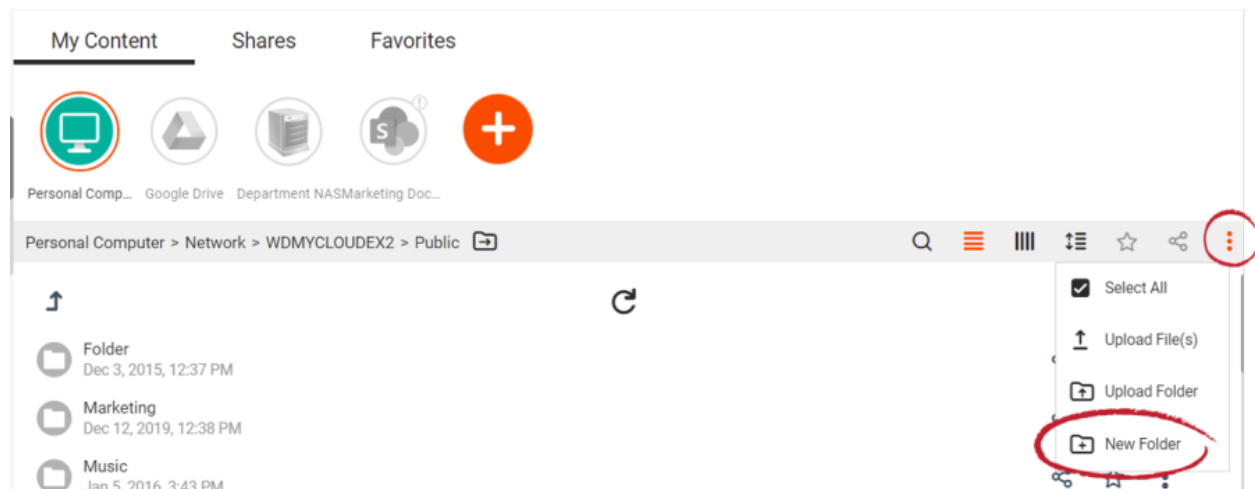


Create a Folder

1. Navigate to where you want to create a new folder.
2. Open the menu (3 dots) in the top right Activity bar and select **New Folder**.
3. Name your new folder.

Folders can also be created within the **Cut**, **Copy** and Paste functions (see Cut, Copy and Paste).



Create a new folder