

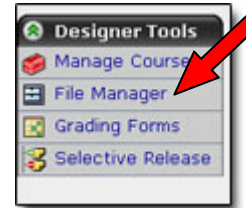
# Designing with the EWP Shell

How To Clicksheet 2007

## File Manager – Adding a Folder

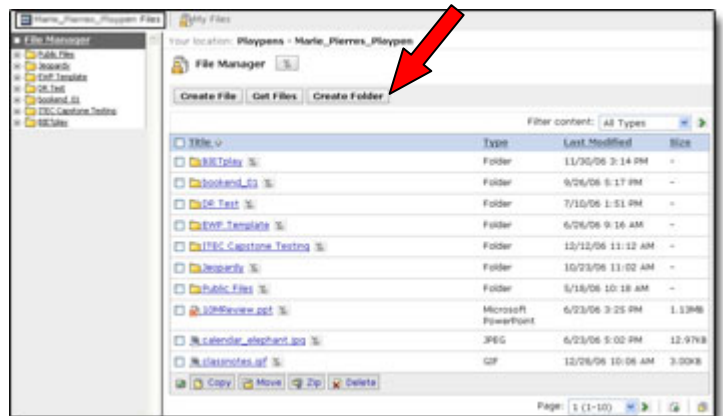
1.) Ensure that you are on the **Build** tab

2.) Select the **File Manager** (📁).



3.) Click **Create Folder**.

**Note:** If you would like the new folder to be in an already existing folder, click on the existing folder first.



4.) Type in a folder name, and then click **OK**.

