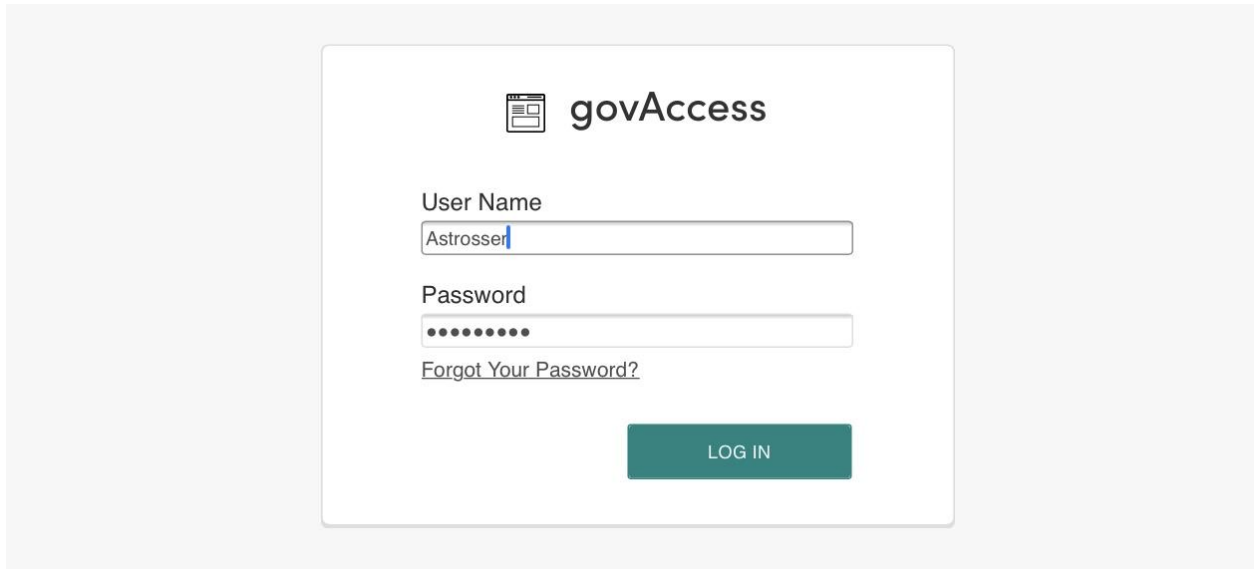


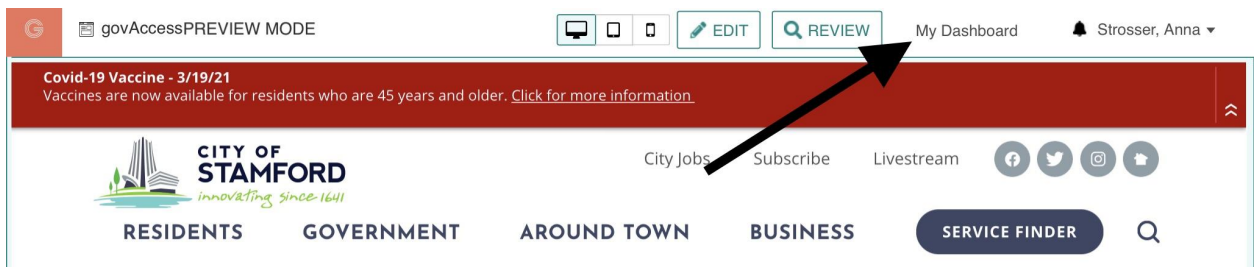
## How to Build a Folder on the City of Stamford Website

Please use this guide to learn how to create a folder on the city website.

