Adding a Content Folder

1) From within a **Content Area**, hover over **Build Content** and click on **Content Folder**.

![Build Content interface](image)

2) Enter a **Name** for the Content Folder. This would be like adding a title to a manila folder.

![Content Folder Information](image)

3) Enter descriptive text if desired.

![Descriptive Text](image)

4) Set **Options** as desired.

![Options](image)

5) Click **Submit**.

![Submit Button](image)