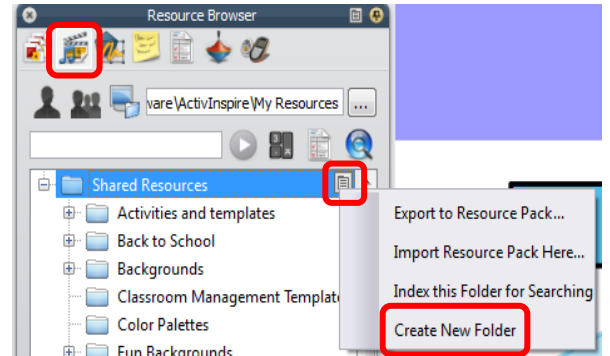


ACTIVINSPIRE TIPS & TRICKS

Creating Folders in the Resource Browser:

1. From the browser, click on the Resource Browser icon.
2. Click on the Shared Resources folder. If you do not see your folders, click on the **three heads** icon.
3. Click on the **folder menu**.
4. Select Create New Folder
5. Type in a **name** for the folder.
6. Click OK.



You can now save and drag resources into this folder.