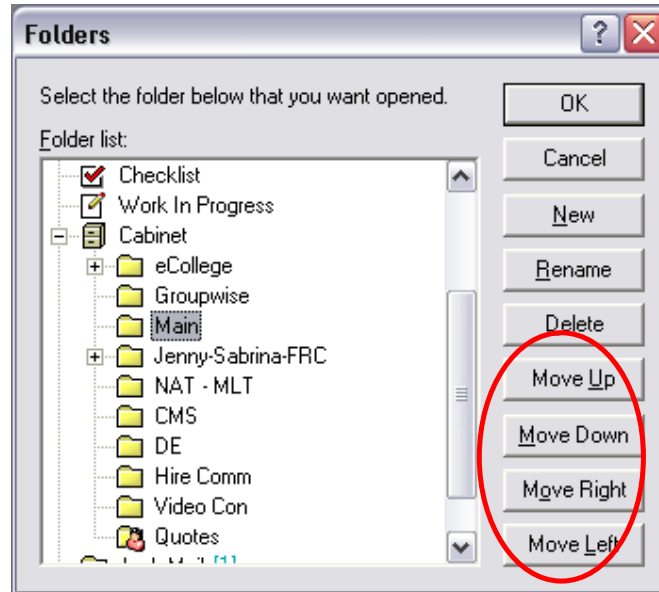


# How to Create/Edit/Move/Delete Folders

---

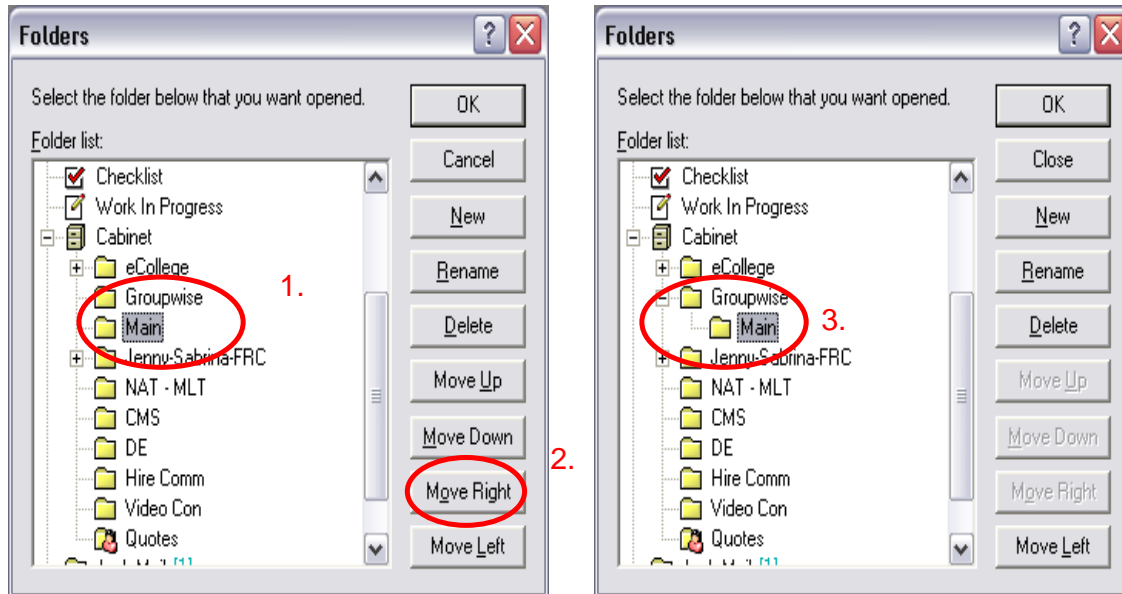
## To move your folders:

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



# How to Create/Edit/Move/Delete Folders

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

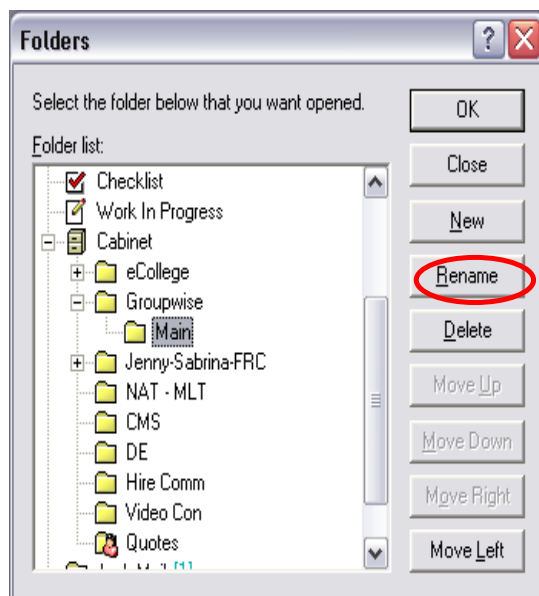


# How to Create/Edit/Move/Delete Folders

---

## To Edit or Rename Your Folders

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



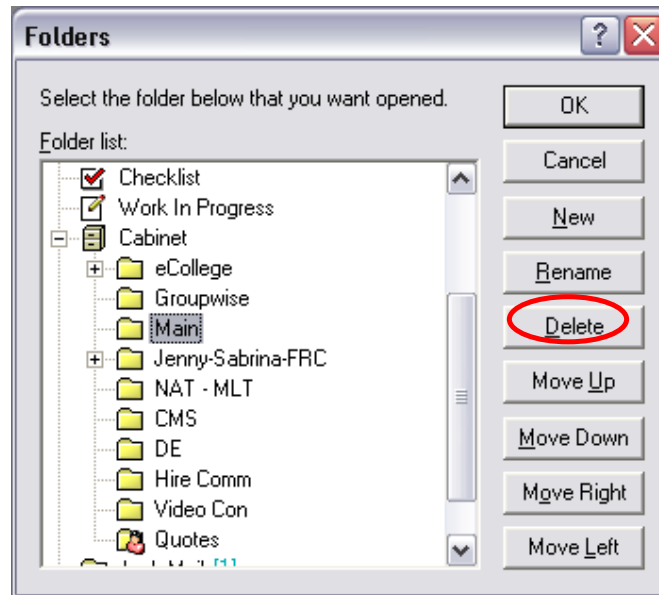
# How to Create/Edit/Move/Delete Folders

---

## 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”

