

Basic Operations of Folder and Sub Folders

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# Step: 01

#### 1) Click on "Add Folder" icon

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Guides	XP	
Application 01		
Filters Current Page My Guides	Q, Search	
Sample Folder		
	Click on "Add	I Folder'' icon
	•	
MyGuide by EdCast   Privacy & Cookies   Terms	Add Folder	



#### Enter a name and description for Folder

1) Upload a picture from your local system or library

G	$\equiv \times$
← Add Folder	
Folder Name (*) Enter Folder Name	Enter a name and description for
Folder Description	Folder
upioad inumbhail image (recommended size 40X40 px)	
	Upload a picture from your local ↔ system or library
Upload from Computer Choose from L	Library
Create Folder Cancel	





1) Choose an image and click "Select"





### Step: 04

Hover over the image and click the bin icon, if you want to delete it

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← Add Folder	
Folder Name (*)	
Enter Folder Name	
Folder Description	
Enter Folder Description	
Upload Thumbnail Image (recommended size 40X40 px)	
	Hover over the image and click the
	bin icon, if you want to delete it
	©
Lipload from Computer Choose from Libra	
Create Folder Cancel	
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## Step: 05

1) To add a sub folder, click the plus icon floating in the lower right of the panel

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Guides		LXP		
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Filters Current Page	My Guides	Q Search		
$\leftarrow$ All Guides $ ightarrow$ Folder One				
Folder One				
© MyGuide by EdCast   Privacy &	o Guide created yet!	≚ Import ? Tooltip Guide MITutorial Guide > Workflow Guide ≡ Sub Folder +	To add a sub folder, click the plus icon floating in the lower right of the panel	





You need to enter a name for the Sub Folder and click "Create Folder" to add it

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← Add new sub folder under 1			
Folder Name (*)			
Enter Sub Folder Name			
Folder Description			
Enter Sub Folder Description		You need to enter a name for the Sub Folder and click "Create Folder" to add it	
Upload Thumbnail Image (recommended size 40X40 px)		¢	
- <u></u>			
Upload from Computer Choose from Lit	orary		
Create Folder Cancel			





1) You can add more sub folders or guides directly from here

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Guides	LXP		
Application 01			
Filters Current Page My Guides	Q Search		
$\leftarrow$ All Guides $ ightarrow$ Folder One $ ightarrow$ Sub Folder One			
Sub Folder One			
No Guide created yet!	Es Import ? Tootip Guide IM/Tutorial Guide Sub Folder	You can add more sub folders or guides directly from here	



Provide a guide name and click "Create Guide" to add a guide

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← Add new guide under 1	ſ		
Guide Name (*) Enter Guide Name			
Guide Description		Provide a guide name and click	$\Leftrightarrow$
Upload Thumbnail Image (recommended size 40X40 px)			
Upload from Computer Choose from Librar	у		
Advanced Eatliner Create Guide Cancel	~		
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#### To publish a folder or sub folder, click the four dots and select "Publish" from the drop down

Publishing a folder and a guide makes them available for the player users

To publish a folder or sub click the four dots and sel "Publish" from the drop d	folder, ect
Publishing a folder and a guide	makes
Filters Ct	Q Search
← All Guides > Folder One > Sub Folder One	
Sub Folder One	🕑 Edit 💴
Guide One	Publish     Export
	1) Delete
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Similarly, if we want to delete a folder, sub folder or a guide we need to unpublish it first and then click the four dots to find the delete option

С ::: Ар	Similarly, if we want to delete a sub folder or a guide we need t unpublish it first and then click four dots to find the delete opti	folder, E × othe	
Filters	Current Page My Guides	<b>Q</b> Search	
← All	Guides $ ightarrow$ Folder One $ ightarrow$ Sub Folder One		
	Sub Folder One	🛙 Edit 🙂	
	Guide One	Publish ∄ Export	
	[	Îl Delete	
		•	
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# Thank you

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