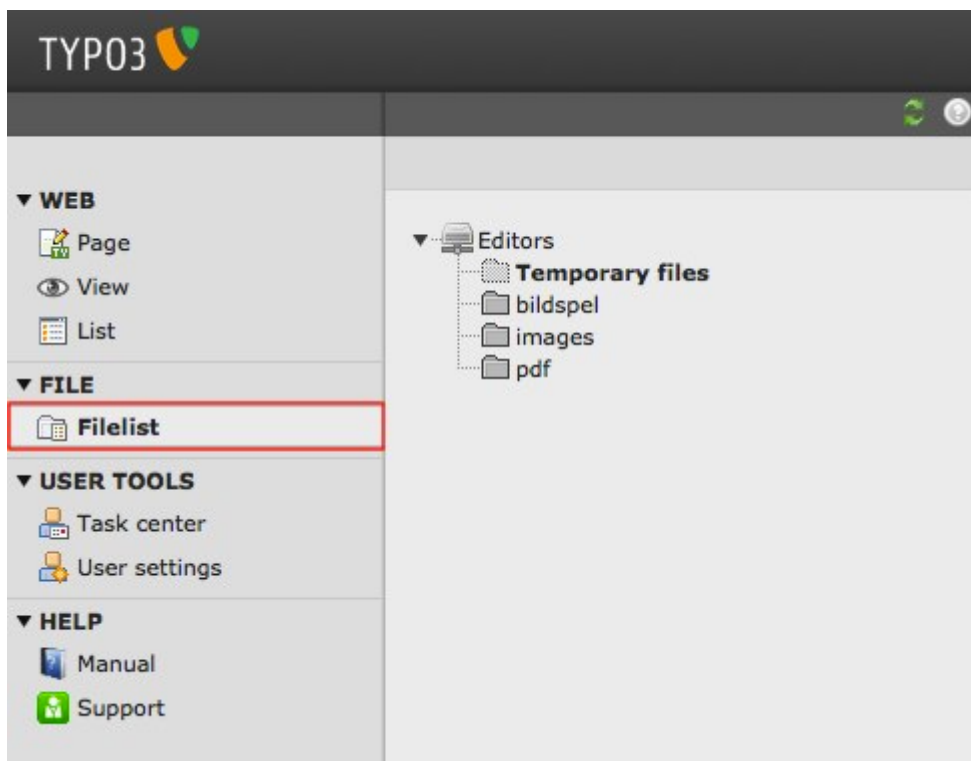


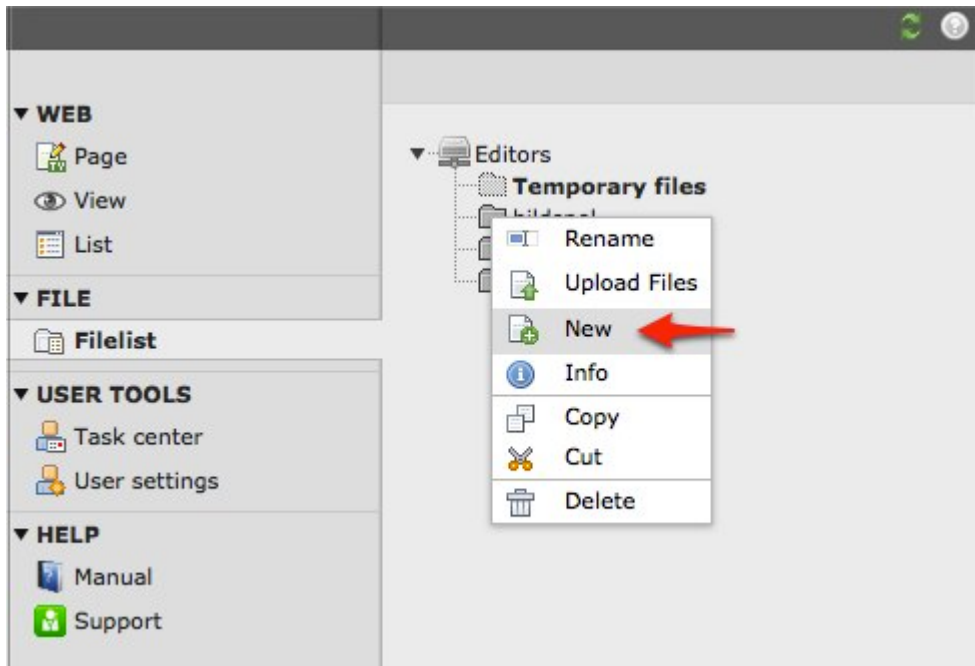
3.1 Create folder

Click Filelist in the left hand menu. This accesses the File structure where pictures and files are kept for easy access while working in TYPO3. (img. 3.1.1)



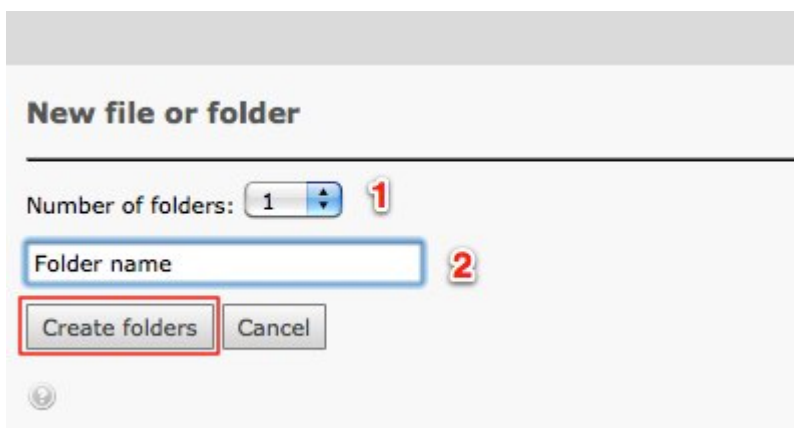
3.1.1

To create a new folder, right-click on an existing folder and select "New". (img. 3.1.2)



3.1.2

By using the drop down (1) you can create up to 10 folders at a time. Type in the titles of the folders (2). When you are done click "Create folders". The new folders will appear in the Filelist. (img. 3.1.3)



3.1.3

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