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

1. Right click on the **parent folder**
   *Refer to separate guidance on how to search for folders.*

2. Select **New**

3. Select **New Record**

4. Select **Digital Subfolder**

5. Click **OK**

[see next page]
Create a Digital Subfolder

6. Enter **Subfolder Title**

7. Enter **Subfolder Notes** (optional)

8. Click **OK**

Refer to separate guidance document for best practice and naming conventions for **Titles**.

Note that the user of subfolders in Content Manager is **optional**. Best practice is to use as flat a folder structure as possible and avoid the use of subfolders.

Content Manager can support up to **3 layers** of subfolders in addition to the parent folder.