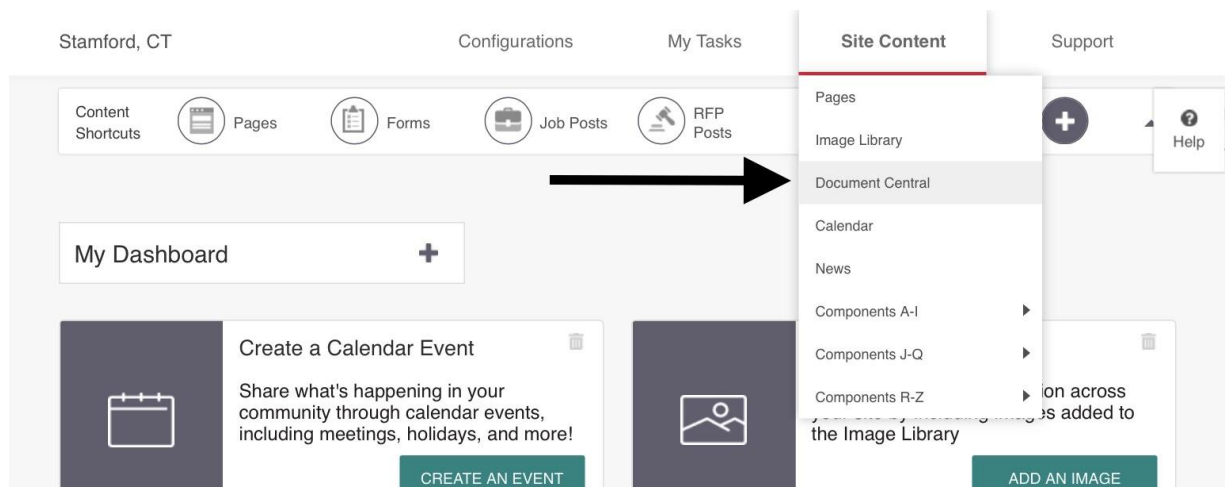
1) Log into the website.



2) Click "My Dashboard."



3) Highlight Site Content > Document Central



- 4) Click on the folder that you want to add a folder above/below or a subfolder to so that the “menu” option appears. A folder will appear in the main navigation of document central. A sub folder exists under a folder and will only appear in document central when the main folder is expanded.

