4.4 Creating Folders

Open the parent location in **Files**, select **New**, choose **New folder**, enter a name, and confirm.

A folder can contain files and other folders. Use clear names and a simple hierarchy so that search and synchronization remain easy to understand.

LightDrive prevents names that the storage system cannot use. Avoid control characters and names that differ only by capitalization when you synchronize with Windows or macOS, because those systems can treat such names differently.

Creating a folder does not share it. Use the Sharing tab or action menu when you intentionally want another person to have access.

Current online article: https://help.lightdrive.one/files-and-storage/creating-folders

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