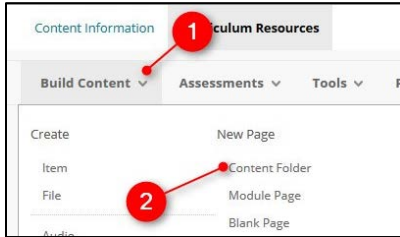


Adding a Folder

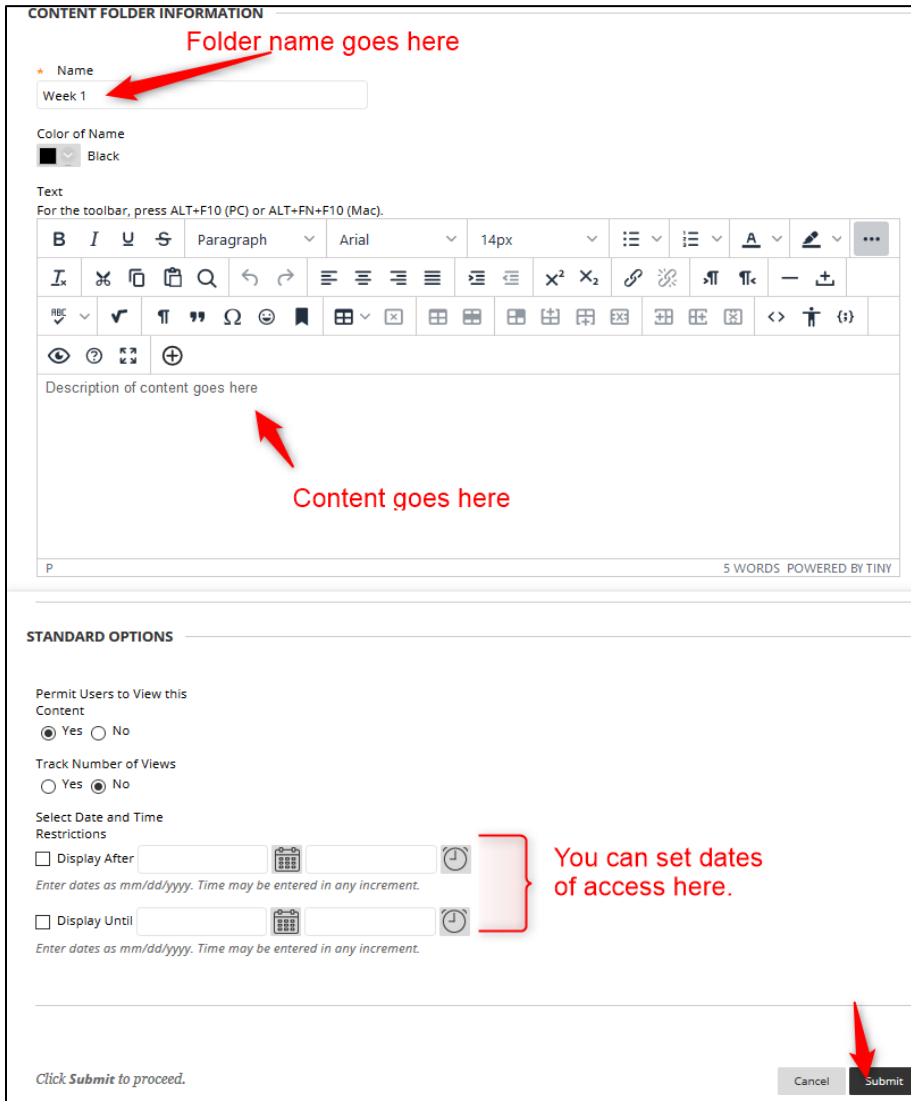
You can create folders to store items in.

Directions:

1. Click on **Build Content**
2. Click on **Content Folder**



3. In the Name box type the name for the folder, if you want any text to display under the name type it in the content box, set dates if desired and click on the Submit button.

A screenshot of the 'CONTENT FOLDER INFORMATION' form. The form has several sections: 'Name' (with a text box containing 'Week 1'), 'Color of Name' (set to Black), 'Text' (with a rich text editor toolbar), 'Description of content goes here' (with a large text area), and 'STANDARD OPTIONS' (with checkboxes for 'Permit Users to View this Content', 'Track Number of Views', and 'Select Date and Time Restrictions'). Red arrows and text annotations point to the 'Name' field ('Folder name goes here'), the description area ('Content goes here'), the date restriction fields ('You can set dates of access here'), and the 'Submit' button.