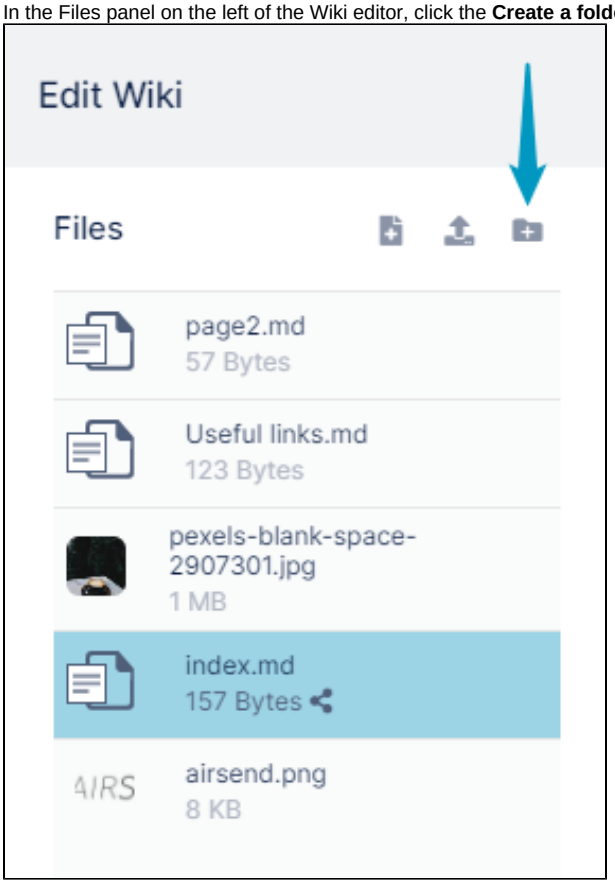
Adding a Folder to a Wiki

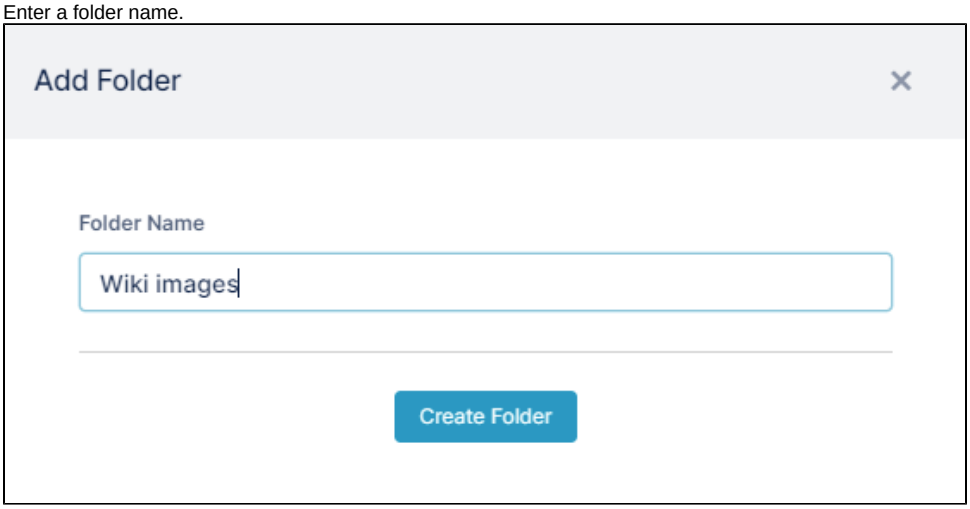
AirSend lets you create new folders during wiki editing so you can store wiki files in an organized manner.

To create a new folder:

1. Open the wiki editor.
2. In the Files panel on the left of the Wiki editor, click the **Create a folder** button.



3. An **Add Folder** dialog box opens.
4. Enter a folder name.



5. Click **Create Folder**.
   The folder appears in the Files panel.

6. Drag and drop files into the folder, or click on the folder to open it and upload files into it.

