Content Server Document Management
Creating a New Folder
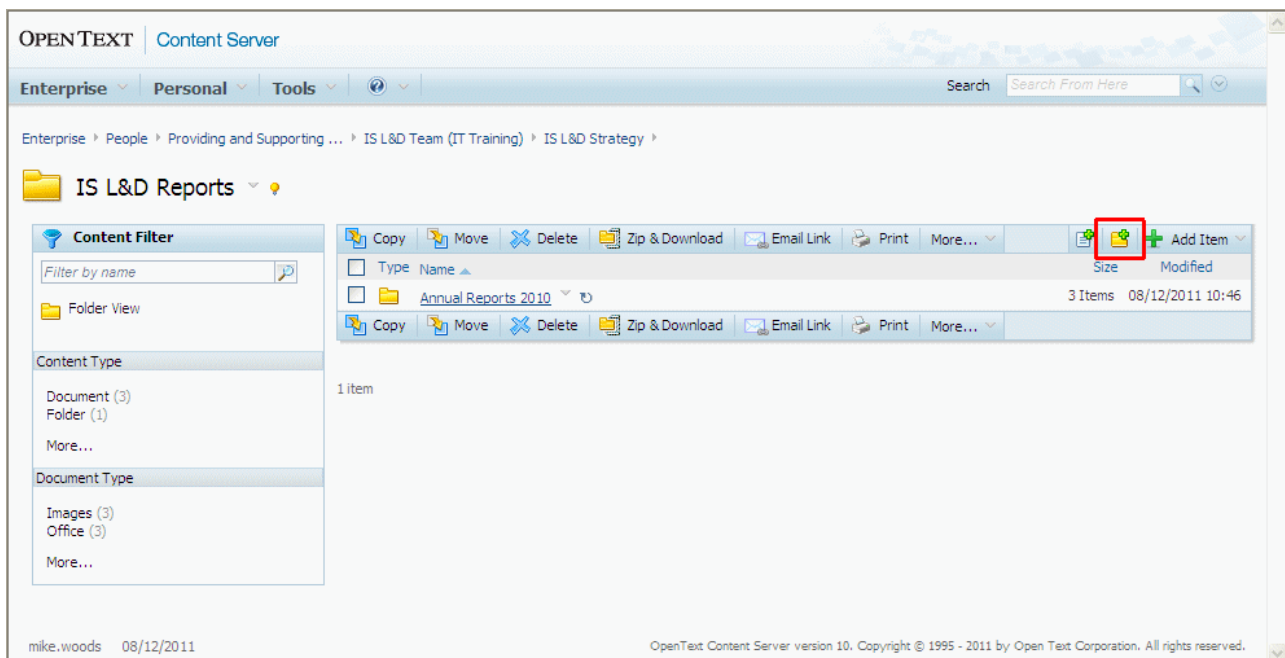
Believe in children
Barnardo's

Creating folders allows you to store documents grouped by subject. The example below shows a new folder called "Annual Reports 2011" being created inside a folder called "IS L&D Reports".

The first stage is to navigate to the place where you wish to create the new folder, then:

◼ Click on the **Add Folder** button.

Tip: If your folder is only going to contain email messages (an "Email Archive" folder in your Personal Workspace, for example), then you may want to choose **E-mail Folder** from the **Add Item** list to the right of the highlighted button instead.

This is purely optional – a normal folder will work fine. However, an e-mail folder will display information such as From, To, Received Date etc. This can make finding emails easier. The rest of the process below is the same.
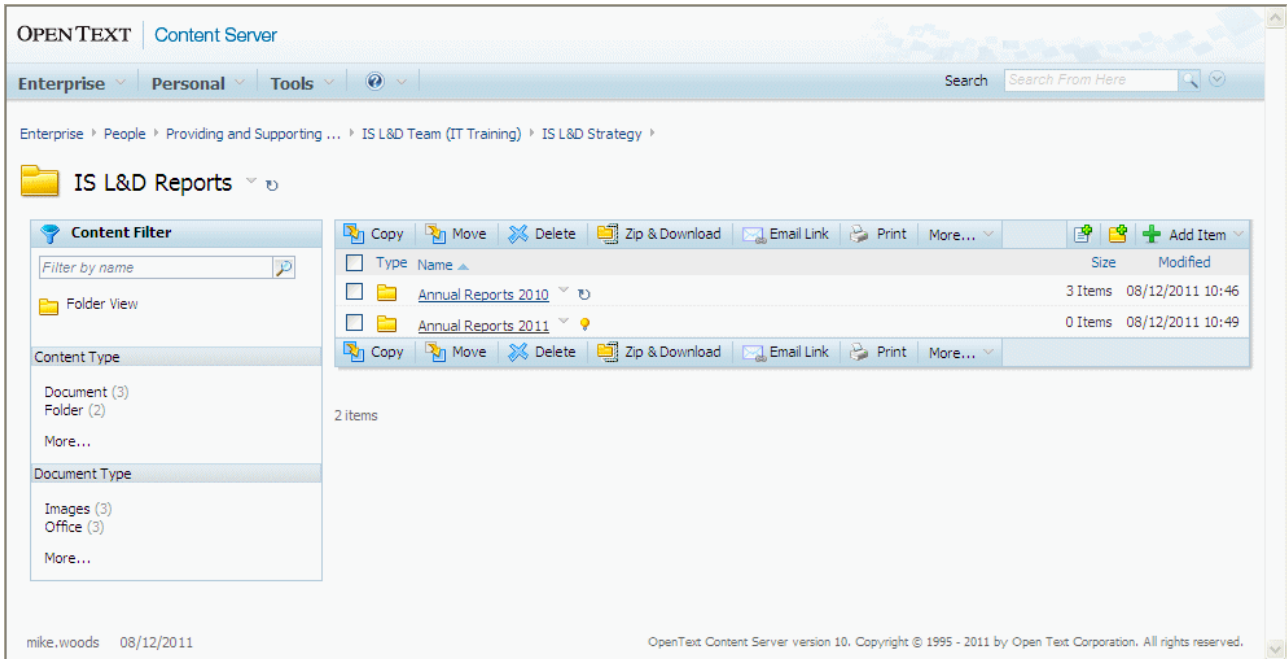
◼ Type the name of the folder in the **Name** field.

Tip: It is good practice to give folder fully descriptive names, rather than abbreviations. Please remember to observe any naming conventions your Service or Department has established.

◼ Click on the **Add** button

The new folder appears on the list of items as below.

Note: The New icon (the light bulb) to the right of folder name shows that the folder is newly created. This will disappear after a few days.