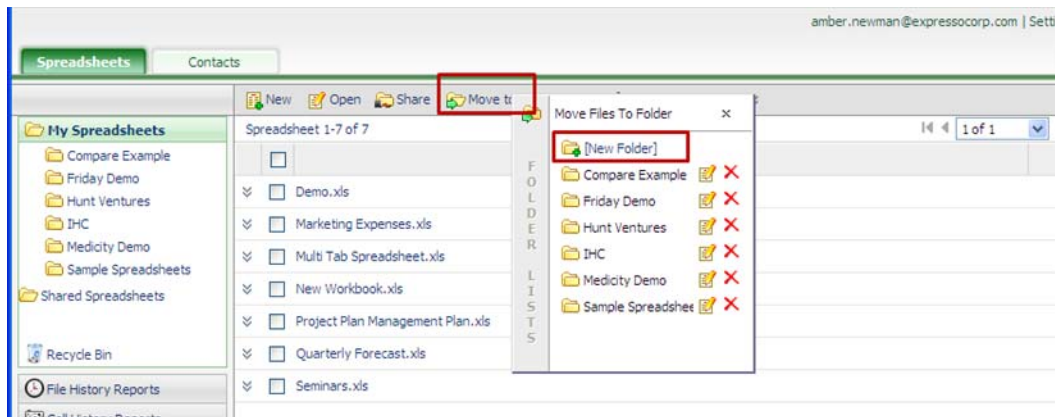


Working with Folders

Create a Folder

To create a new folder, click “Move To” in the top menu bar. Then click “New Folder.”

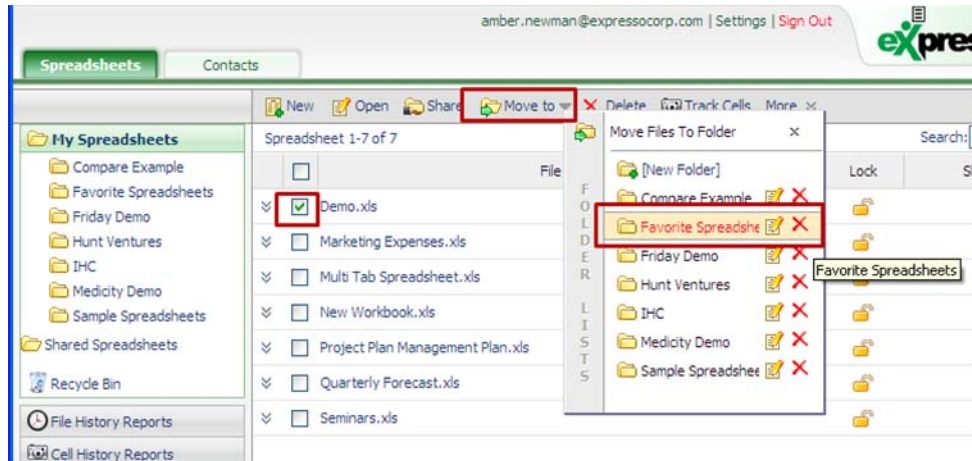


Give your folder a name and click “Create.”



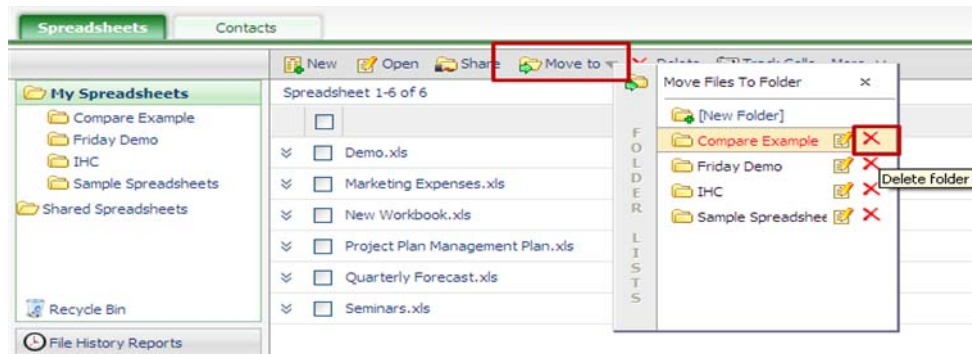
Move a Spreadsheet Into a Folder

To move a spreadsheet into a folder, click the box next to the spreadsheet that you want to move, and then click “Move To” in the top menu. Then click the folder that should contain the spreadsheet.



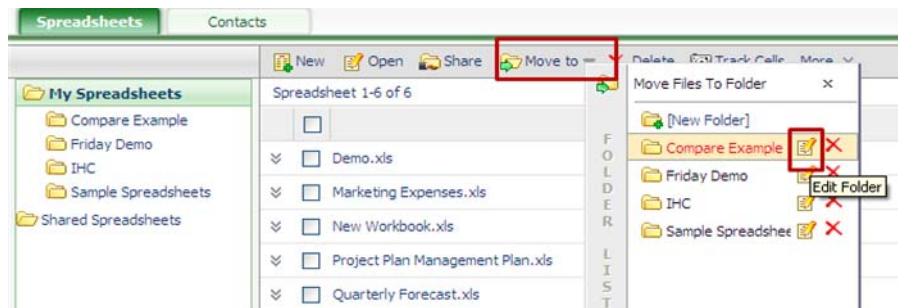
Delete a Folder

To delete a folder, click “Move To” and then click the X next to the folder that you want to delete.



Rename a Folder

To rename the folder, click “Move To” and then click the edit icon next to the folder you want to rename.



You will then be able to rename the folder and/or give it a description.

