

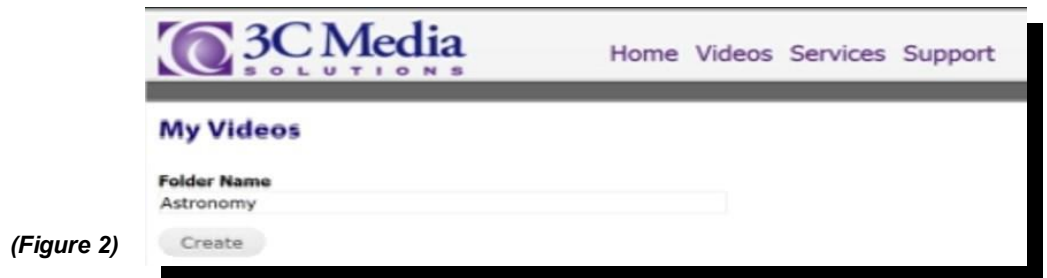
# How To: CREATE FOLDERS

The Folders feature will allow you to organize the media you will be using. In three easy steps you will create a folder and start organizing the many videos and file you will be uploading to your channel.

Click **CREATE FOLDER**. (Figure 1)



Type in the **FOLDER NAME** you will be using. (Figure 2)



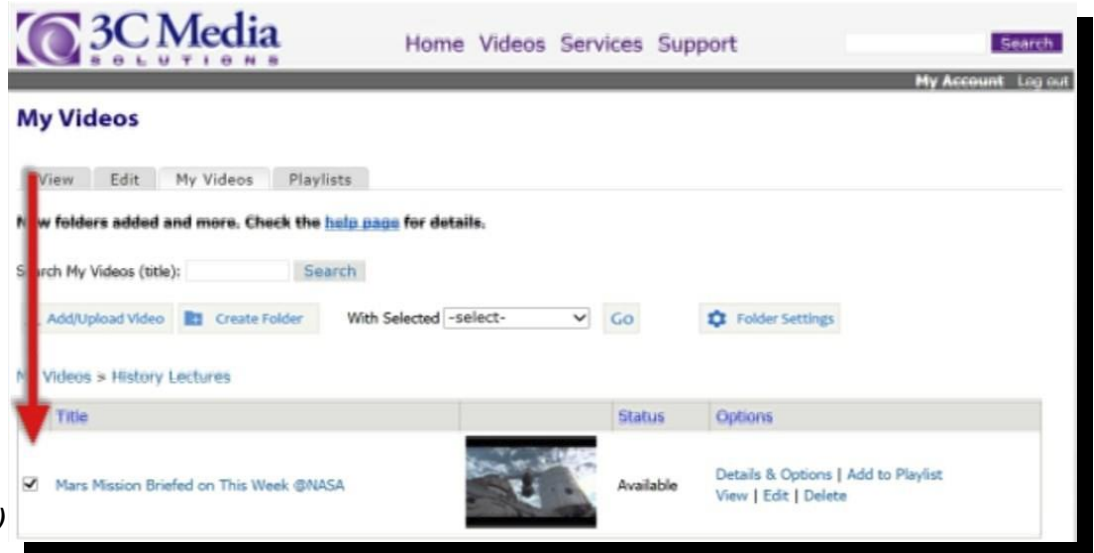
Click **CREATE**. (Figure 3)



The check boxes to the left of the folder allows you select the folder to perform batch operations such as moving files or create lists of links. For more details, or if you need additional help, click the **HELP PAGE**.

