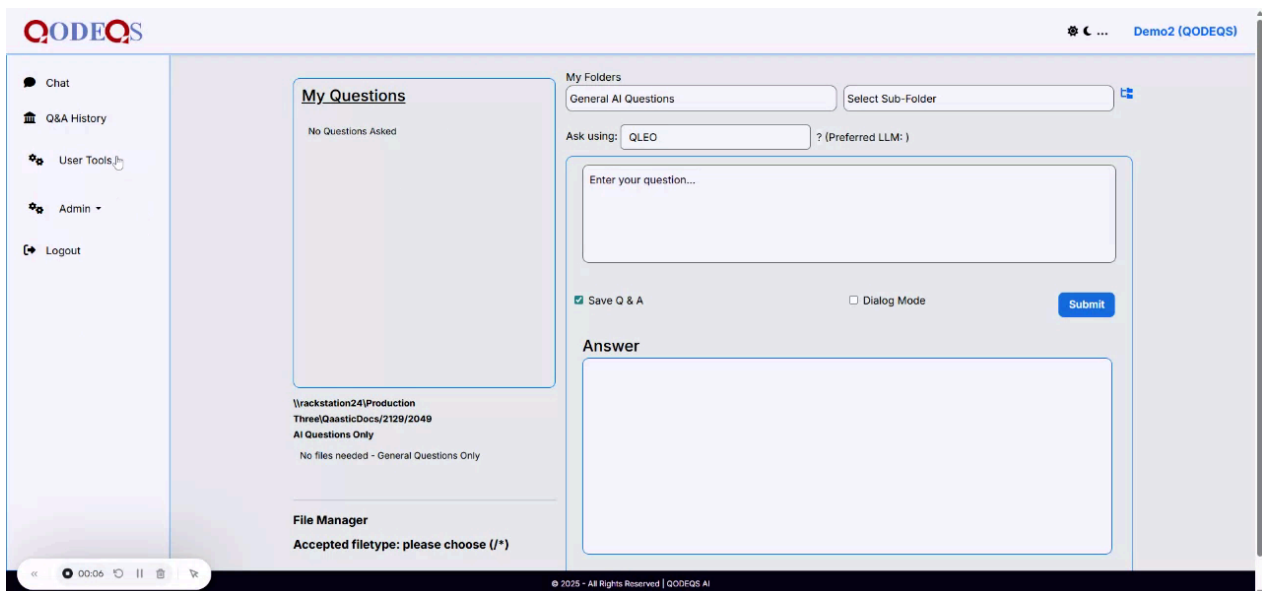


Creating a New Folder for Questions

This document provides a step-by-step process to create and manage a new folder for organizing questions. The instructions will guide you through the steps necessary to set up a subfolder efficiently.

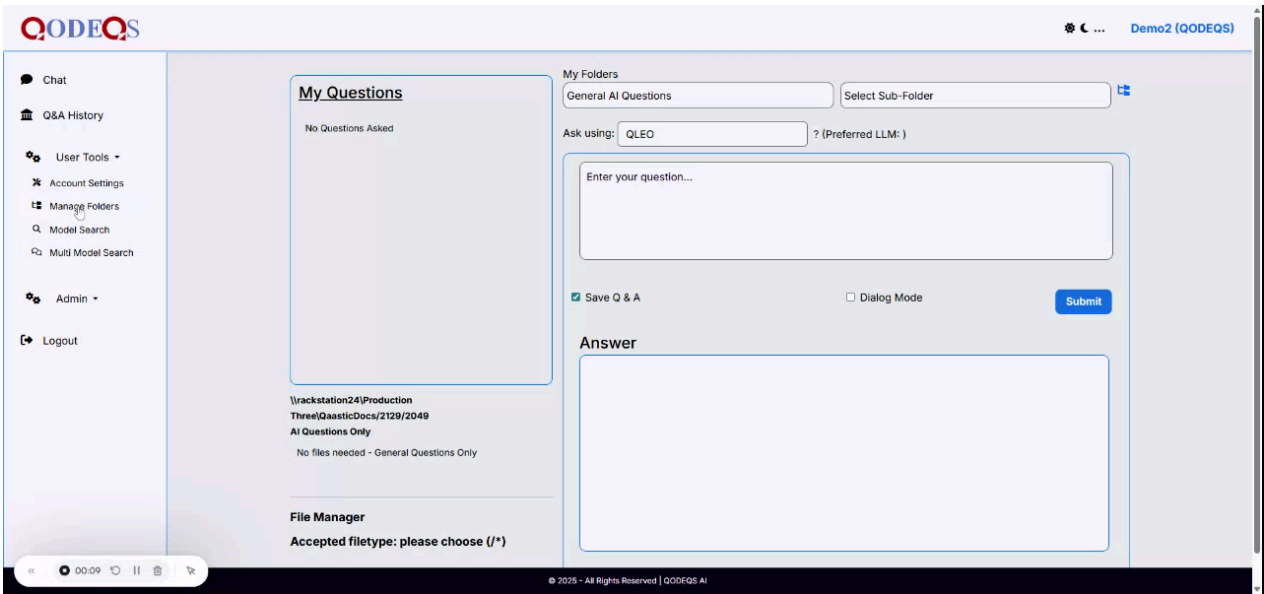
Step 1

In this video, the process of creating a new folder specifically for questions will be demonstrated.



