Working with Folders

**Folders Overview**

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Action</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expand / Collapse All Folders</td>
<td>• Expands or collapses all folders.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Add New Folder</td>
<td>• Add a new folder.</td>
<td>• Adding Materials&lt;br&gt;• Adding a folder</td>
</tr>
<tr>
<td>3</td>
<td>Reorder</td>
<td>• Reorder folders.&lt;br&gt;• Reorder materials within a single folder.</td>
<td>• Reordering Materials&lt;br&gt;• Reordering Folders</td>
</tr>
<tr>
<td>4</td>
<td>Edit / Delete Folder</td>
<td>• Edit the title of the folder.&lt;br&gt;• Delete the folder. Note: only empty folders can be deleted.</td>
<td>• Editing and Deleting Materials&lt;br&gt;• Editing and Deleting a Folder</td>
</tr>
<tr>
<td>5</td>
<td>Hide Empty Folders</td>
<td>• Hides empty folders from the Materials list.</td>
<td></td>
</tr>
</tbody>
</table>

**Adding a Folder**

1. Click the (2) icon beside the Add New Materials button.
2. Select Add New Folder.
3. Enter a folder name.
4. Click Add Folder.

**Editing and Deleting a Folder**

**Editing a Folder**

1. Click on the (4) icon.
2. Edit the title of the folder.
3. Click the check button.

**Deleting a Folder**
Note: the delete icon only displays for empty folders. Folders with materials cannot be removed.

1. Click on the icon.
2. A confirmation message will appear.
3. Click Delete to remove the folder.

Reordering Folders

For information about reordering materials, see Reordering Materials.

1. Click (3). The reorder page will display.
2. Drag and drop folders to reorder them.
3. Click Done.