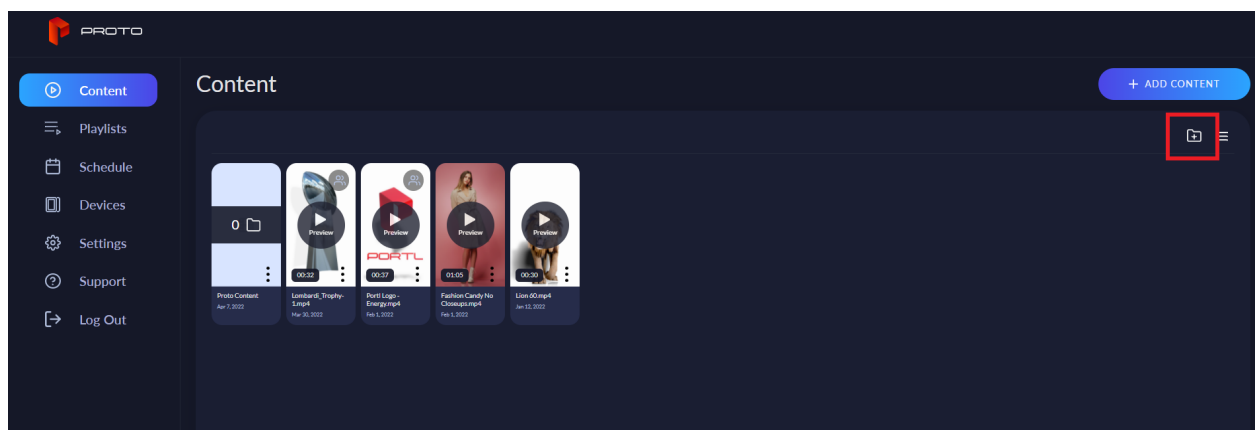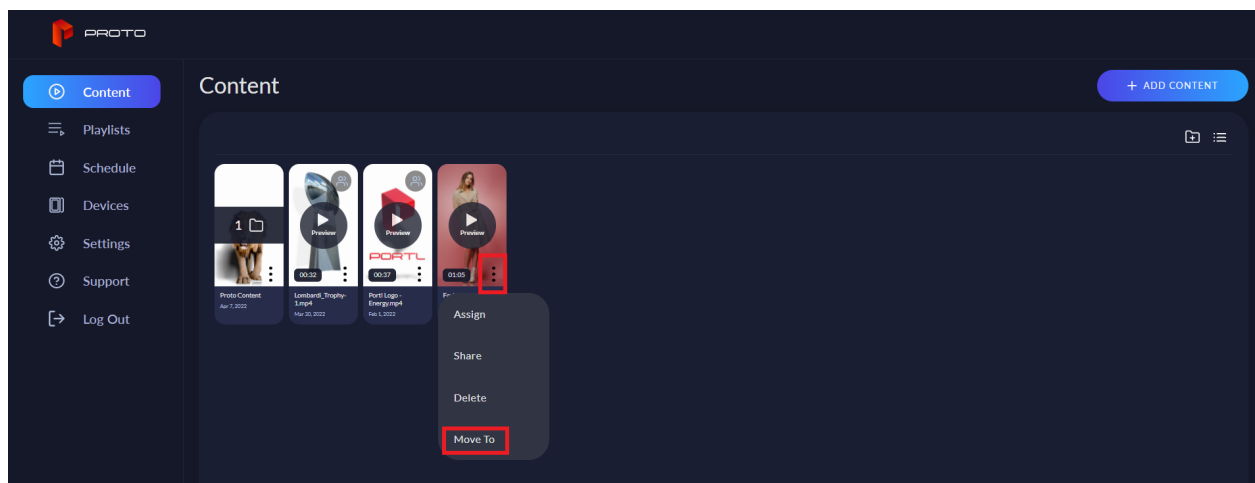# Folder System for Proto Cloud

