Basic Operations of Folder and Sub Folders

Step: 01

1) Click on "Add Folder" icon
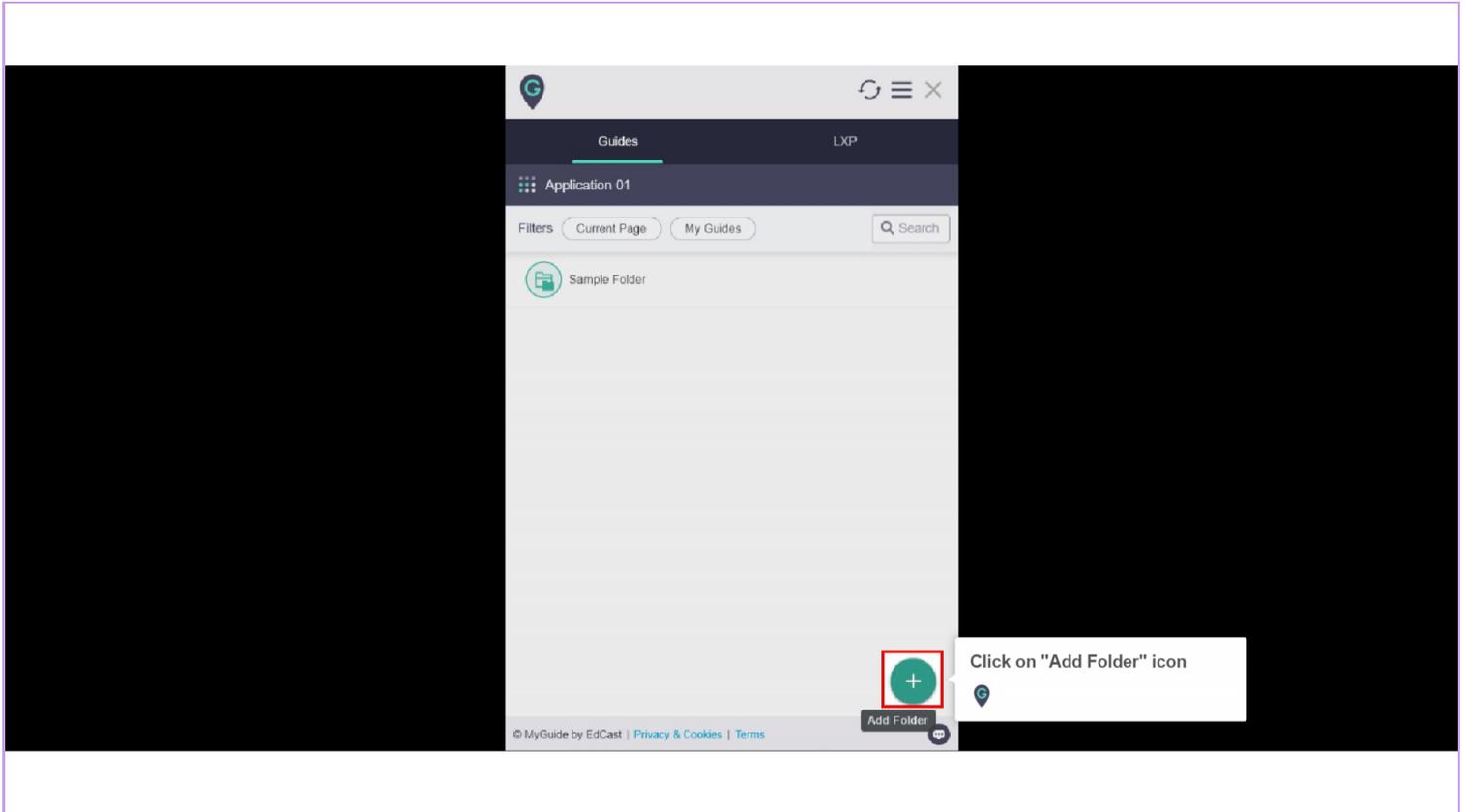
Enter a name and description for Folder

