

# Adding Folders

---



---

---

---

---

---

---

---

---

Slide 1  
Note:  
Click the Contents tab



---

---

---

---

---

---

---

---

Slide 2  
Note:



---

---

---

---

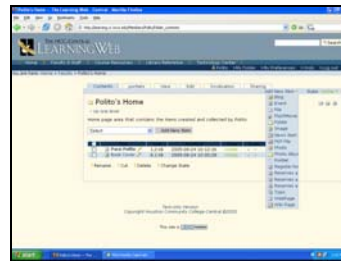
---

---

---

---

Slide 3  
Note:  
Select the Add New Item menu



---

---

---

---

---

---

---

---

Slide 4  
Note:  
Select the Folder option

## Adding Folders

---



---

---

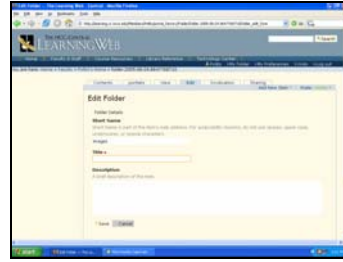
---

---

---

---

Slide 5  
Note:  
Enter a Short Name for your folder (Recommended)



---

---

---

---

---

---

Slide 6  
Note:  
Enter a Title (Required)



---

---

---

---

---

---

Slide 7  
Note:  
Enter a Description for your folder (Optional)



---

---

---

---

---

---

Slide 8  
Note:  
Save your folder

## Adding Folders

---



---

---

---

---

---

---

Slide 9  
Note:  
Go Up one level to your main directory



---

---

---

---

---

---

Slide 10  
Note:



---

---

---

---

---

---

Slide 11  
Note:  
Your newly created My Images folder  
appears in your main Learning Web folder