## Manage Document Central

Search

Current Folder: Document Central > Animal Control Center

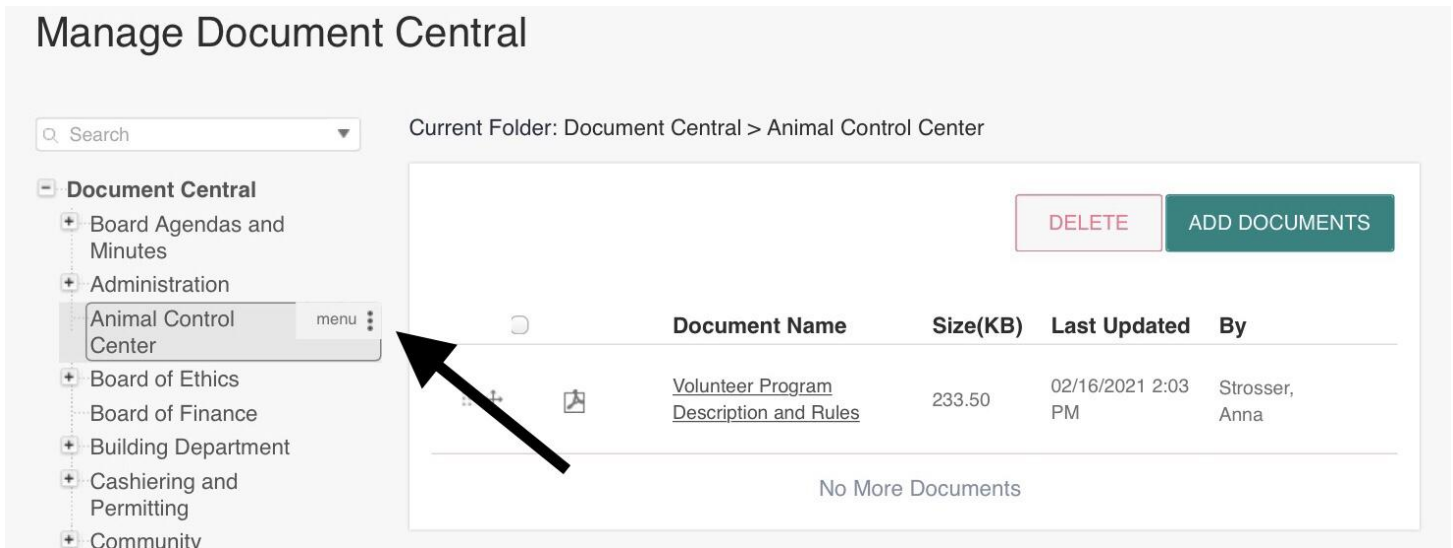
**Document Central**

- Board Agendas and Minutes
- Administration
- Animal Control Center** menu
- Board of Ethics
- Board of Finance
- Building Department
- Cashiering and Permitting
- Community

**DELETED** **ADD DOCUMENTS**

Document Name	Size(KB)	Last Updated	By
<a href="#">Volunteer Program Description and Rules</a>	233.50	02/16/2021 2:03 PM	Strosser, Anna

No More Documents



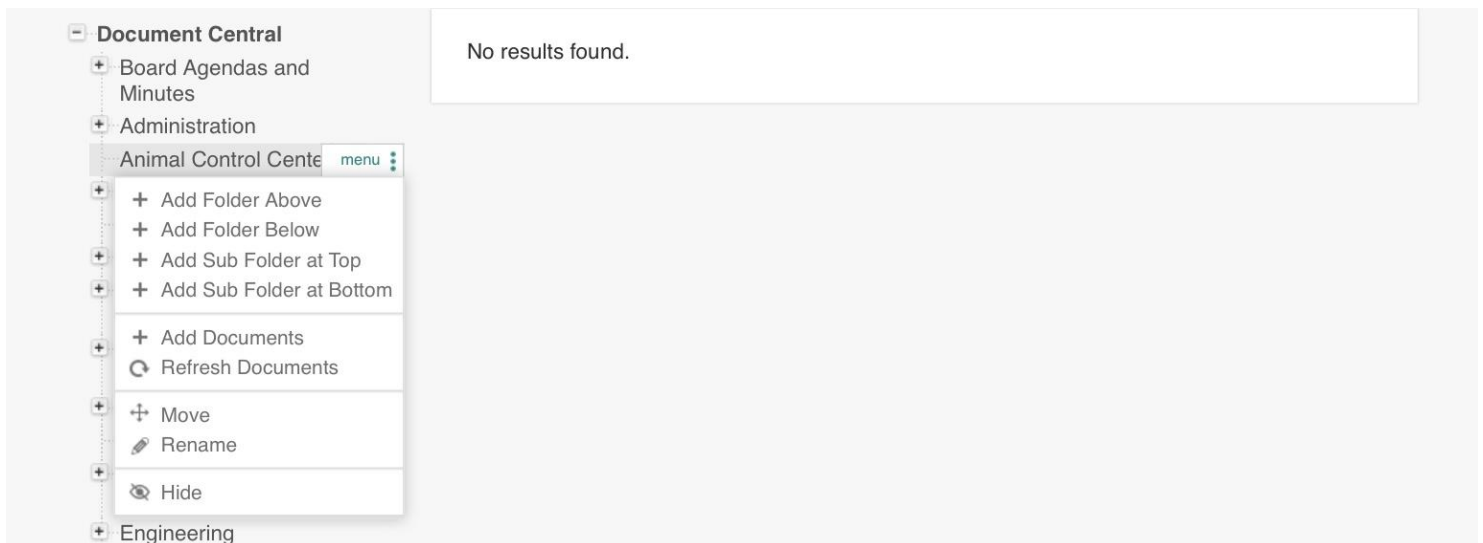
- 5) Click the “menu” button for the option to move the folder. For this example, we will click “Add Folder Below.”

