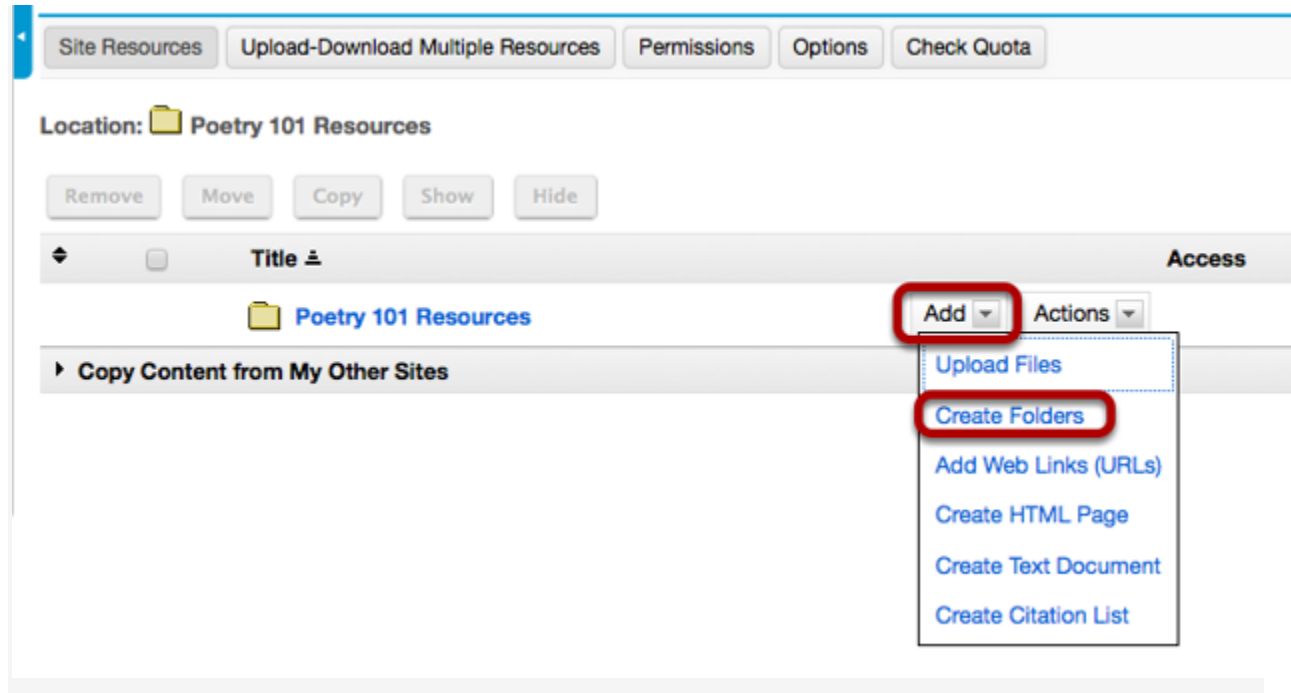


How do I create folders?

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

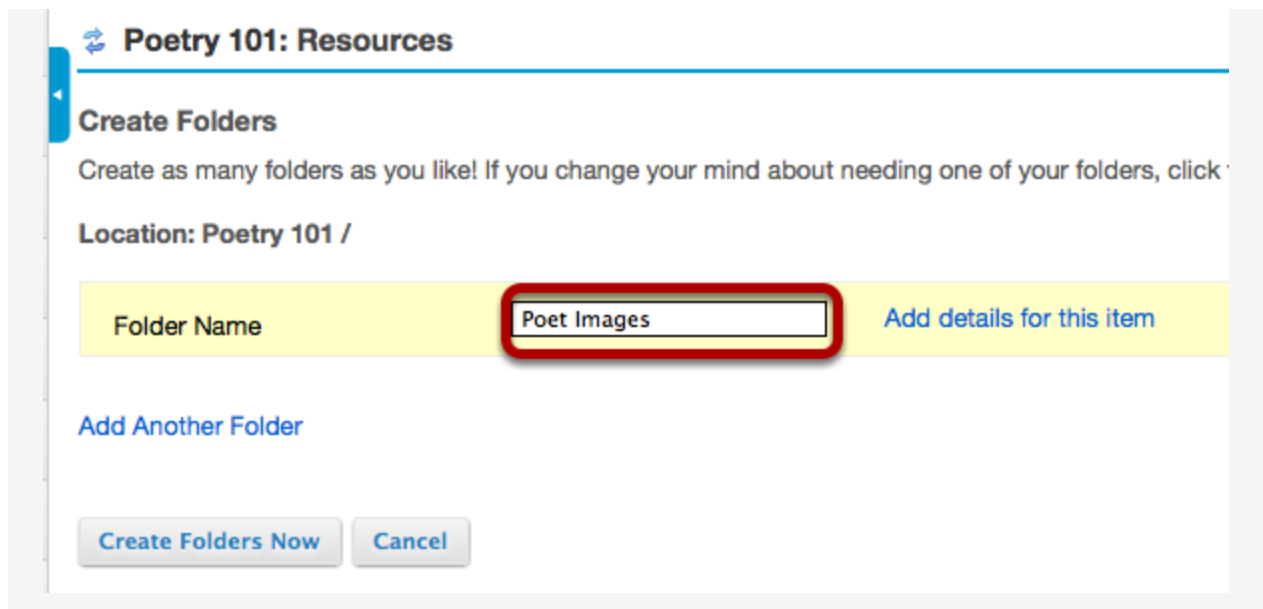
Click Add, then Create folders.



