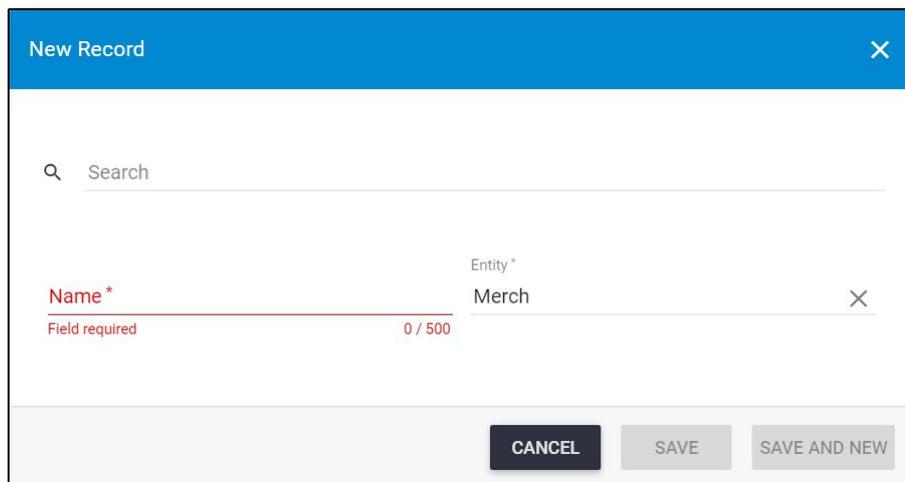# Add subfolder

To add a subfolder to a folder, follow these steps:

1. Select Add subfolder from the Actions menu next to the folder you want, the following window appears:

2. Enter the subfolder name, the **Save** buttons are activated,
3. Click **Save** to add the folder and close the window or **Save and New** to add the folder and open a new window.