GE Power Customer Collaboration Documentum

Create a New Folder
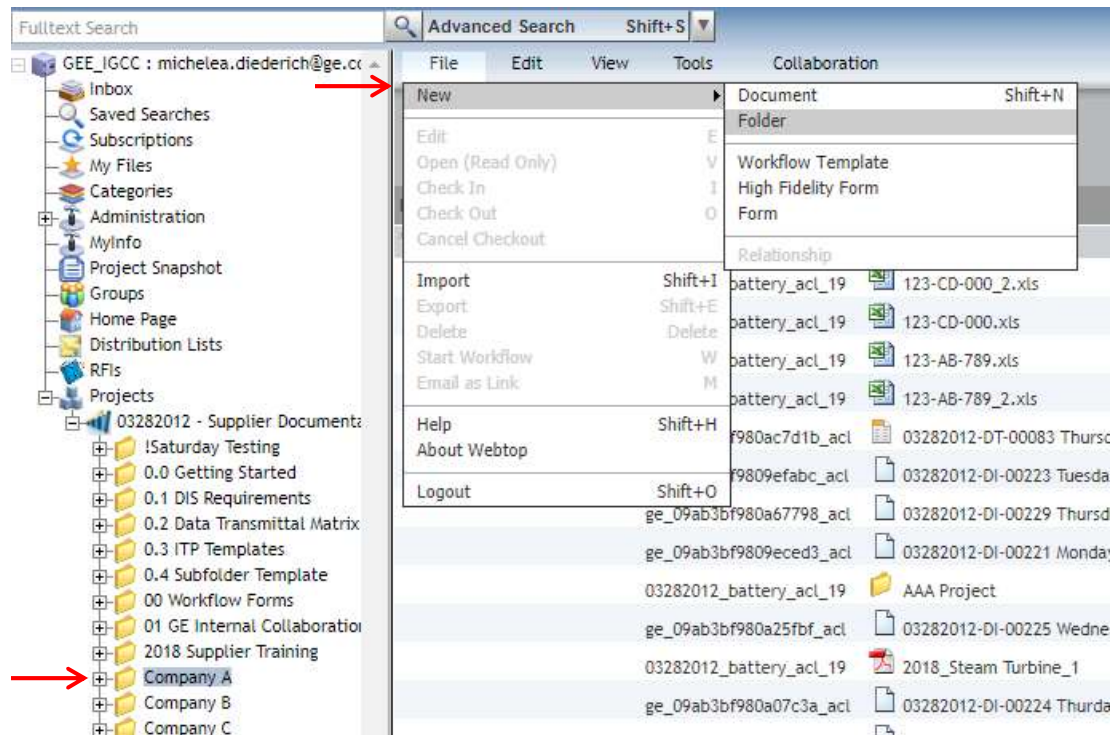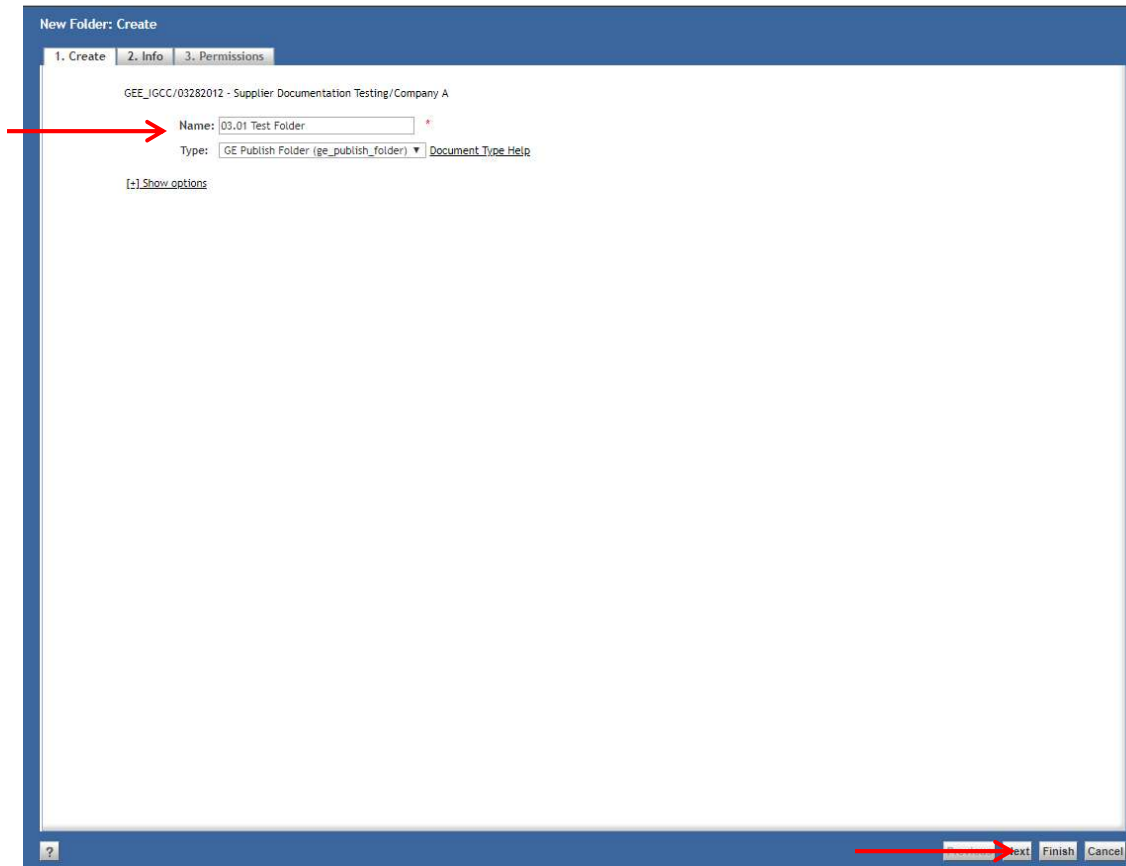
Module Objectives:
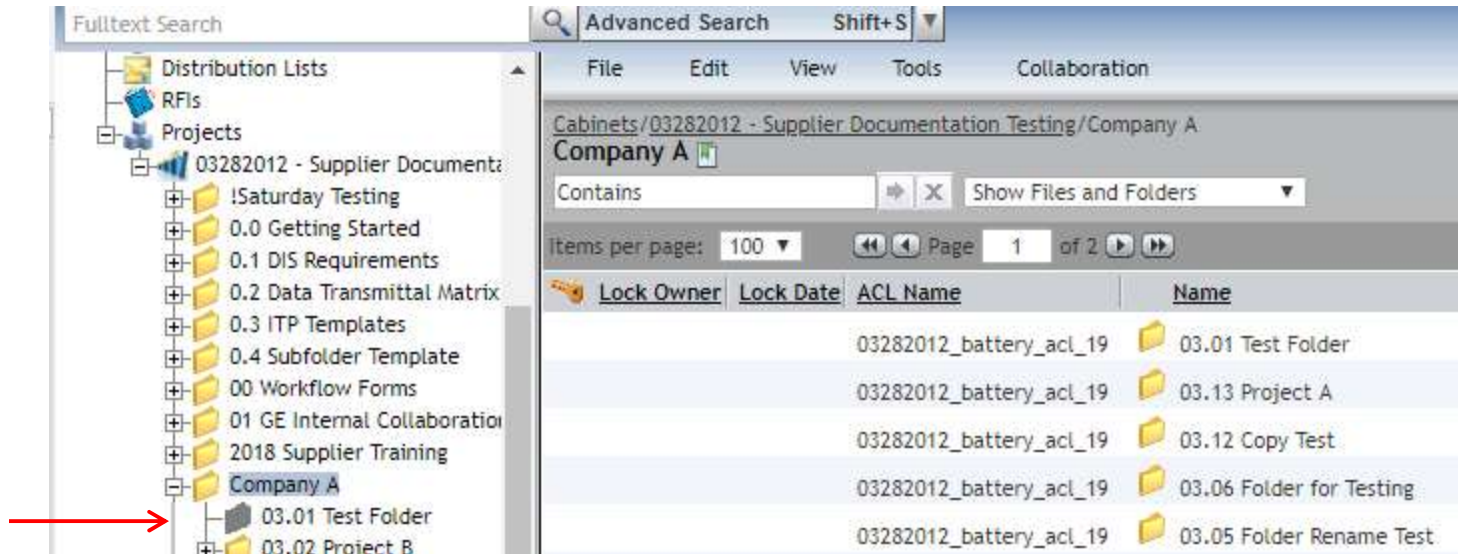
1. **Create a New Folder**

Create a New Folder

In the Navigation Tree, click on the folder where the new folder is to be created. In the Tool Bar, click File > New > Folder.

Create a New Folder - Copy

Enter the Name of the folder and click Finish. Do not include a comma in the Name of the folder.

Create a New Folder

The new folder is created and ready for use.