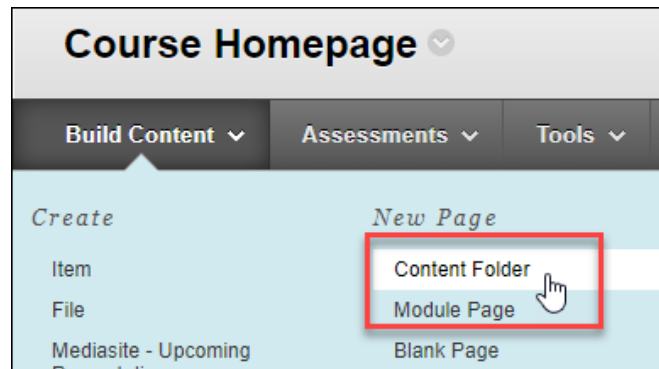


## How do I create a Content Folder?

1. In the Content area where you want the folder, click the Build Content pulldown menu and select **Content Folder**.



2. Enter the **Name** of the folder.
3. Add optional information in the **Text** box that will be displayed with the folder.
4. Modify the **Standard Options** if needed.
5. Click **Submit**.