To the right of the site's root folder, from the **Add** drop-down menu, select **Create folders**.

This displays the Create Folders page.

Enter the name of the folder.



Poetry 101: Resources

Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, click

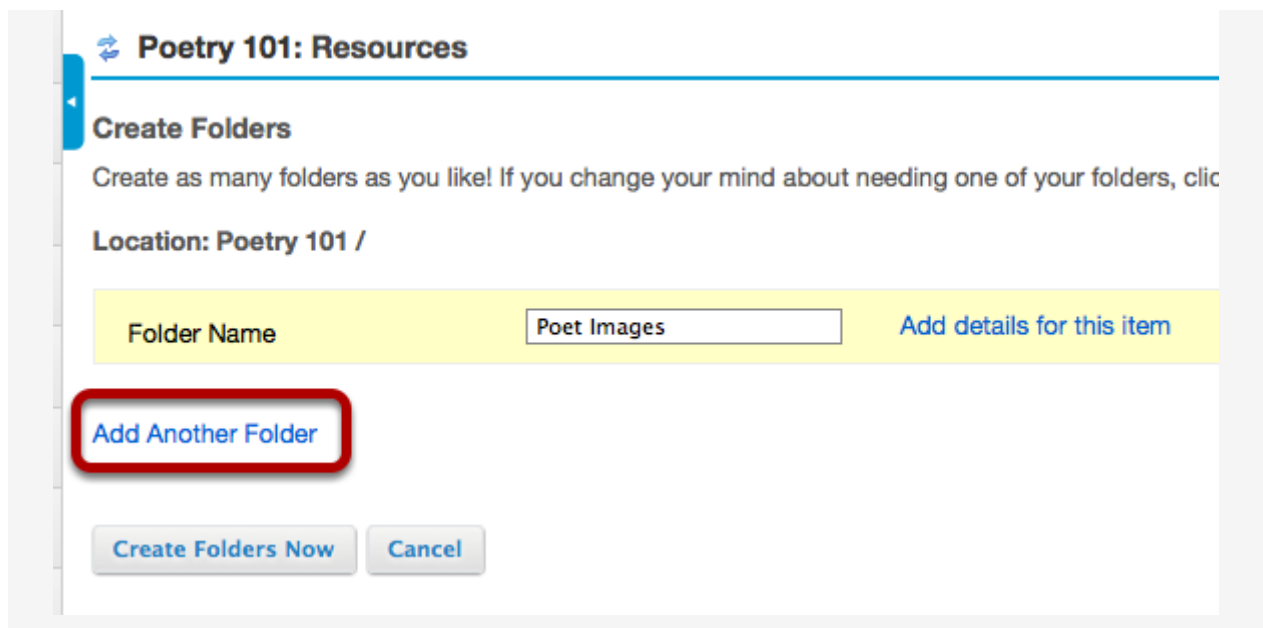
Location: Poetry 101 /

Folder Name	Poet Images	Add details for this item
-------------	-------------	---

[Add Another Folder](#)

[Create Folders Now](#) [Cancel](#)

Add multiple folders. (Optional)



Poetry 101: Resources

Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, click

Location: Poetry 101 /

Folder Name	Poet Images	Add details for this item
-------------	-------------	---


[Add Another Folder](#)

[Create Folders Now](#) [Cancel](#)

If you would like to create multiple folders, click **Add another folder**.

Note: You can add as many folders as you want by clicking "Add another folder".





Click Create Folders Now.

 **Poetry 101: Resources**

Create Folders

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' i

Location: Poetry 101 /

Folder Name	<input type="text" value="Poet Images"/>	Add details for this item	
Folder Name	<input type="text" value="Readings"/>	Add details for this item	
Folder Name	<input type="text" value="PowerPoints"/>	Add details for this item	
Folder Name	<input type="text" value="Poems"/>	Add details for this item	

[Add Another Folder](#)

[Create Folders Now](#)

[Cancel](#)


To create the folder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.


















View folders in Resources.

Poetry 101: Resources

Site Resources Upload-Download Multiple Resources Permissions Options Check Quota

Location:  Poetry 101 Resources

Remove Move Copy Show Hide

	<input type="checkbox"/>	Title 	Access	
		 Poetry 101 Resources	Add 	Actions 
	<input type="checkbox"/>	 Poems	Add 	Actions  Entire site
	<input type="checkbox"/>	 Poet Images	Add 	Actions  Entire site
	<input type="checkbox"/>	 PowerPoints	Add 	Actions  Entire site
	<input type="checkbox"/>	 Readings	Add 	Actions  Entire site

Notice that the folders are displayed slightly indented to the root folder.