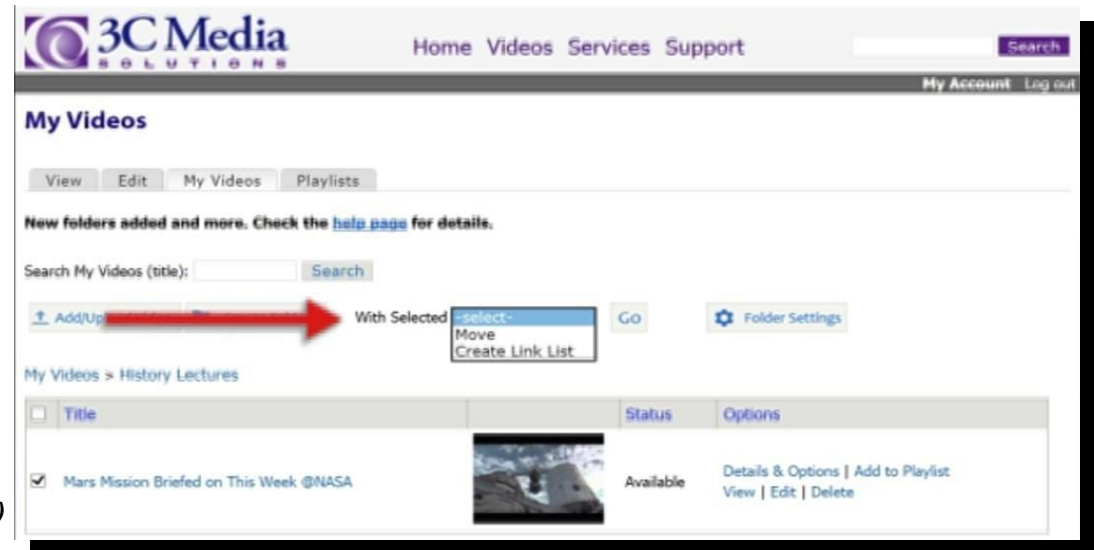
If you have questions or want more information you can e-mail **TechConnect Support** at [support@ccctechconnect.org](mailto:support@ccctechconnect.org).

To move a folder or a file to another folder check the box to the left of the file you want to move. (Figure 4).



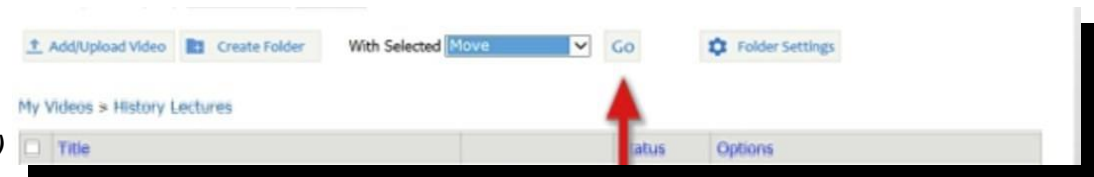
(Figure 4)

The **WITH SELECTED** drop down menu allows you to choose which function you want the file to perform. (Figure 5)



(Figure 5)

Select **MOVE** and Click **GO**. (Figure 6)



(Figure 6)

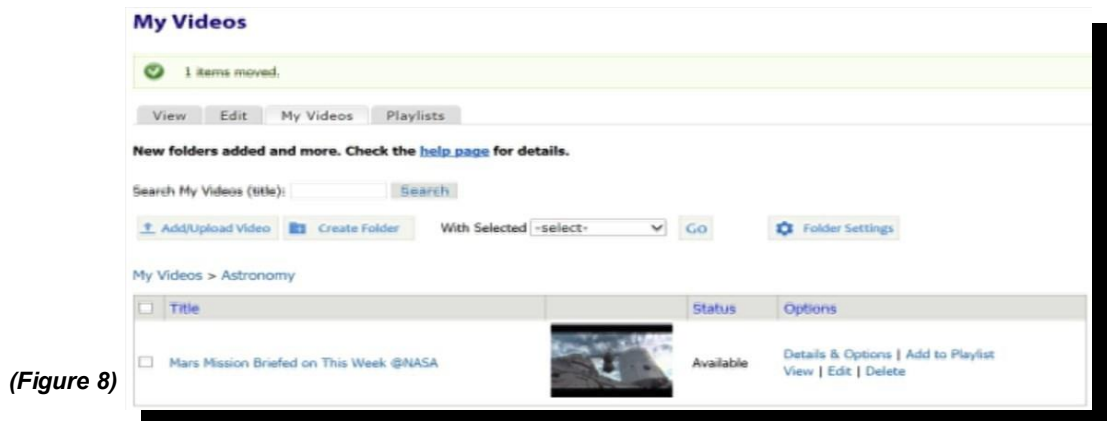
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You are now prompted to select which folder to move your file into. Chose a folder. Click **MOVE**. (Figure 7).