1. Start by logging into your Proto Cloud account and going to your content page.
2. In this page, there are two different ways of creating a folder to use for your content. The first is to click the folder with a plus sign in the upper right part of the page.
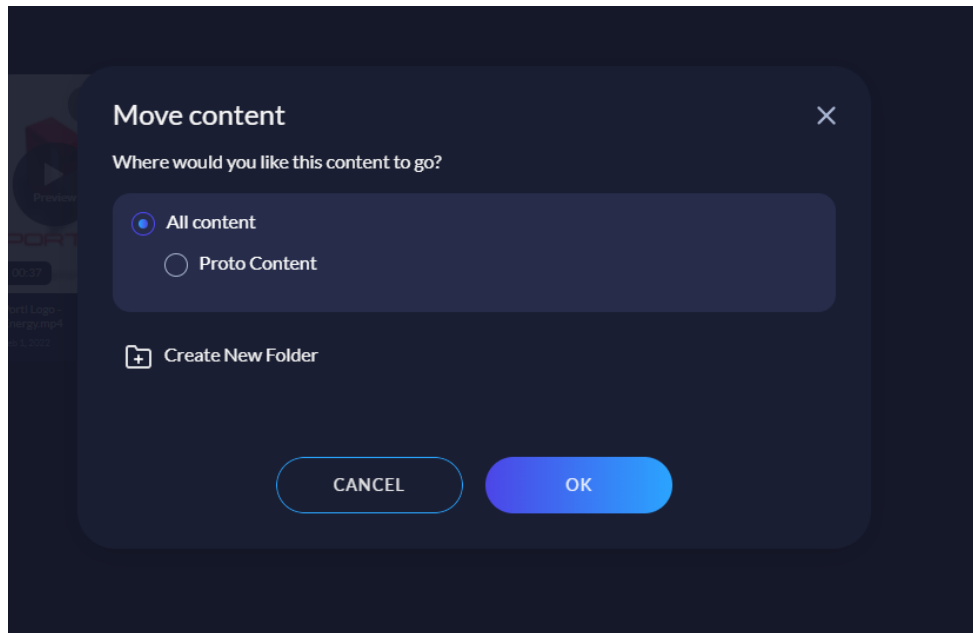

3. A pop-up will appear asking to name a folder. Once you enter a name, press OK and the new folder will show up next to your content.
4. You can then click the three dots on a piece of content and click "Move To".

5. A new window will open asking which folder you want to move the content to. Select the one you want and then click "OK".
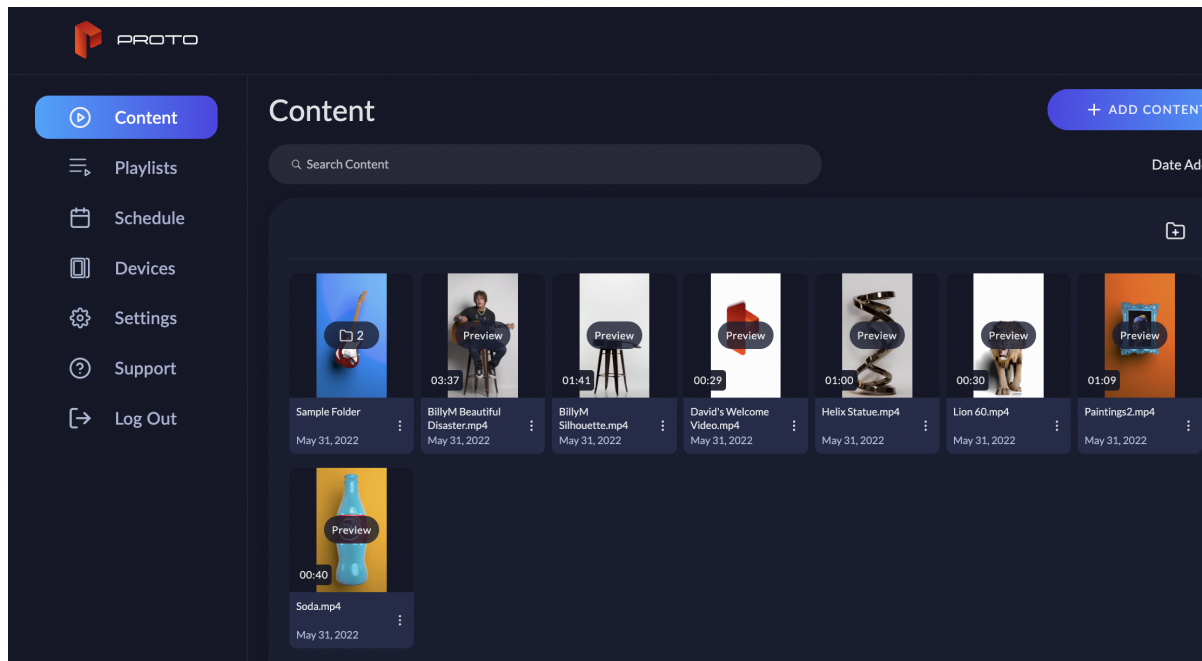

6. This pop-up window is the other way to create a folder. Simply click "Create New Folder", give it a name and click "OK". Then you can select that folder to move content to.

Subfolders

Users will have the ability to create folders within folders for better organization.

To create a subfolder, simply dive into an existing folder. Once inside you can click the folder icon with the + symbol in the upper right side of the page (underneath the Sorting dropdown).

PROTO

| Content |
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← Sample Folder

Search Sample Folder

Date Ad

Preview
01:00
Guitar
Extended.mp4
May 31, 2022

Preview
01:00
Watch.mp4
May 31, 2022