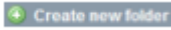






Creating Folders and Managing Folder Structures

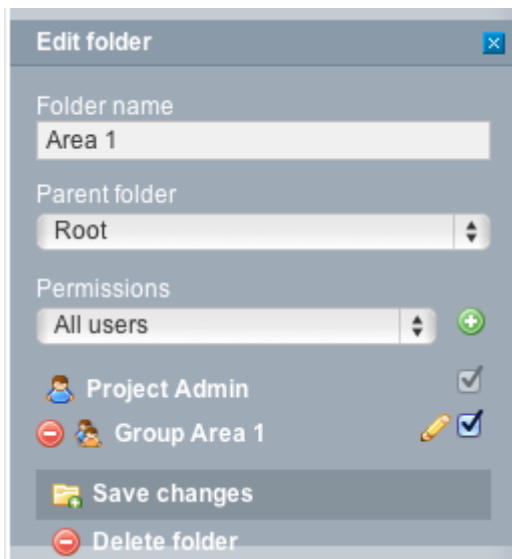
To create a new folder or sub-folder within the **Documents Manager**, please click on the button  in the left side panel. The form to create a new folder will appear and here you need to type the name of the folder, choose the parent folder and the permissions of the new folder to other users. Then click the  button.



The screenshot shows a 'Folders' panel with a 'Create folder' button at the top. Below it is a 'Create new folder' form with a close button (X). The form contains a 'Folder name' text input field, a 'Parent folder' dropdown menu set to 'Area 1', and a 'Permissions' dropdown menu set to 'All users'. There is a plus icon next to the permissions dropdown. Below the permissions dropdown, there is a red minus icon, a user icon, and the text 'All Users', along with a pencil icon and a checkmark icon. At the bottom of the form is a 'Create folder' button with a folder icon.

To edit properties, delete or move a folder, click the  on the right side of the folder item. The form to edit the specific folder will appear. This allows you to:

- Change the Folder Name
- To change the Parent Folder and Permissions
- Click the  to save any changes made
- In order to delete a folder (folder must be empty), click .



This entry was posted on Sunday, November 11th, 2012 at 2:48 pm and is filed under [Documents Manager](#)

You can follow any responses to this entry through the [Comments \(RSS\)](#) feed. Both comments and pings are currently closed.