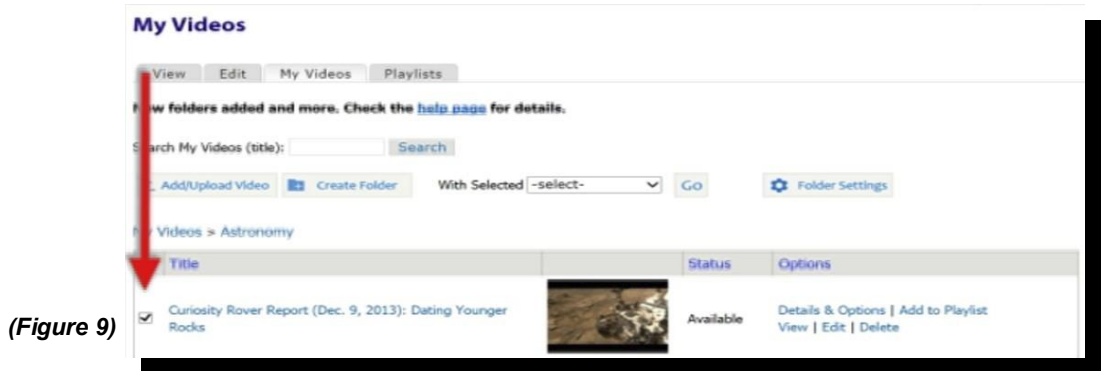
(Figure 7)

The video is moved into the folder selected. (Figure 8)



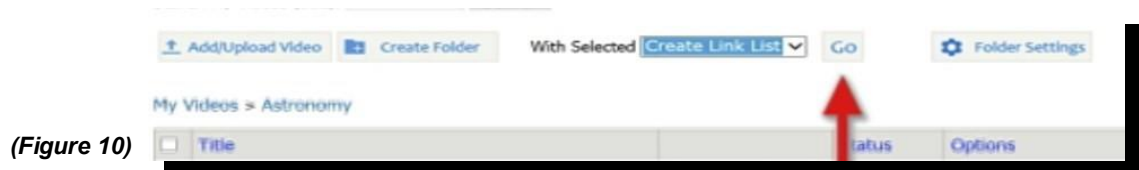
(Figure 8)

To create a **Link List** open a folder, then check the box to the left of the file you want to link. (Figure 9)



(Figure 9)

Go to the **WITH SELECTED** drop down menu and select **CREATE LINK LIST . . .** then click **GO**. (Figure 10)

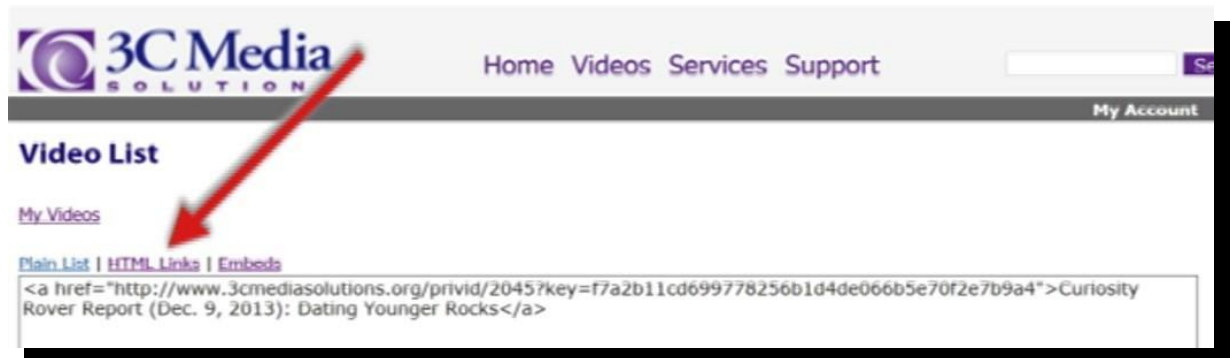


(Figure 10)

You will be sent to a list of links for the video you selected. There are three sources to choose from. **PLAIN LIST** (Figure 7), **HTML Links** (Figure 8) and **EMBEDS** (Figure 9).



