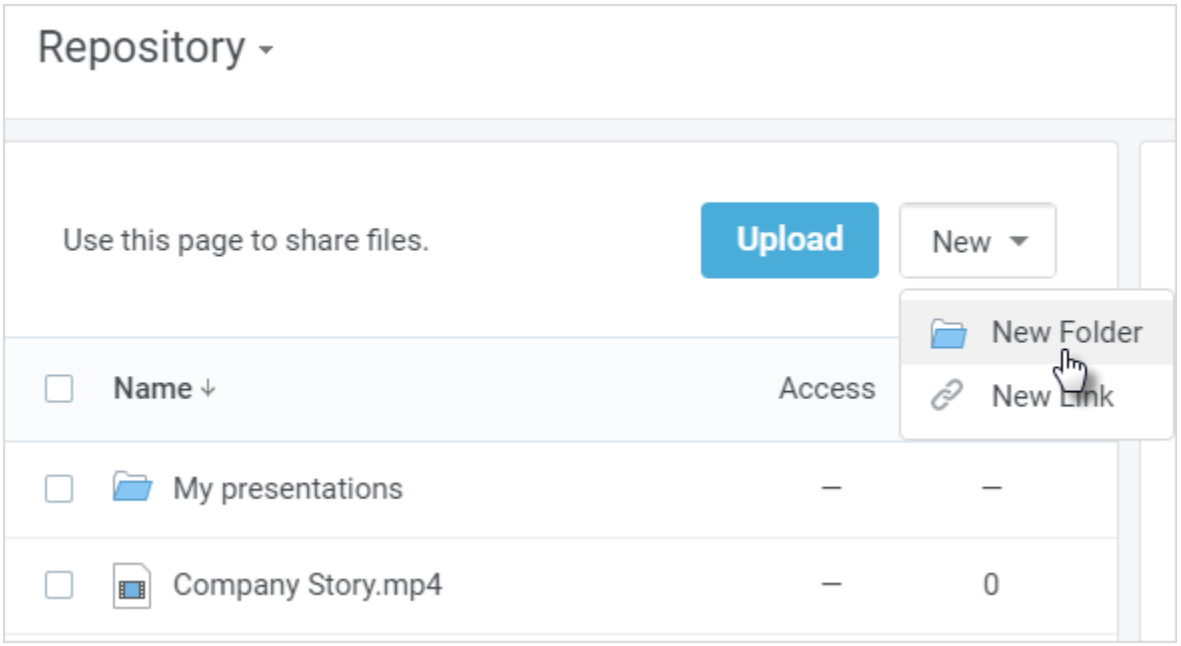
Create a New Folder

To create a folder:



1. On the Content page, click the **New** button.
2. Choose **New Folder** in the drop down menu
3. Enter a folder name in the text field.
4. To finish editing, click somewhere on the page or press the **Enter/Esc** key.

The new folder will appear in the content list. You can also create nested folders.