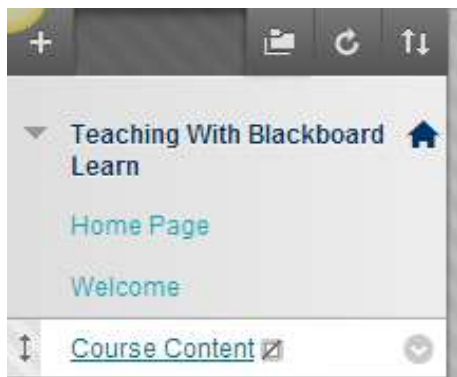


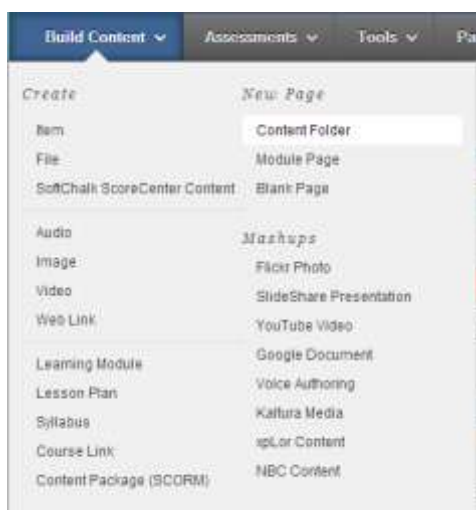
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CREATING FOLDERS

1. Click on the Content Area you wish to add content.



2. Select the "Build Content" tab, then "Content Folder"



3. Enter the Name and Description of the folder.

1. Content Folder Information

Name

Color of Name Black

Text

Paragraph Arial 3 (12pt)

Words: 0





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4. Set user permissions, views tracker, and date and time restrictions.

2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After  
 Display Until  

5. Click "**Submit**"