(Figure 7)

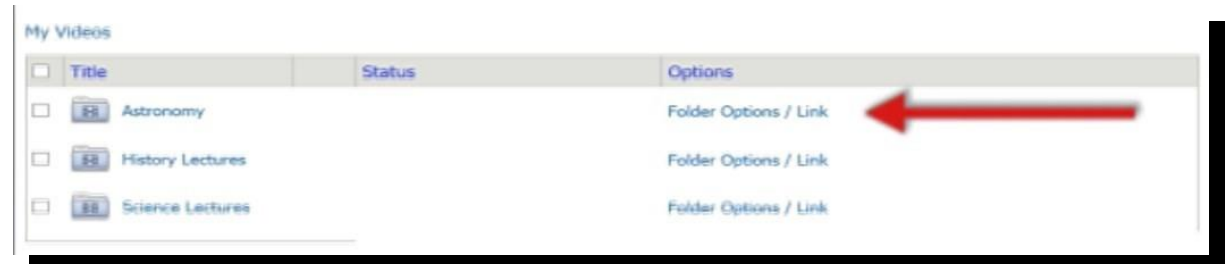


(Figure 8)



(Figure 9)

Your folders can also be used as a play list. Click on **FOLDER OPTIONS / LINK** to modify the folder settings. (Figure 10)

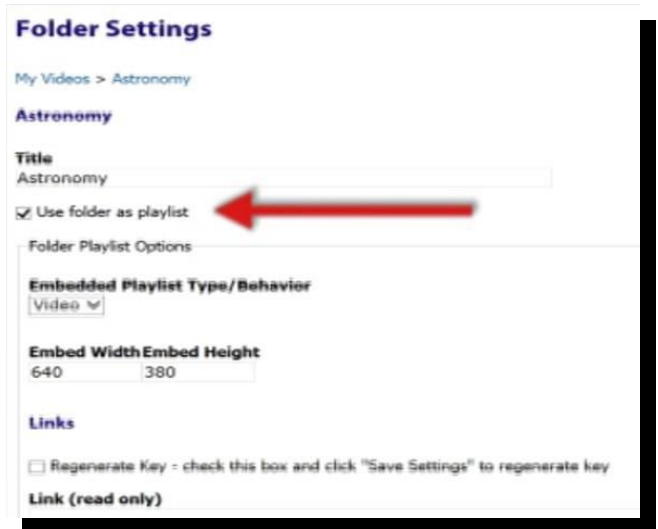


(Figure 10)

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Click the check box next to **USE FOLDER AS PLAYLIST**. (Figure 11)

Click **SAVE SETTINGS**.



(Figure 11)

There are a few options you can choose from here. The **Embed Playlist Type** can be chosen for either *Video* or *Audio* and the size of the player can be set to playback your video. (Figure 12)



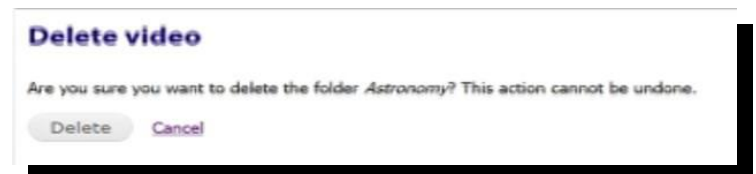
(Figure 12)

You can also **Regenerate the Key** which invalidates your current embeds. Check the box and click **SAVE SETTINGS**. (Figure 13)



(Figure 13)

Please make sure the folder is empty of all its contents before you delete it. Or, you could accidentally launch the missiles. That would be very bad! (Figure 14)



(Figure 14)