**Document Central**

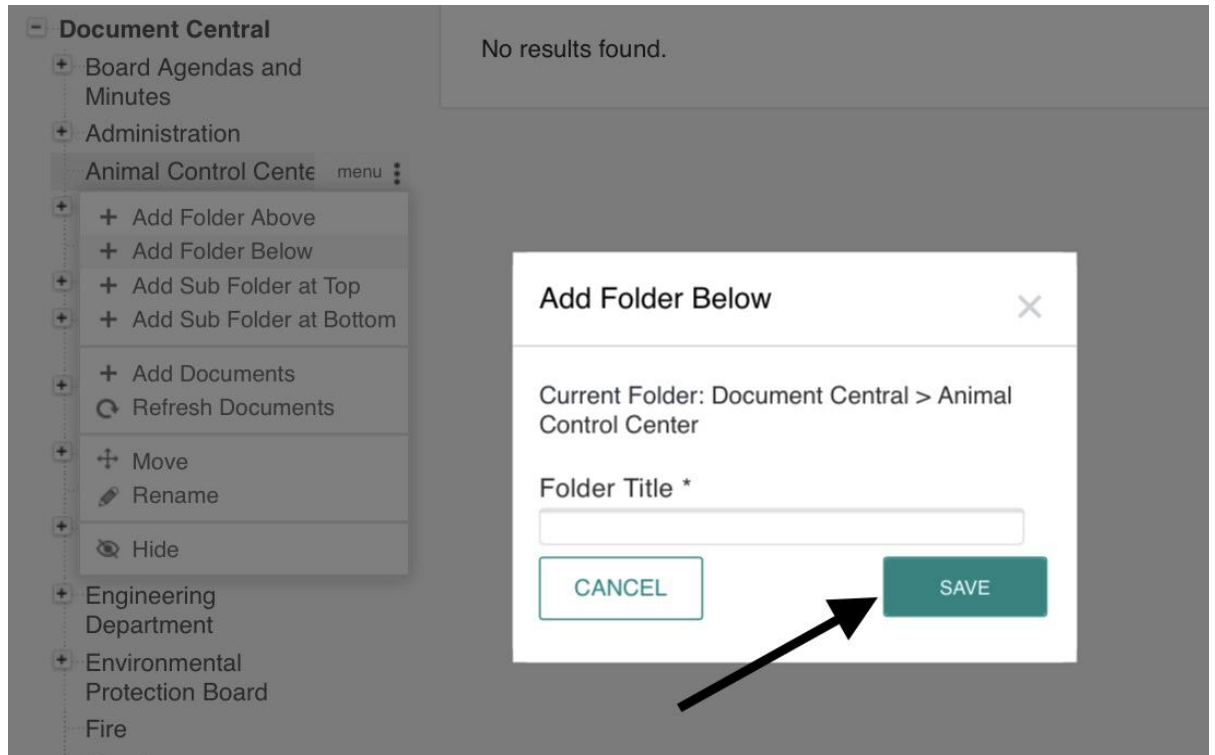
- Board Agendas and Minutes
- Administration
- Animal Control Center** menu
- Engineering

No results found.

