

## How to create a documents folder

Michael C. - 2023-01-12 - Documents

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.

#### Related Content

- [How to view the documents library](#)
- [How to download all documents](#)
- [How to edit a document](#)
- [How to get a document's URL or website address](#)
- [How to delete a document](#)
- [How to upload documents](#)