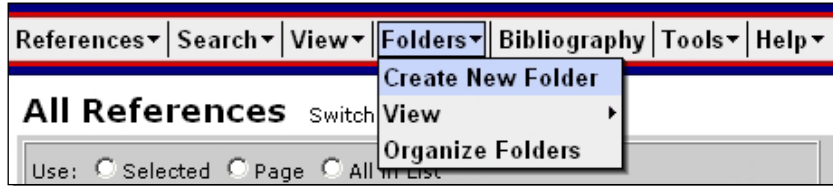
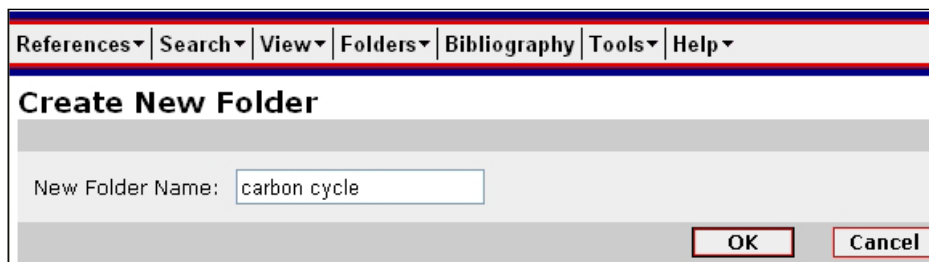


Creating Folders

1. *Folders > Create New Folder*



2. *[New Folder Name] > OK*



You may create new folders at any time. In order to reduce the number of duplicate references, think about how you want to organize your folders and their contents.