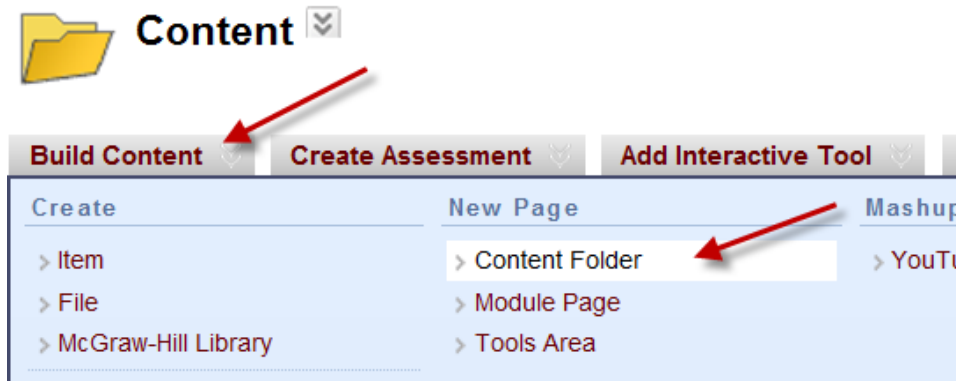


Add Content Folder

1. A **Content Folder** allows you add folders and subfolders to organize content items. This structure can be used to replicate the file and folder structure you use to organize course materials on your local computer.
2. To add a **Content Folder** do the following. On the **Content** page or desired unit/page, cursor over <Build Content> and Click <Content Folder>



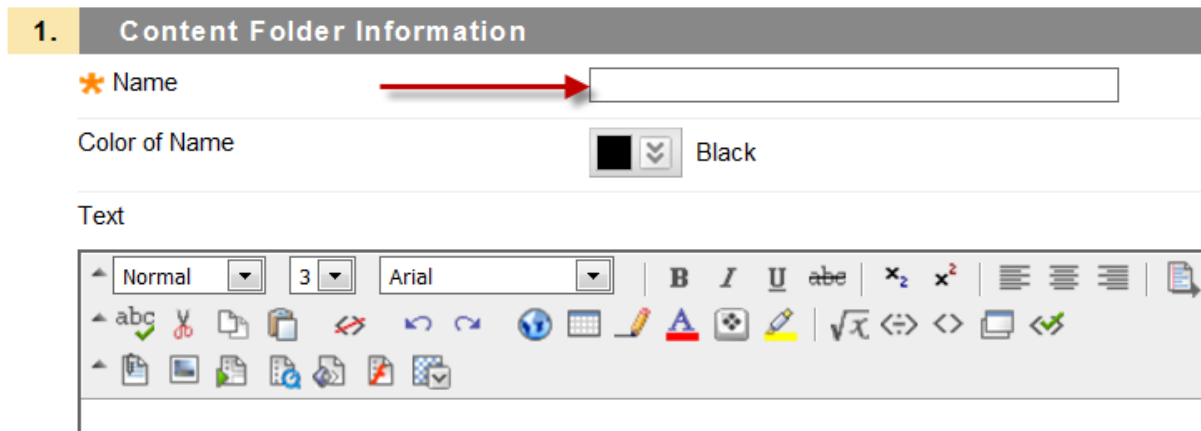
3. Type a name for the **Content Folder**.
4. Optional: enter text in the **Text Box**.

1. **Content Folder Information**

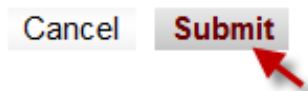
* Name

Color of Name Black

Text

A screenshot of a form titled '1. Content Folder Information'. The form has a header bar with the title. Below the header, there is a field for 'Name' with a red asterisk and a text input box. Below that is a 'Color of Name' section with a color picker set to 'Black'. Below that is a 'Text' section with a rich text editor toolbar. The toolbar includes options for font face (Normal, Arial), font size (3), bold (B), italic (I), underline (U), text color (abc), background color, link, unlink, list, and other editing tools. A red arrow points from the 'Name' label to the text input box.

5. Click <Submit>



6. You can continue adding **Content Folders** and other **Build Content** items on the **Content** page or within existing **Content Folders**.
7. Click on a **Content Folder** name to enter that **Content Folder**. Think of each **Content Folder** as a blank page for additional content.

