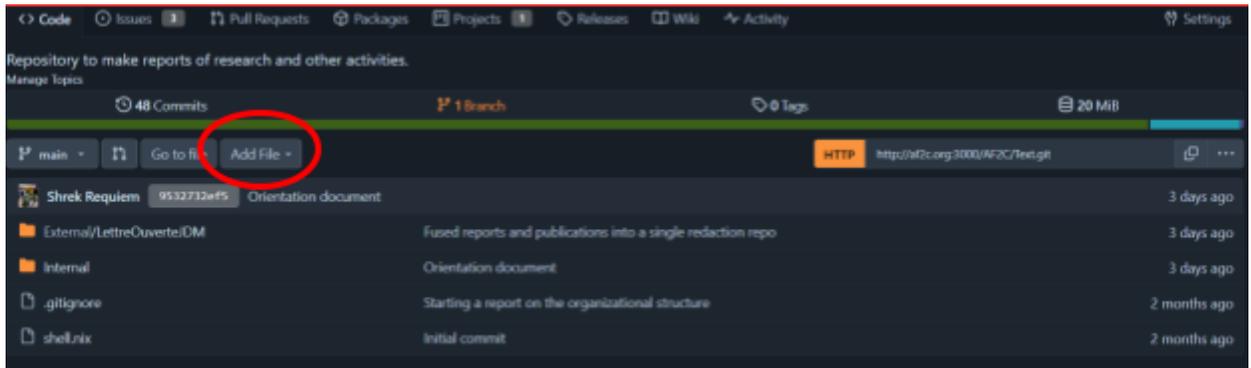
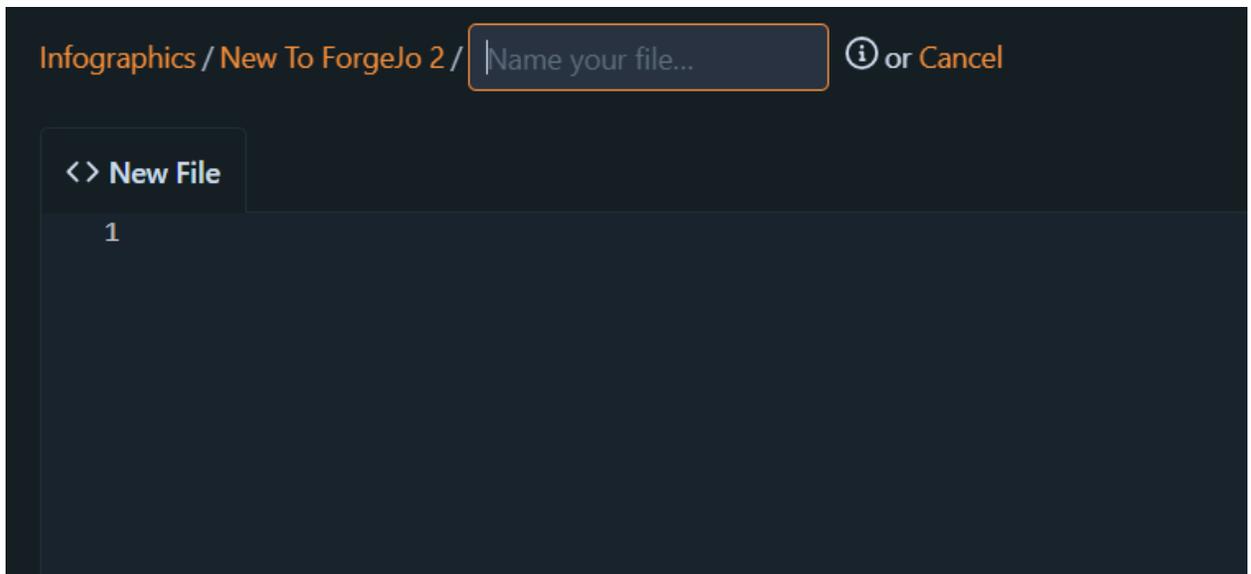


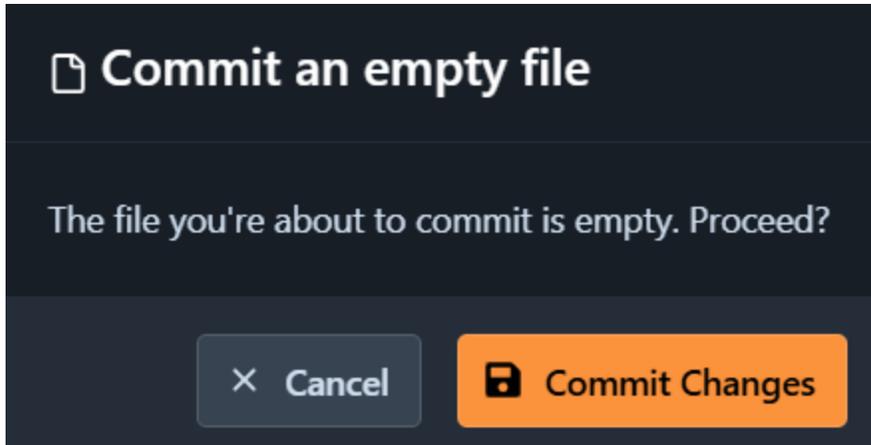
1. Check that you are in the right room and have editing access. After navigating to the repository (book icon) you want to add the folder to, check to see that you have the add file button on screen.



- a. If you do not have the Add File button on screen, you do not have editing access. Contact a person with editing access to give you editing access
2. Click the “Add File” dropdown, then the “New File” option
 3. Write the name of the folder within the “Name Your File” section, then add a / slash at the end. It should look something like this



4. Once that's done, name a file to be in the folder. This file can be empty. Once the file is named, click enter. If the file is empty, the graphic below should appear. Click Commit Changes



5. Congratulations! You have created a new folder in ForgeJo. As a heads up, if a folder ends up empty of files, the folder will disappear.