Creating a new Folder within the Collections Folder
By Scott Badger

1. Do one of the following to show your Collections
   a. Click the Collections Pane located on the Toolbar
   b. Select View > Collections

2. In the Collection Pane area, click once on the word “Collections” to highlight it.

3. Now you’ll create a new folder below the Collections folder. Do one of the following:
   a. Select Tools > New Collection Folder
b. Right-click on the Collections folder and then select **New Collection** once the content menu appears.

4. You will notice a new folder has been added below the original Collections folder with the name **New Collection**.

5. With the New Collection still being highlighted, type in the following name “**Movie Maker Class**.”

6. Now we’re going to create three additional folders below the Movie Maker Class Folder. The names of the folders are going to be video, audio, and pictures.
7. Repeat steps 3-5 and create a Video, Audio, and Picture folder.

8. Your Collections Pane should look like the below illustration.