1) Upload a picture from your local system or library
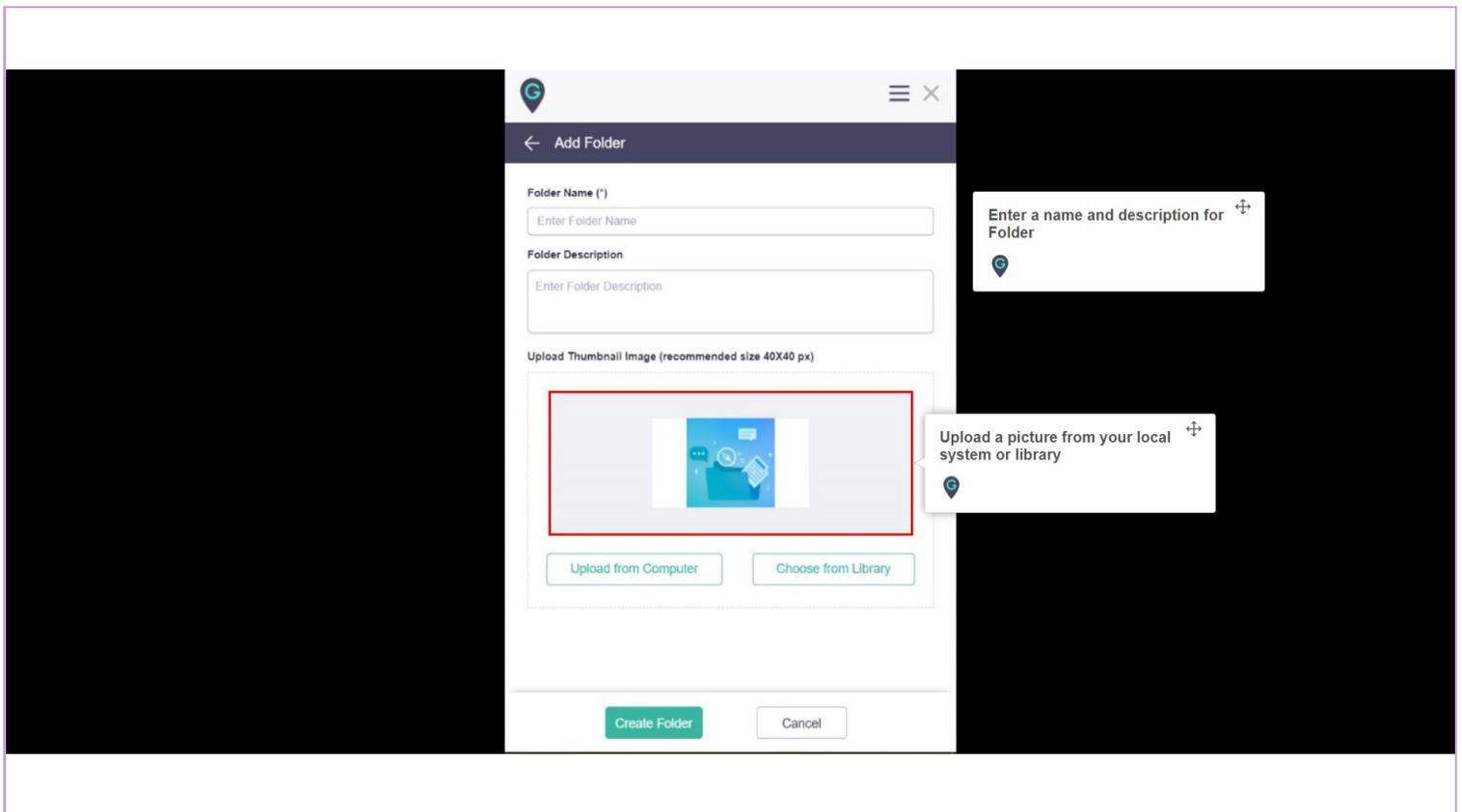
Step: 03

1) Choose an image and click "Select"
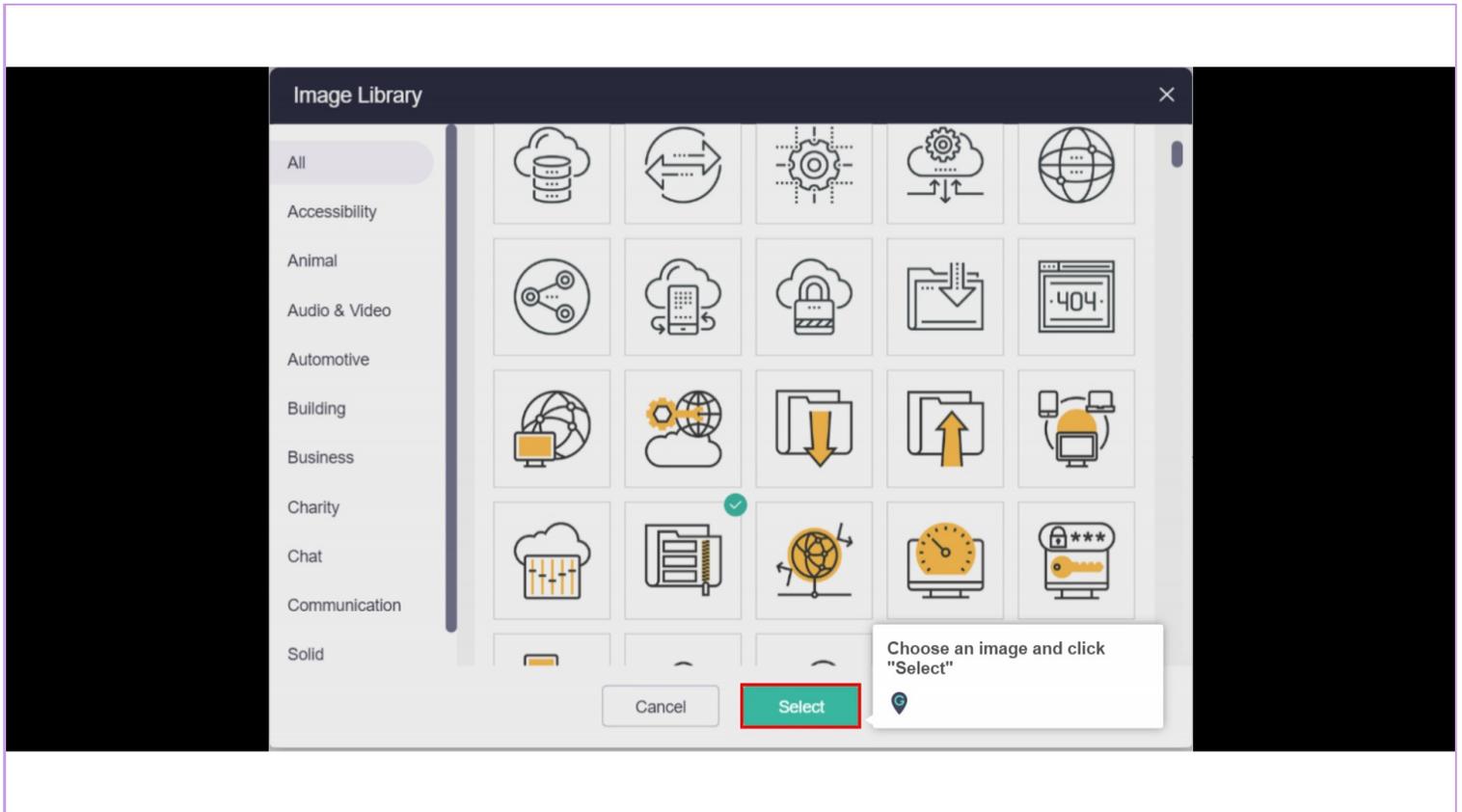
