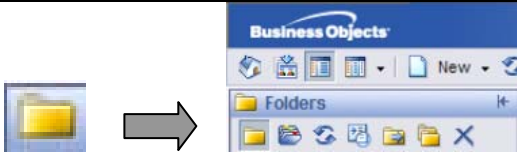

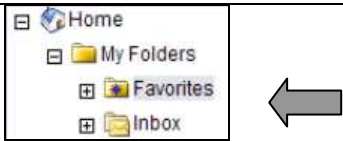
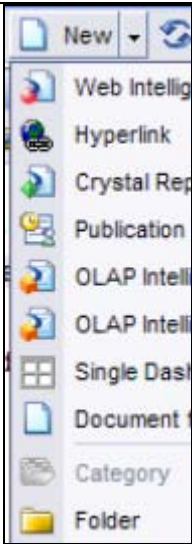
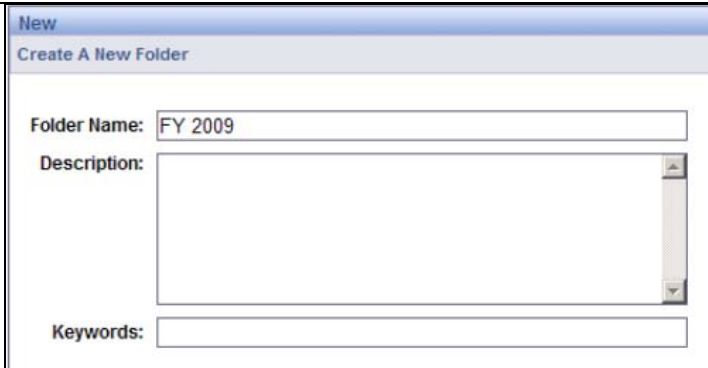


Creating Folders in BOXI

To create a folder in BOXI:

<p>1. Click on the Show Folders icon in the upper left of the Navigation Panel.</p>	
<p>2. Your list of folders is displayed.</p>	
<p>3. Click on the folder where you want to add a new folder. (Example: Favorites)</p>	
<p>4. On the Header panel toolbar, click New, and select Folder.</p>	
<p>5. The New Folder page is displayed.</p> <p>6. Type a name for the new folder. (Example: FY 2009)</p> <p>7. Optionally, you can type a description and/or a keyword for the folder.</p>	
<p>8. Click OK (on far right of window).</p>	