# **GE Power Customer Collaboration Documentum**

# **Create a New Folder**



imagination at work

### **Module Objectives:**

**1.** Create a New Folder



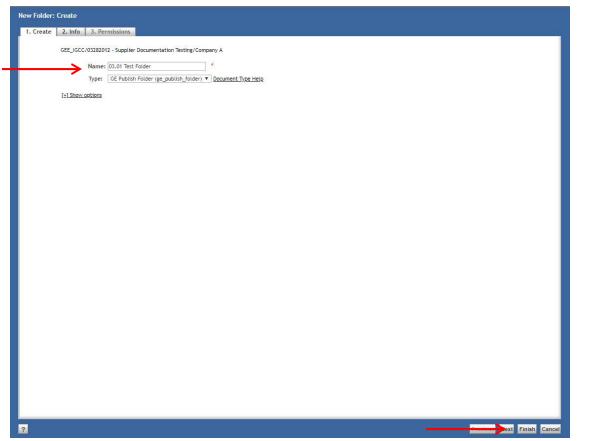
#### **Create a New Folder**

Fulltext Search	Advanced Search	Shift+S		
📷 GEE_IGCC : michelea.diederich@ge.cc 🔺	File Edit	View Tools	Collaboratio	n
-Saved Searches	New	٢	Document Folder	Shift+N
Subscriptions My Files Categories Administration MyInfo Project Snapshot Groups Home Page Distribution Lists RFIs Projects Projects O.3 Getting Started O.1 DIS Requirements O.2 Data Transmittal Matrix O.3 ITP Templates O.4 Subfolder Template O.4 Subfolder Template O.1 GE Internal Collaboration O.2 Oth Supplier Training Company A Company B Home Company C	Edit Open (Read Only) Check In Check Out Cancel Checkout	E V I O	Workflow Template High Fidelity Form Form	
	Import Export Delete Start Workflow Email as Link	Shift+1 Shift+E Delete W M	battery_acl_19 battery_acl_19 battery_acl_19 battery_acl_19 battery_acl_19	<ul> <li>123-CD-000_2.xls</li> <li>123-CD-000.xls</li> <li>123-AB-789.xls</li> <li>123-AB-789 2.xls</li> </ul>
	Help About Webtop	Shift+H	f980ac7d1b_acl	03282012-DT-00083 Thu
	Logout	Shift+O	19809efabc_acl	03282012-DI-00223 Tues
	ge_09ab3bf9809eced3_acl		03282012-DI-00221 Mon	
	03282012_battery_acl_19		📁 AAA Project	
	ge_09ab3bf980a25fbf_acl		bf980a25fbf_acl	03282012-DI-00225 Wed
	03282012_battery_acl_19		_battery_acl_19	2018_Steam Turbine_1
		ge_09ab31	bf980a07c3a_acl	03282012-DI-00224 Thui

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



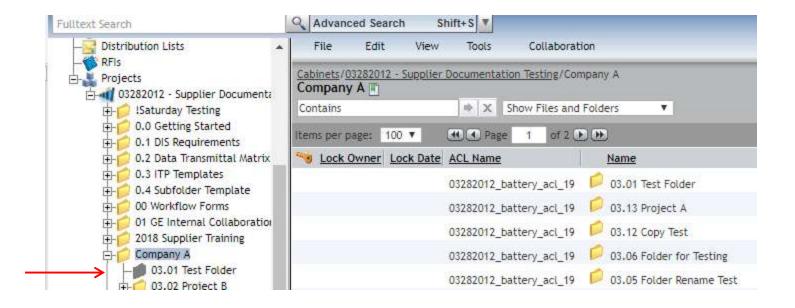
### **Create a New Folder - Copy**



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.

