This is guidance for how to create a **Digital Folder** in Content Manager.

1. Click HOME tab
2. Click Plus Sign (+)
3. Select Digital Folder
4. Click OK

[continued next page]
5. Enter the **Folder Title**

6. Enter the **Folder Notes** (optional)

7. Select a **Category** using the blue **folder lookup button** (Note: after any Category has been used, a down arrow will appear to select previously used Categories).

8. Select an **Owner** using the blue **folder lookup button** (Note: this defaults to the agency where the user works. Only change if needed).

9. Enter the **Date Closed** (i.e. cutoff date)

10. Click **OK**

Refer to separate guidance documents for best practice and naming conventions for **Titles**, **Categories**, and **Date Closed**.