

# About Folders

When you have many projects you can organize them in folders.

## Folder Features

The folders are displayed and managed in the left part of the Projects screen. They are mostly the same as folders in a file system:

- ▶ You can create, move, rename, and delete folders.
- ▶ You can add projects to them as needed.
- ▶ You can nest them; a folder can contain both projects and folders.

## Managing Folders

You can create a folder in one of the following ways:

- ▶ In the left part of the screen, open the menu next to the search field and choose New Folder.
- ▶ To create a sub-folder, open the menu on the right of the parent folder, and choose New Folder.

You can use drag-and-drop in the left part of the screen to move projects and folders:

- ▶ Move a project (or folder) to a selected parent folder.
- ▶ Move a folder within folder.
- ▶ To move a project (or folder) outside its parent folder, drag it and drop it below the folders.

To rename or delete a folder:

- ▶ Open the menu on the right of this folder, and choose the corresponding option.
- ▶ Note that when a folder contains projects, on deleting this folder its projects would be preserved. They would simply be displayed as not belonging to any folder.

## More Information

[About Projects](#)