# GALE IN CONTEXT: FOR EDUCATORS

Nested Folders

Gale In Context: For Educators provides Nested Folder capabilities, allowing you to organize and differentiate the materials you save within a parent folder. Nested Folders can be added to any folder, and retain the same functionality as standard folders. Utilize this tip sheet to explore how to create and leverage Nested Folders.

CREATE THROUGH MY CLASS RESOURCES

- Access **My Class Resources** through the banner at the top of the page.
- Select **New Folder** in the tool bar, and enter the folder name.
- Navigate to your new folder and select the menu icon in the top left corner.
- In the drop down, select **Move To** and choose the folder you want to contain your new **Nested Folder**.
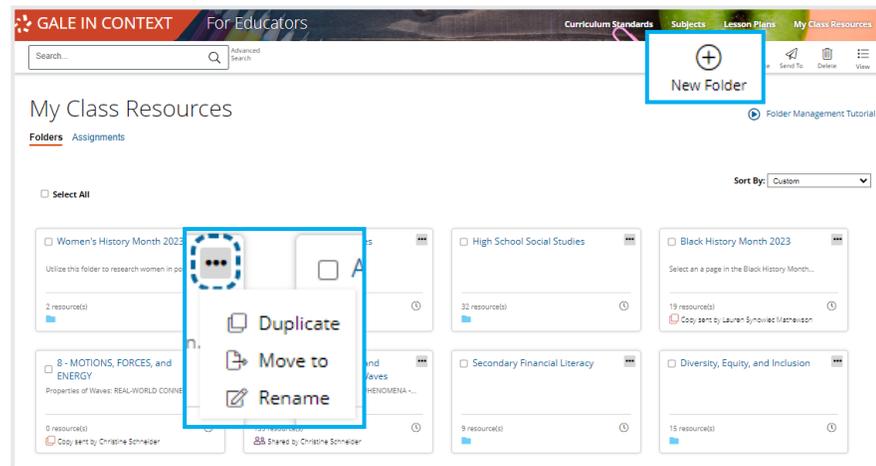
CREATE WHILE IN A FOLDER

- To create a **Nested Folder** while working within a current folder, select **Add** in the tool bar at the top of the page.
- Select **Folder** in the drop down.
- Enter your folder name and select **Create**.
- Your new **Nested Folder** will appear at the top of the page.
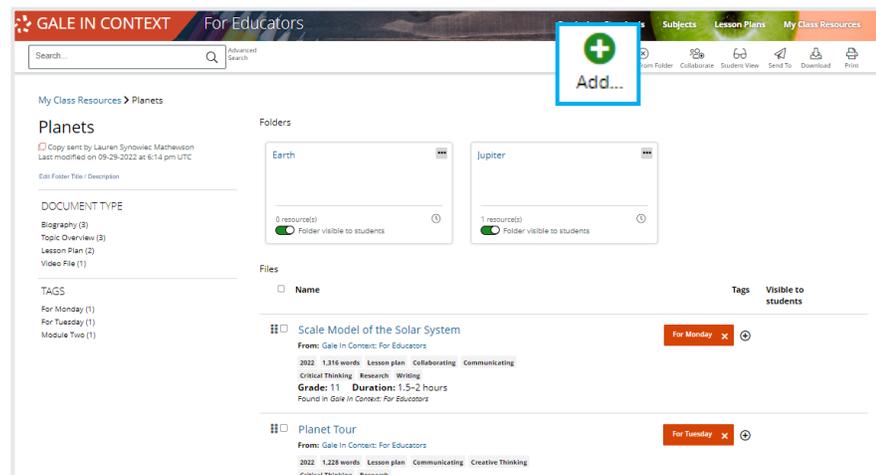
CREATE WHILE IN A DOCUMENT

- Navigate to the content you want to add to a **Nested Folder**.
- Select **Add to Folder** at the top of the page.
- Select **Create Folder** in the pop-up box.
- Enter a folder name, and choose which existing folder you want to hold your new **Nested Folder**.

GALE