Creating a New Folder

Creating a New Folder Overview

A new folder can be created by using the New button or the drop-down indicator next to the New button within **Content > Pages**. Folders can be created to contain binary files, such PDFs. A folder is different from a section, and when a new section is created, support files (such as a breadbrumb and sidenav include) and an initial index page for the directory are created as well. A new section uses a template to properly render new pages. A new folder, on the other hand, creates an empty directory. Only create folders to organize and contain binary files, and not for pages. As such, other page parts, such as breadcrumb includes or autonav are deliberately not included when creating a new folder. This is by design. New folder creation is available for level 4 users and higher.
Best Practice: Use a New Folder within the "files" folder to store additional documents.
NOTE: Images are to continue to be stored in the /images/users/*yourdeptname* folder.

After the new folder has been created, its access settings may be modified. By default, the folder inherits the access settings from the directory it is created in. For more information about setting access:

Access and Workflow

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A new folder can be created with the drop-down indicator button or by clicking the New button. The drop-down indicator reveals a menu within the directory structure, while the button uses a dialog with a text link to create a new folder.

To create a new folder:

1. Navigate to the location within the file structure where the new folder will be created.
2. Click the **New** button or the drop-down indicator next to the **New** button from within the folder structure.
3. Select **Create New Folder** or **Folder**. Do not create a new folder by creating a new section. Folders should only be used to create binary containment folder (e.g., images, files, PDFs).
4. From the **New Folder** dialog, enter a name for the folder. This folder must be named to save the folder.
5. Click **Create**.