

Creating folders

Folders can be used to manage elements within a project or a library.

1. Select the project or library, in which you want to create a new folder.
2. In the left pane, click **Elements**.
3. Select **Folder > Create Folder**.
4. In the Create Folder dialog box, in the **Name** box, type a name to your new folder and click **Create**.
Your new folder appears in the **Elements** area.