

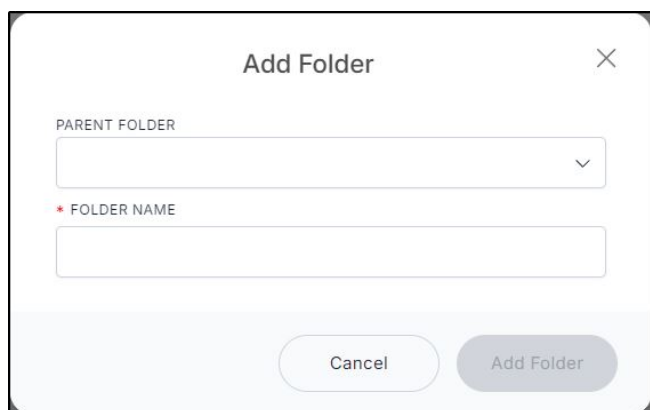
## Manage folders

In the Merchandising Boards module, a folder is a container of slides on which different objects can be placed. These folders help you organize your slides and the information you want to export as a Power Point presentation. Subfolders are also supported. You can add a new folder or subfolder as mentioned below.

### Add folder

To add a new folder to the board, follow these steps:

1. Click the Add folder button, the following window appears:

The image shows a modal dialog box titled "Add Folder" with a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first is a dropdown menu labeled "PARENT FOLDER" with a downward arrow icon. The second is a text input field labeled "\* FOLDER NAME". At the bottom of the dialog, there are two buttons: "Cancel" and "Add Folder".

2. Select the parent folder if you want to create a subfolder,
3. Enter the folder name,
4. Click **Add Folder**, the folder is added. you can delete it, rename it, and add slides to it.