How to create a documents folder

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You can use folders inside the Documents section to group related files together, just like the folder structure you might find in your Windows or Mac file system.

Add a Folder in the Documents Area

1. In the **Documents** area, click **Add** Folder.
2. Enter a **Name** for the folder.
3. The **Permalink** gets automatically generated.
4. Enter a **Description** for the folder.
5. Click **Save**.

To further categorize your documents, you can optionally add **subfolders** inside a main folder.

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