

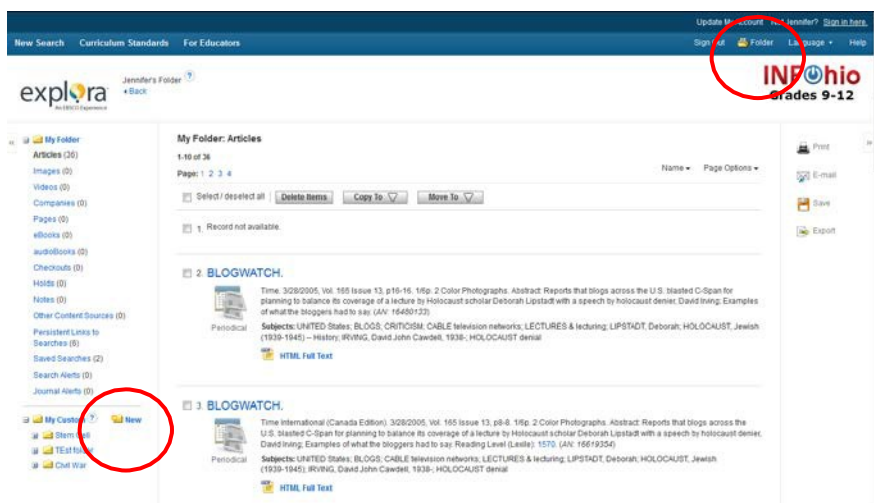
Custom Folders Help Sheet

Explora allows you to create custom folders in your personal folder area so you can arrange saved items by project, class, or topic.

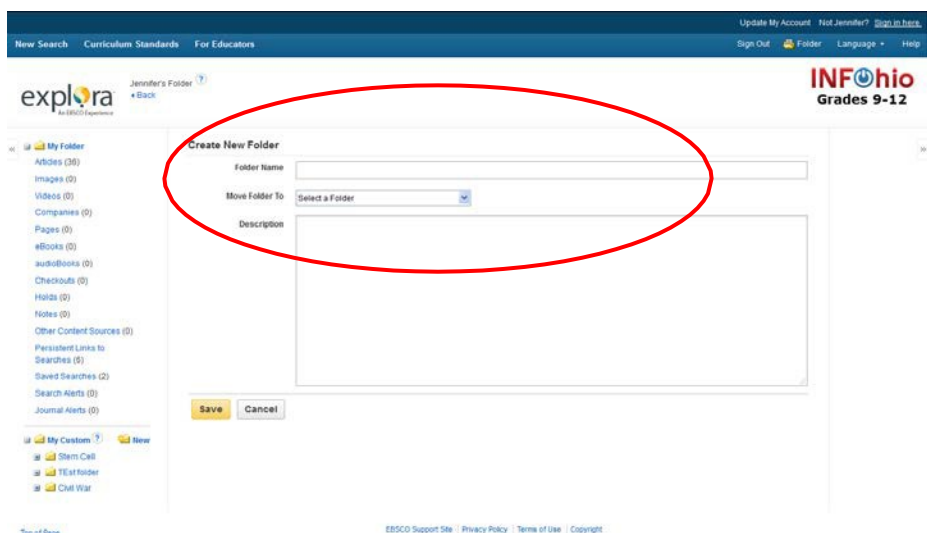
First sign in to your personal account. (To create a personal account, click on Sign-in and follow the directions.)

To create a new custom folder:

1. Click the **Folder** icon at the top of the page. My Folder is displayed.
2. Click the **New** link to the right of the **My Custom** link. The screen below appears



3. In the **Folder Name** field, enter a name for the folder.



4. **Move Folder To** – You can select a “level” for the folder if you want. (For example, you could create a “History” folder, and then place a “U.S. History” folder within it.)
5. In the **Notes** field, you can enter a description of what is in the folder or information on your project.
6. Click **Save**. You are returned to the Folder area, with your named folder displayed in the left-hand column.

To rename or delete a folder:

1. Click the folder name, then edit. You can rename your folder and save the change or delete it.

Note: the top-level folder (My Folder) can never be deleted.

To access articles in your custom folder you need to go into folders, choose the folder you want and then click on articles below the folder name.