

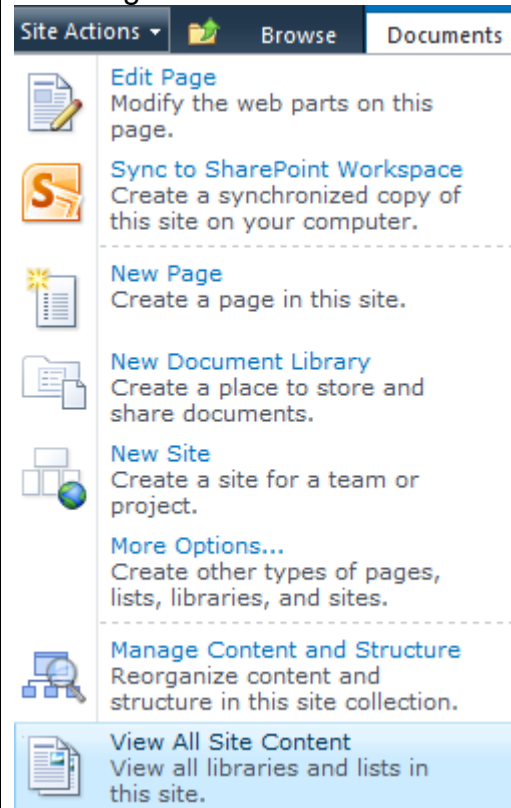
## SharePoint 2010 How to Add a Folder

Follow the steps below to add a new folder to a document library.

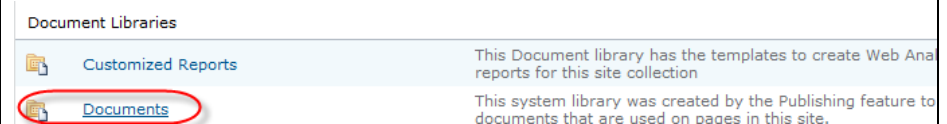
Folders can be nested – meaning one can have one folder inside another.

1. Navigate to the administrative side of the document library. This example shown requires a user have contribute access or greater.

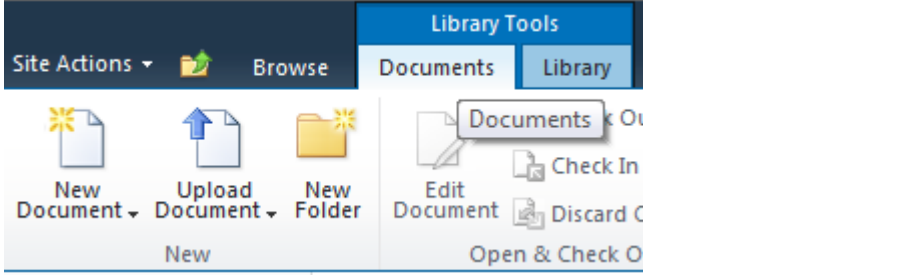
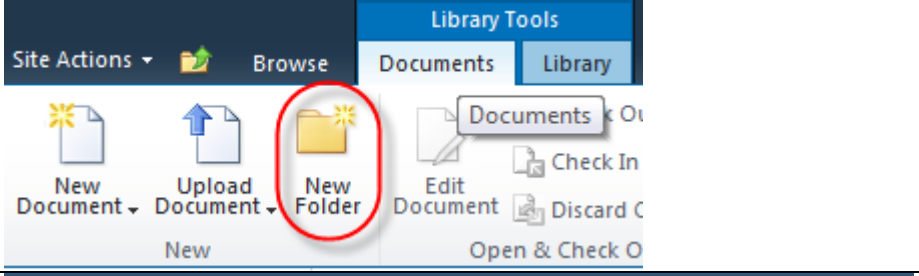
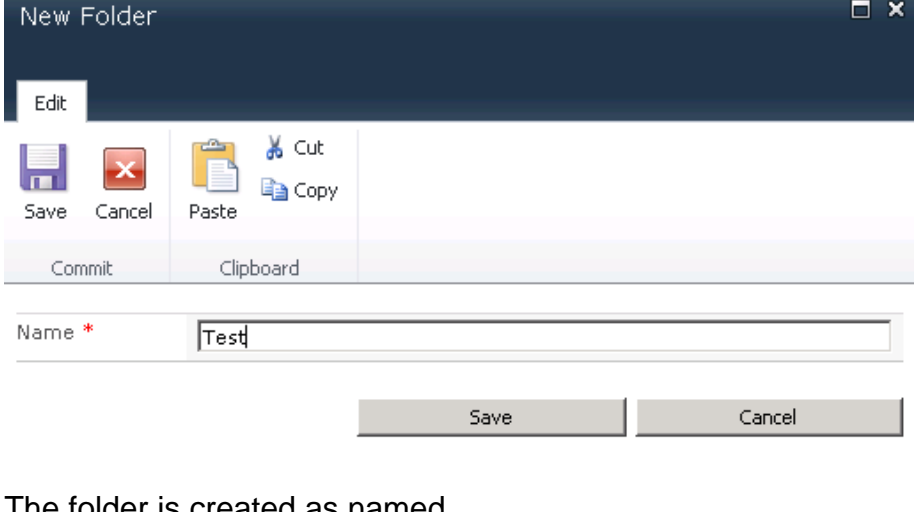
Typically this is done by selecting Site Actions -> View All Site Content – then selecting the desired document library see examples below:



Then in this case I've selected Documents



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<p>2. In the ribbon under Library Tools click the Documents tab</p>	 <p>The screenshot shows the SharePoint ribbon with the 'Library Tools' tab selected. The 'Documents' sub-tab is active. The 'New' group contains 'New Document', 'Upload Document', and 'New Folder'. The 'Documents' group contains 'Edit Document', 'Check In', 'Discard', and 'Open &amp; Check Out'.</p>
<p>3. From the ribbon, select the "New Folder" option.</p>	 <p>The screenshot is identical to the previous one, but the 'New Folder' button in the 'New' group is circled in red to indicate it should be selected.</p>
<p>4. Enter a name and click on the Save button.</p>	 <p>The screenshot shows the 'New Folder' dialog box. It has a title bar 'New Folder' and a close button. Below the title bar is an 'Edit' button. The main area contains a 'Save' button, a 'Cancel' button, a 'Paste' button, and 'Cut' and 'Copy' buttons. Below these are 'Commit' and 'Clipboard' buttons. At the bottom, there is a text input field labeled 'Name *' with the text 'Test' entered. At the very bottom are 'Save' and 'Cancel' buttons.</p> <p>The folder is created as named</p>