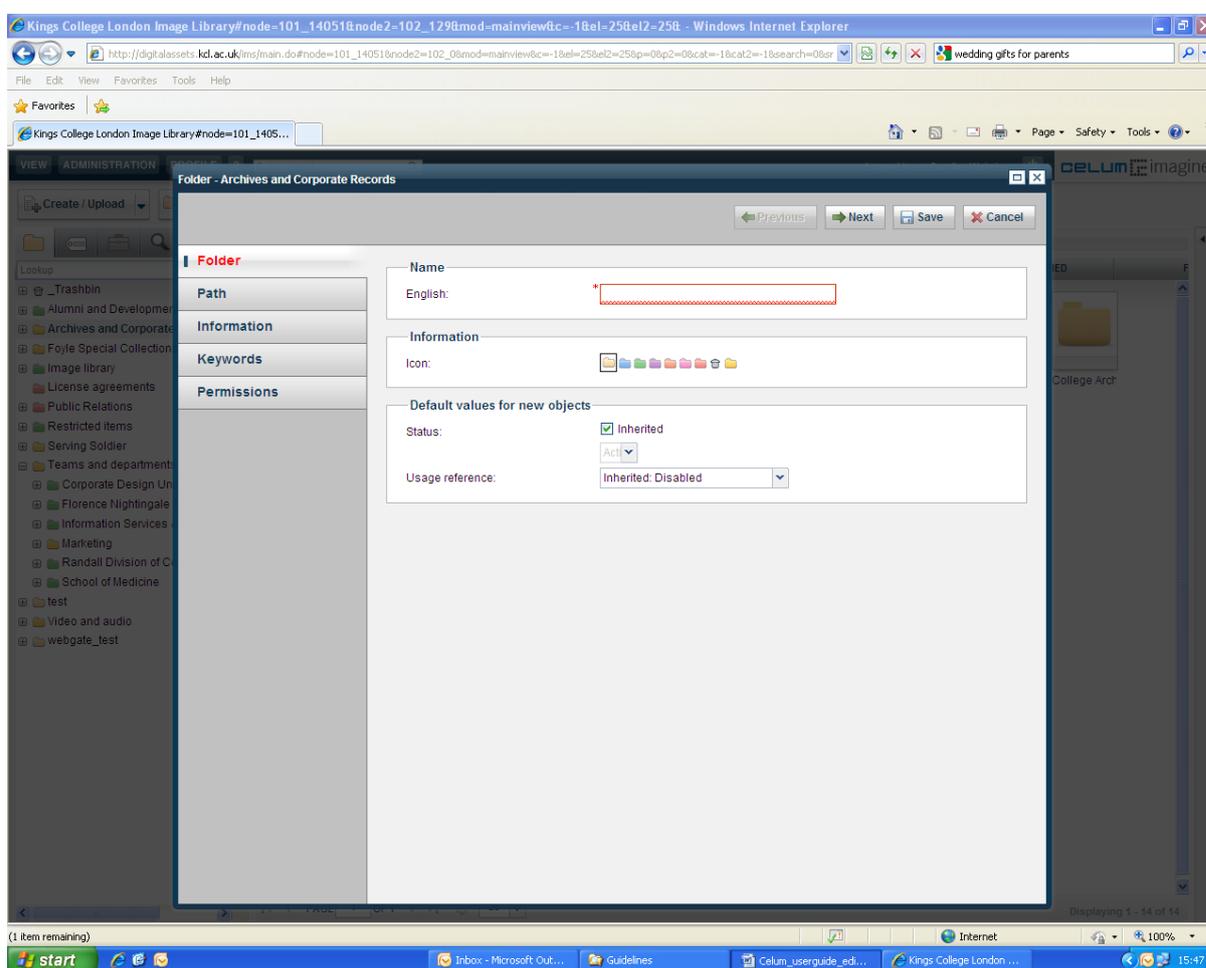


Creating a new folder in the King's Image Library

To create a new folder

1. The folder structure should be to the left of the screen.
2. Select the position of your new folder within the folder structure
3. Right click on the main folder and select 'Create/Upload' → 'Create folder', or click on the main folder to highlight it and then use the 'Active Menu' to select 'Create/Upload' → 'Create folder'
4. A box will appear for you to enter the details of your new folder



5. The first section 'Folder' asks you to fill in the name of the folder and you can also select a specific colour for your folder. This can be useful if you use coloured folders for different projects/sets of images.

- 6.** A folder's default setting will be to become active as soon as it is created. If you would like the folder to only be available to view for a short period of time or inactive so no-one else can view the contents, then un-check '*Inherited*'. You can then change the status of the folder by selecting an option from the drop-down menu.
- 7.** You can also set a '*Usage Reference*' on the folder you create. This means, for example, you can request that whenever a user downloads an image from your folder they will be asked to provide an explanation as to why they are downloading the image. This is a tool you can use to track the usage of your images. If you do not want to add a usage reference, do not select this box.
- 8.** Click '*Next*' and you will be able to confirm the '*Path*' of your new folder, which essentially means where your new folder will sit within the structure of the Image Library. The folder that is highlighted in **bold** is the target folder that your new folder will sit under. If you decide your new folder is to be a top level folder (i.e. you don't want it to sit under another folder), then click the '*Create at root level*' icon.
- 9.** Click '*Next*' and you can fill in information metadata for the folder. The '*Inherited*' check-box at the top of the window means that the folder will inherit all the metadata that has been entered for the top folder (i.e. if your new folder will sit under the main Marketing folder, then your new folder will inherit all of the metadata attached to the Marketing folder). If you require different metadata for your new folder, simply un-check the '*Inherited*' box and fill out the information fields.
- 10.** Click '*Next*' and you can assign some keywords to your folder. Again, like the information fields, if the '*Inherited*' box is ticked, your new folder will inherit all keywords assigned to the top folder. If you require different keywords, simply un-check the '*Inherited*' box and assign different keywords.
- 11.** Click '*Save*' at the top of the box and your new folder has been created and saved. If it doesn't appear automatically beneath its parent folder, click on F5 to refresh the browser.