Creating Project Folders

1. Click on the Project Manager Tab



2. Click the Add folder icon



3. Name your folder and assign the location

	C.
Add a New Folder	
Name	
Make it a subfolder of:	
• My Projects	
C Caling	
O Cocial Studies	

4. Click and hold on the project icon and drag and drop to the correct folder



5. Click on the folder to view the project