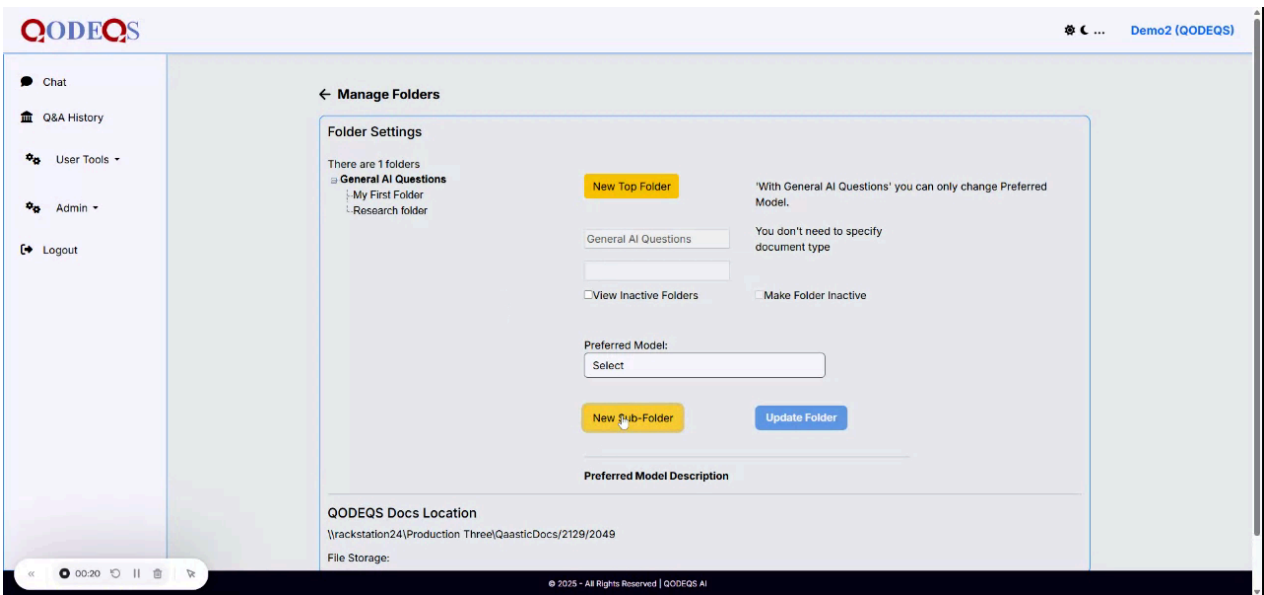
Step 2

Navigate to the left-hand side and select "Manage Folder." Within the menu, you will find options such as General AI Questions and Research Questions.



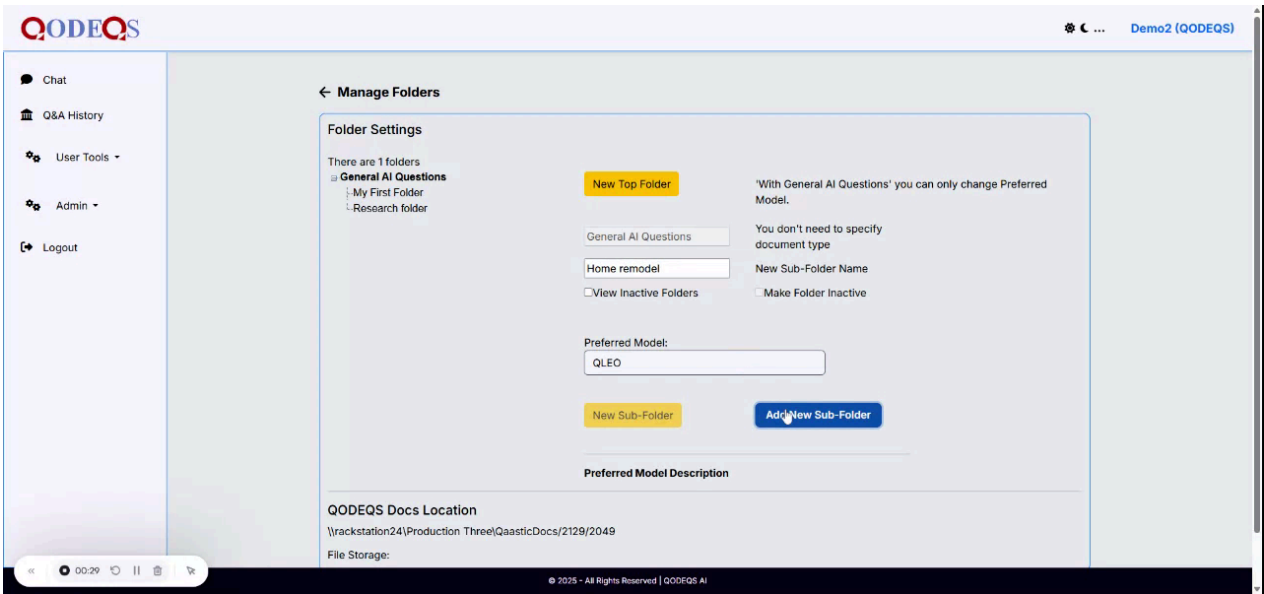
Step 3

Add a new topic subfolder by selecting the appropriate option. Name this subfolder "Home Remodel."



Step 4

Click the blue button labeled "Add New Subfolder." You will then see the "Home Remodel" folder appear on the left side.



Step 5

Proceed to the "Manage Folders" arrow on the left. This action will prompt the home screen to appear, ready for you to ask your next question.