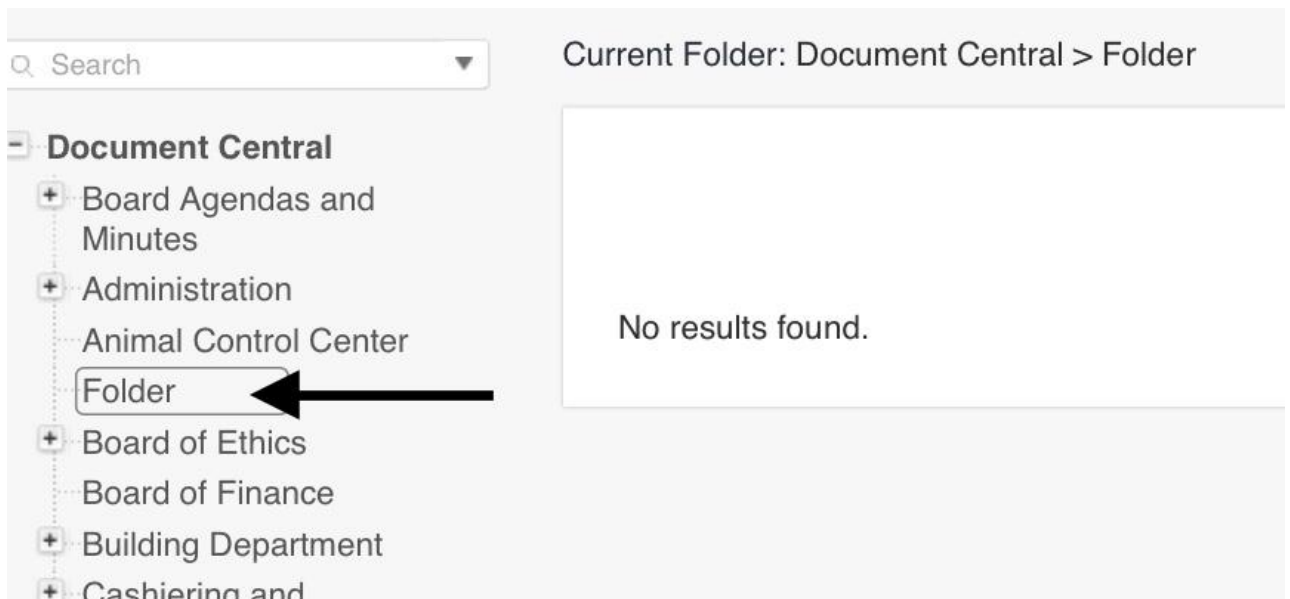
- + Add Folder Above
- + Add Folder Below
- + Add Sub Folder at Top
- + Add Sub Folder at Bottom
- + Add Documents
- Refresh Documents
- + Move
- Rename
- Hide



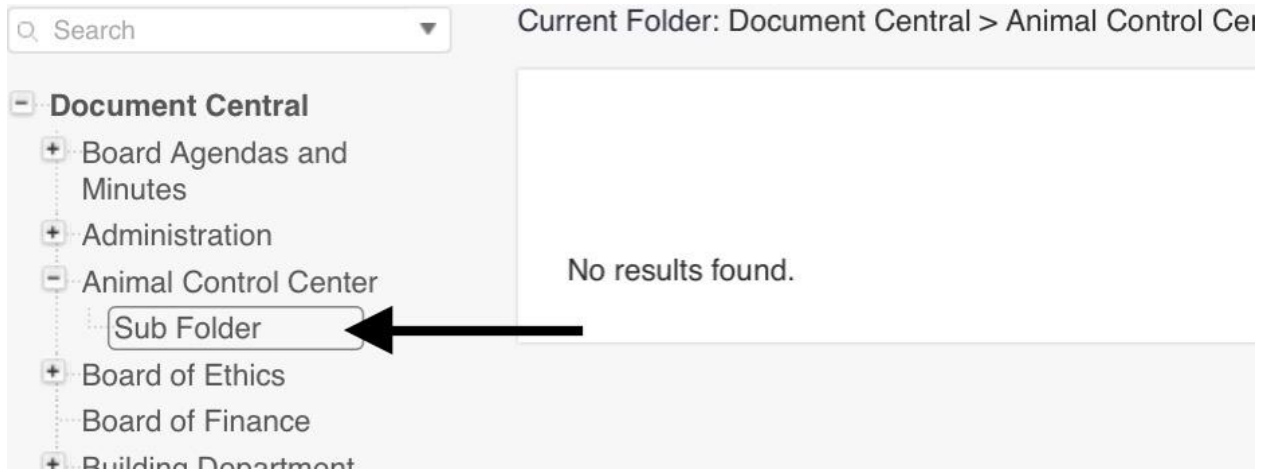
6) After choosing the placement of the folder, name it, then click “save.”



7) A folder will appear either above or below or folder. If you click add subfolder at top or bottom, the new folder will appear as a subfolder within the folder you select.



8) A sub folder will appear only when the plus button of the main folder is clicked.



9) Move any desired documents into the created folder by clicking this icon and dragging the document.

