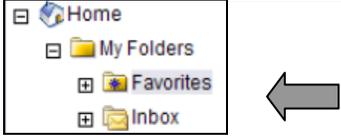
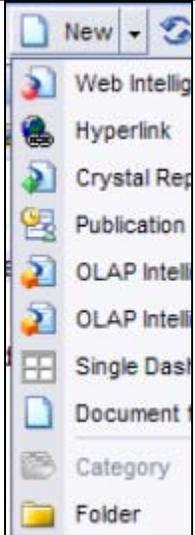
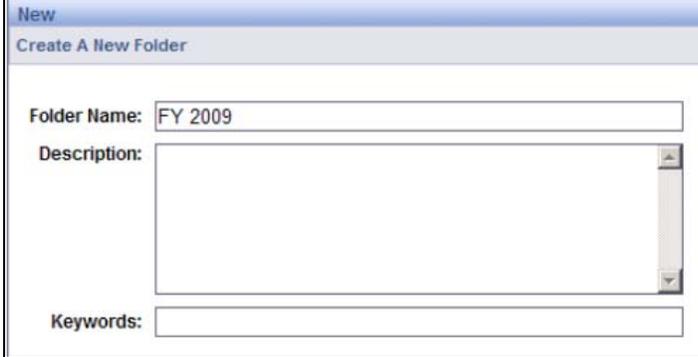


## Creating Folders in BOXI

To create a folder in BOXI:

<p>1. Click on the <b>Show Folders</b> icon in the upper left of the Navigation Panel.</p>	
<p>2. Your list of folders is displayed.</p>	
<p>3. Click on the folder where you want to add a new folder. (Example: <b>Favorites</b>)</p>	
<p>4. On the <b>Header panel toolbar</b>, click <b>New</b>, and select <b>Folder</b>.</p>	
<p>5. The <b>New Folder</b> page is displayed.</p> <p>6. <b>Type a name</b> for the new folder. (Example: <b>FY 2009</b>)</p> <p>7. Optionally, you can type a description and/or a keyword for the folder.</p>	
<p>8. Click <b>OK</b> (on far right of window).</p>	