
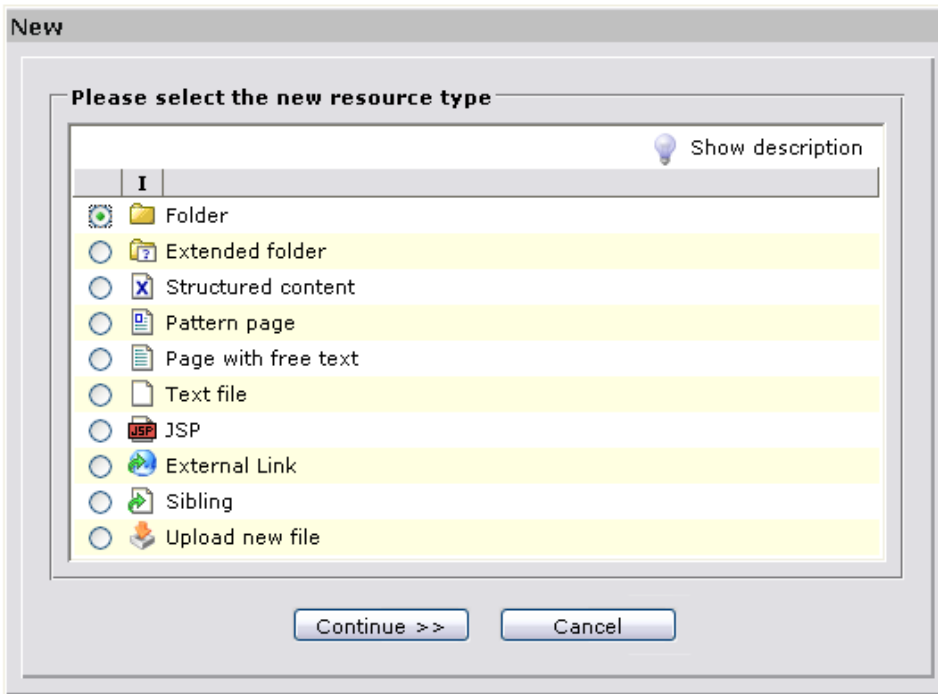
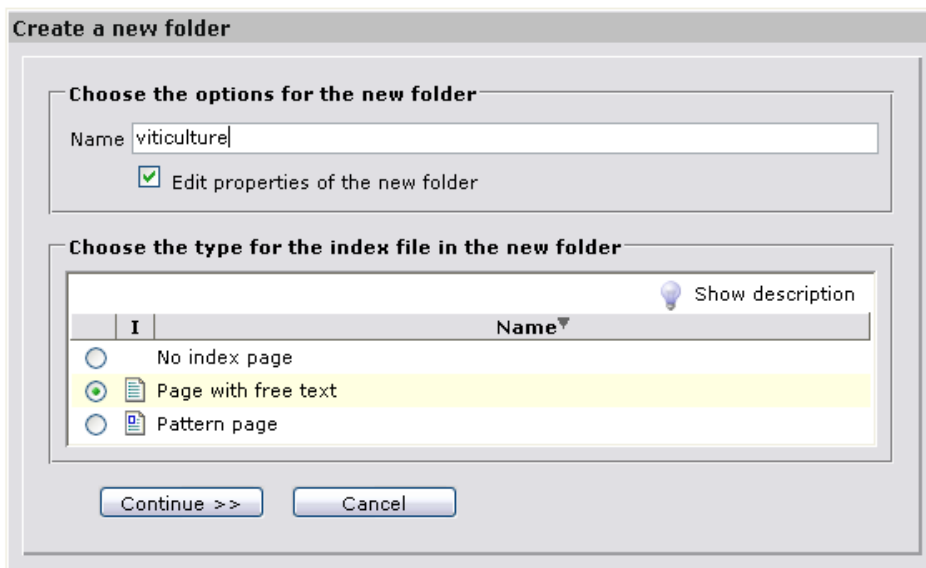


# Creating a new folder

- Click on the **New** button 
- Select folder; click on Continue



- Enter a name (this is the name that will appear in the file hierarchy) and select "page with free text" as an index page for the new folder; click on Continue



- In the properties window, click the advanced button and edit the properties as follows:

**Edit properties of: viticulture/**

Property	Value
DC.Creator	
DC.Publisher	University of Bath
DC.Rights	University of Bath
DC.Type	
Description	Department of Oenology at the University of Bath
Keywords	wine, grapes, viticulture
NavImage	
NavInfo	
NavPos	
NavText	
Title	Viticulture
admintoolhandler-args	
admintoolhandler-class	
bath.department	Department of
bath.header-image	/bucs/images/bucs1-82.jpg
bath.header-internal	
bath.header-text	Oenology
bath.leftcol-nav	/system/modules/uk.ac.bath.template.oenology/resources/includes/viticulture-menu.inc
bath.maintenance-team	oenology-info
bath.site-colour	corporate-light
bath.topnav	/system/modules/uk.ac.bath.template.oenology/resources/topnav/oenology-topnav.inc
bath.unit-name	Department of
bath.unit-type	Department of
cache	
calendar.enddate	
category	
collector	

Click finish.

NB - you do not need all of the above properties for every new folder you create; you only need them if they are different from the main folder of your site, because folders inherit properties from the folder they are inside (the properties that are most likely to be different are **Description**, **key words** and **bath.leftcol-nav**).

Unable to render {include} The included page could not be found.