Step: 04

Hover over the image and click the bin icon, if you want to delete it
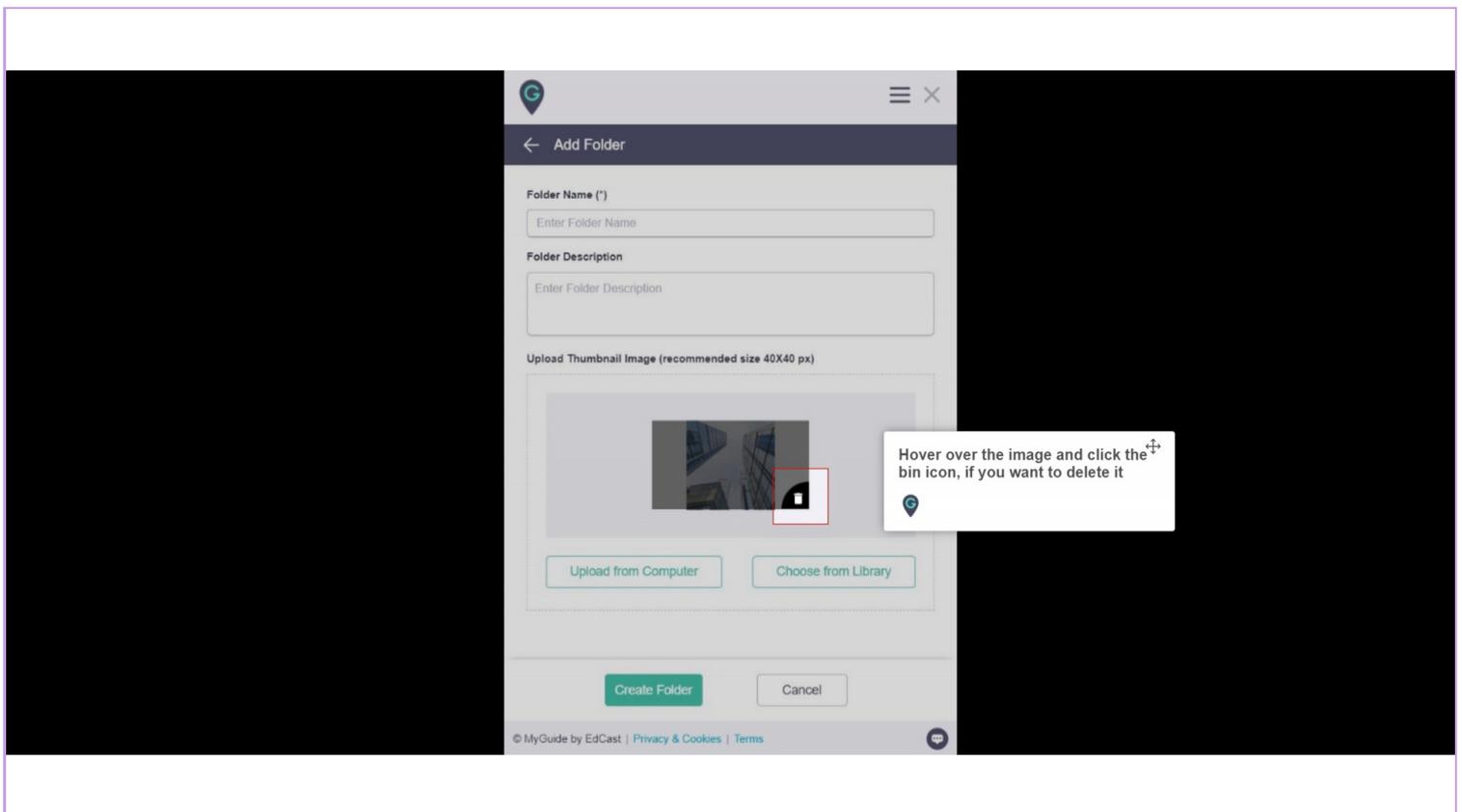
Step: 05

1) To add a sub folder, click the plus icon