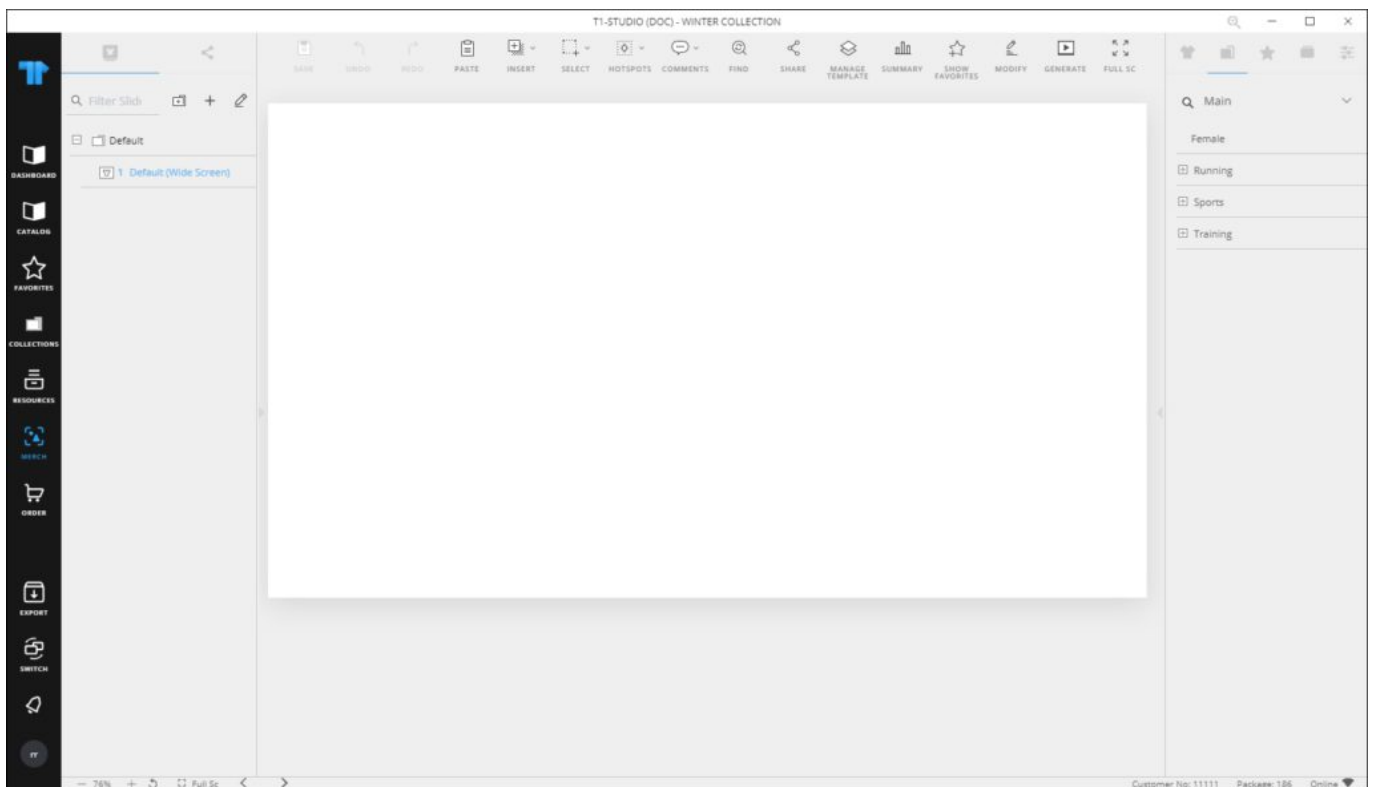


# Manage folders

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.

By default, the board contains one folder that contains one slide only as shown below:



You can add more folders and slides, rename or delete any of them. You can also drag and drop folders to change their positions.

## Add folder

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

1. Click , the following window appears:

Dialog box titled "Add Folder" with a close button (X) in the top right corner. It contains two input fields: "PARENT FOLDER" with a dropdown menu showing "Select" and a downward arrow, and "FOLDER NAME" with a text input field. At the bottom, 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.

**Note:**

- Folders can also be added while creating the slide as mentioned in "[Manage slides](#)".

## Rename folder

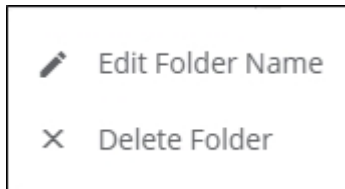
To rename a folder, follow these steps:

1. Hover the mouse over the folder then click , the following window appears:

Dialog box titled "Edit Folder" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Enter the new name for this folder" and the text "Default" entered. At the bottom, there are two buttons: "CANCEL" and "OK".

2. Update the name then click **Ok**.

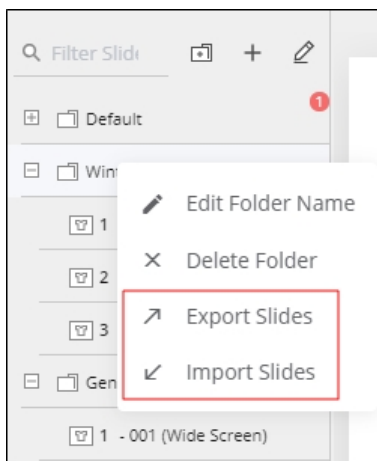
You can also right-click the folder you want, the following menu appears:



Then click **Edit Folder Name** and repeat the step mentioned above.

## Export and import folder


You can export a folder into a Json format file and import that file again. Right click the folder you want to export, the following menu appears:

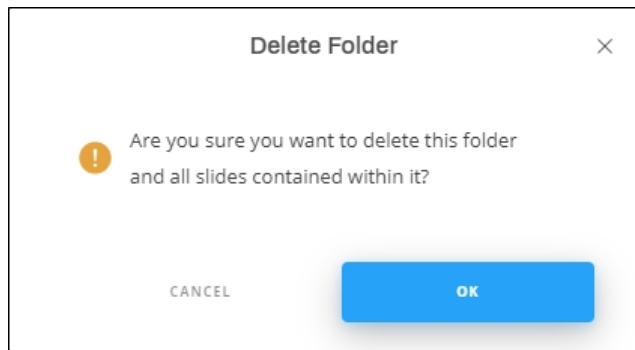


Select “Export Slides”, then select the file location. You can then import the folder slides to any other folder by selecting “Import Slides” from the above menu.

## Delete folder

To delete a folder, follow these steps:

1. Hover the mouse over the folder then click , the following message appears:



2. Click **Ok** to confirm deletion.
3. You can also right-click the folder you want, then click **Delete Folder** from the menu.