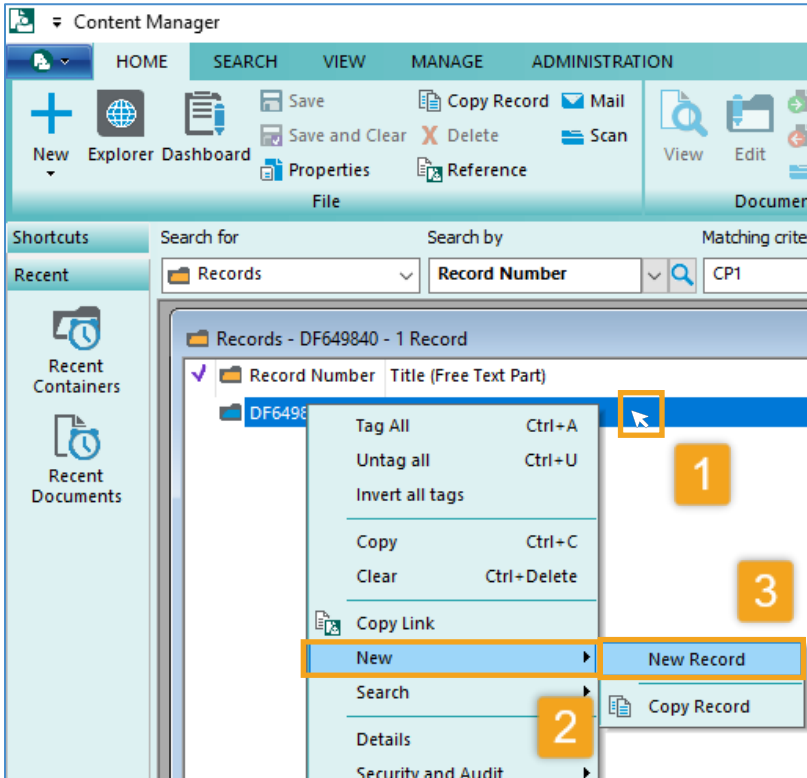




# Content Manager Guidance

## Create a Digital Subfolder

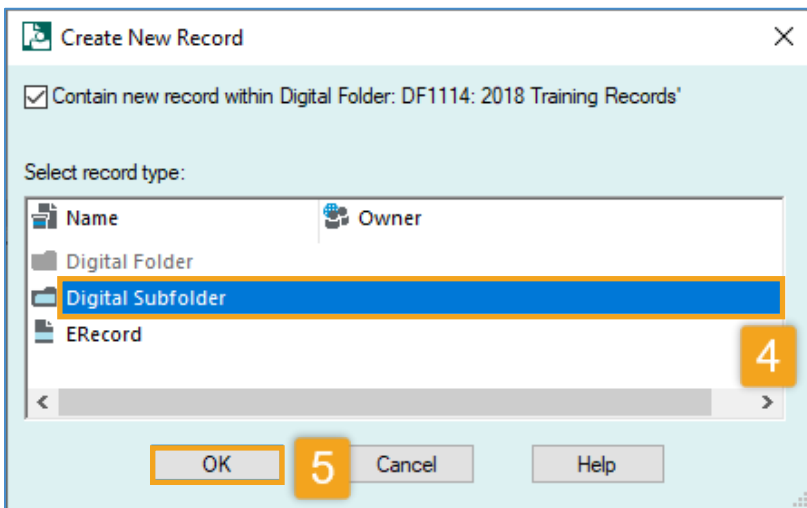
This is guidance for how to create a **Digital Subfolder** in Content Manager.



1. Right click on the **parent folder**  
*Refer to separate guidance on how to search for folders.*

2. Select **New**

3. Select **New Record**



4. Select **Digital Subfolder**

5. Click **OK**

*[see next page]*



**RECORDS  
MANAGEMENT**

King County Records Management Program  
206-477-6889 - [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
[www.kingcounty.gov/recordsmanagement](http://www.kingcounty.gov/recordsmanagement)

11/2021



# Content Manager Guidance

## Create a Digital Subfolder

New Digital Subfolder

Subfolder Title

6

Subfolder Notes

7

Parent Folder  
DF649840

Category  
DES-RALS-(ARMMS) Archives, Records Management and Mail Services - Project Files

Owner  
DES-RALS-(ARMMS) Archives, Records Management and Mail Services

8

OK Cancel Help

6. Enter **Subfolder Title**

7. Enter **Subfolder Notes** (optional)

8. Click **OK**

*Refer to separate guidance document for best practice and naming conventions for **Titles**.*



Note that the user of subfolders in Content Manager is **optional**. Best practice is to use as flat a folder structure as possible and avoid the use of subfolders.

Content Manager can support up to **3 layers** of subfolders in addition to the parent folder.



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