floating in the lower right of the panel
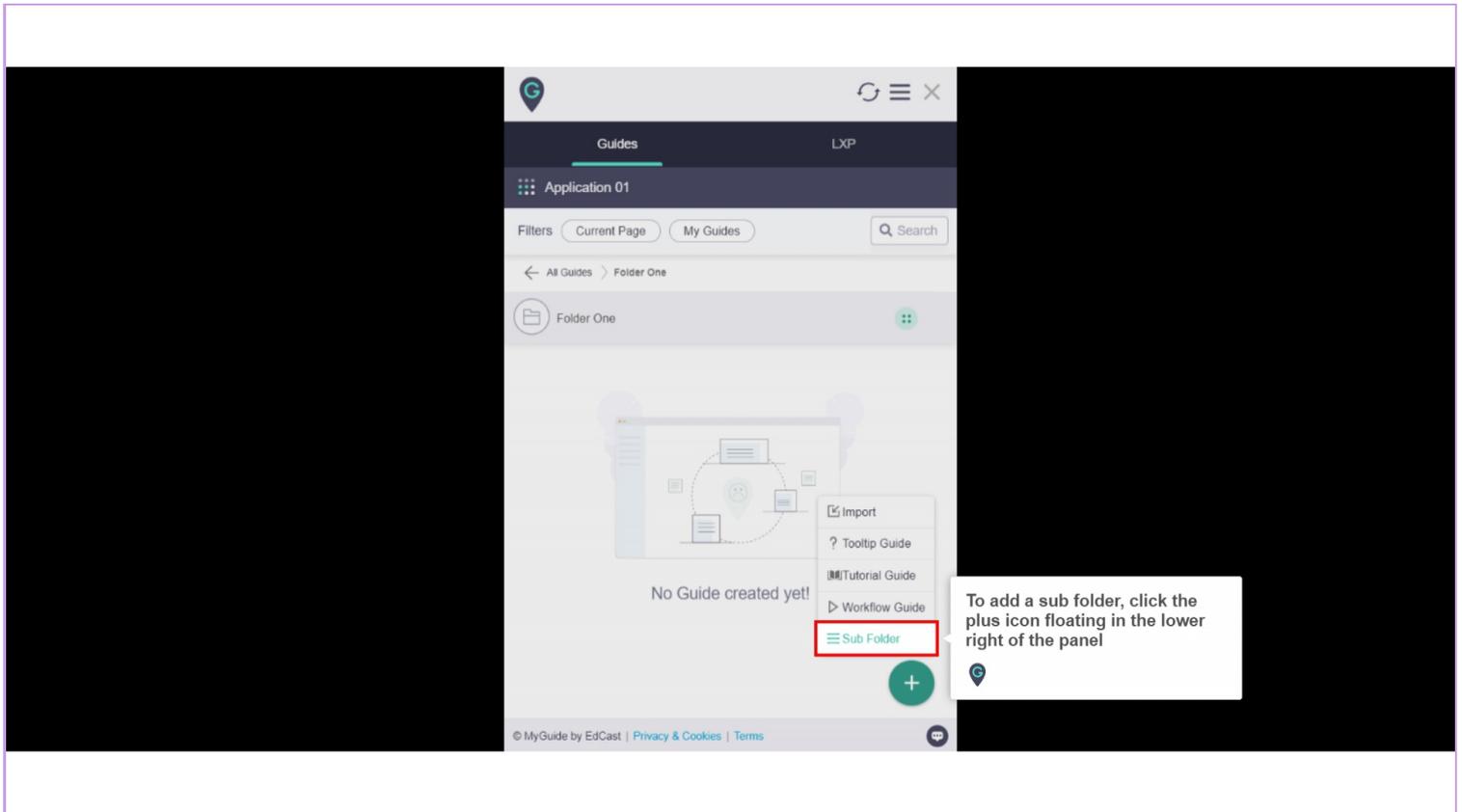
You need to enter a name for the Sub Folder and click "Create Folder" to add it

Step: 07

