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## Create Folder

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To create a root level folder, follow these steps:

- On the **Folders** pane, right click on the white space and then click **New**
- In the **New Folder** dialog box, type the **Folder Name**
- Select **Public** or **Private** to set the Folder Scope
- Select **Standard** or **Checkbox** or **Option** from drop-down to set the Folder Style
- Click **Ok** to create a new folder or **Cancel** to exit

To create a sub folder, follow these steps:

- On the **Folders** pane, right click a folder to create a sub folder and then click **New**
- In the **New Folder** dialog box, type the **Folder Name**
- Shared folder (which is in **Blue**) is always **Private** scope
- Select **Standard** or **Checkbox** or **Option** from drop-down to set the Folder Style
- Click **Ok** to create a new folder or **Cancel** to exit

**Note:** When you create a new folder, by default it is created as a private folder that appears in **green**. Right-click the folder and then click **Update as Public** to make it a public folder. A public folder appears in **yellow**.