1) You can add more sub folders or guides directly from here
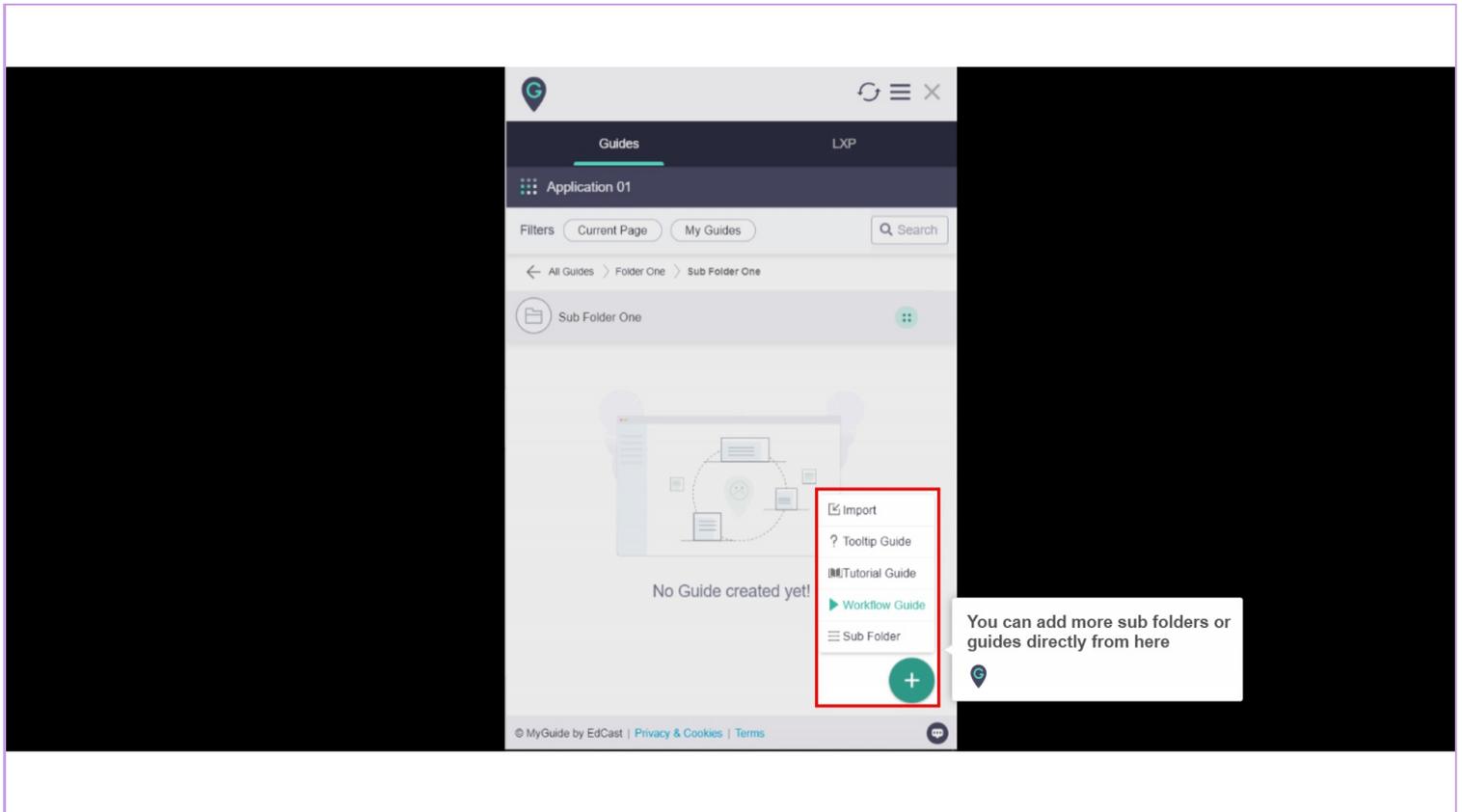
Provide a guide name and click "Create Guide" to add a guide
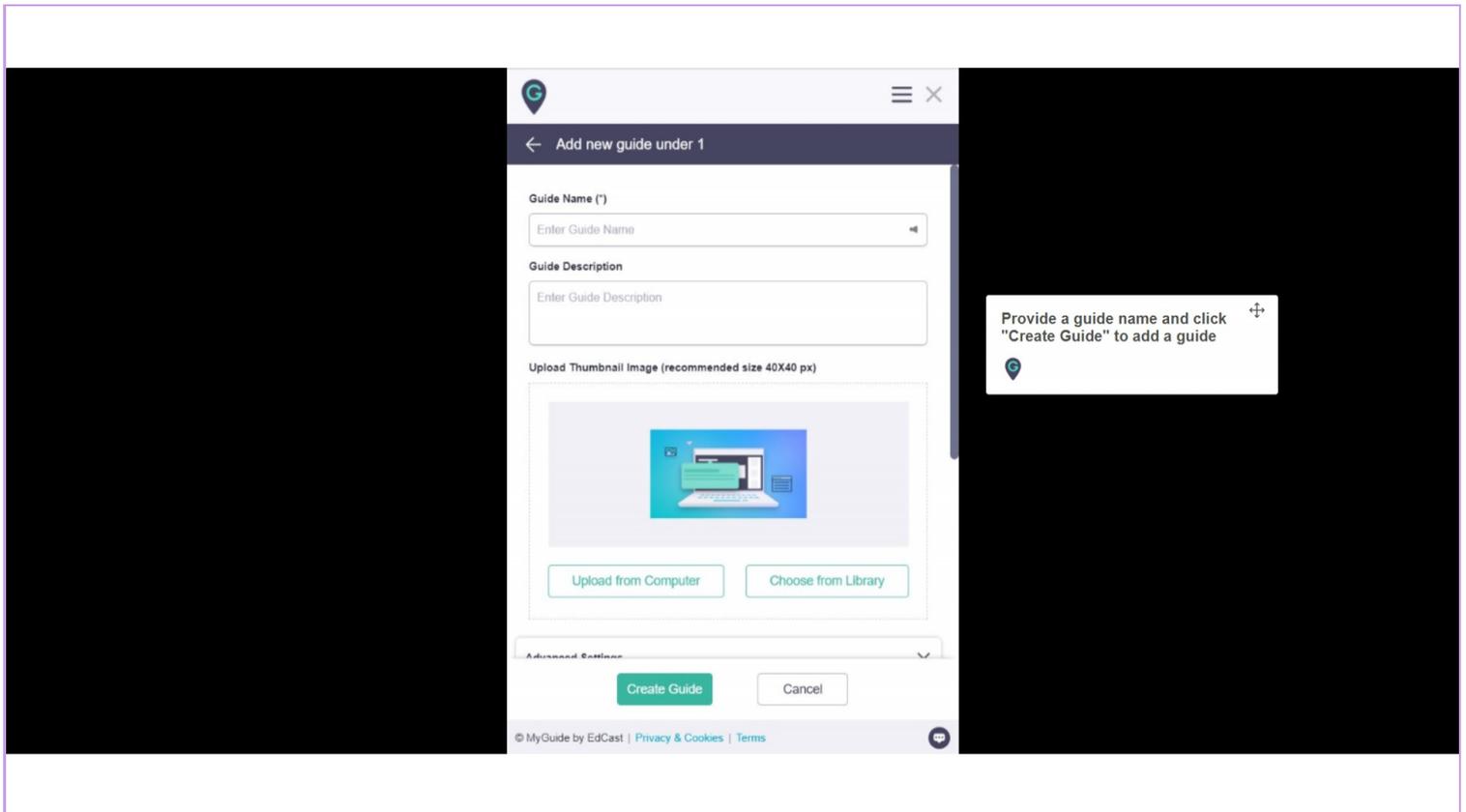
To publish a folder or sub folder, click the four dots and select "Publish" from the drop down

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

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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

Thank you

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