

PhraseExpress Folder Created

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Click on the blue, underlined text to go to its linked reference.¹



If you create too many items, any program can get unwieldy.

The solution in PhraseExpress is to create a folder. For example, I've created folders for my wife and I so that we can place our phrases in separate folders (**Figure 1**).

Here's how to create folders.

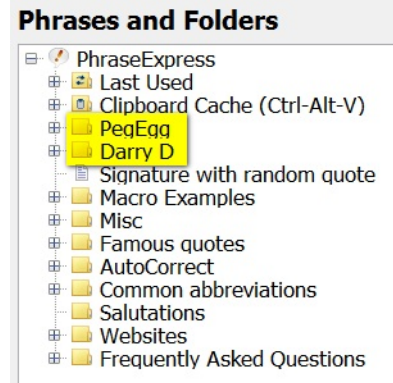


Figure 1

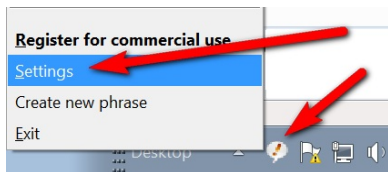


Figure 2

1. Open PhraseExpress by clicking on its icon & clicking on “Settings” (**Figure 2**).

2. Open the drop-down menu (**Figure 3**):

- ① RIGHT-click on in the “Phrases and Folders” pane.
- ② Left-click on “New Folder” option.

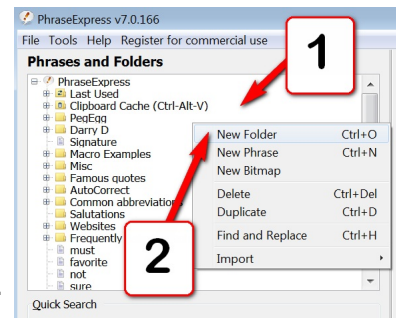


Figure 3

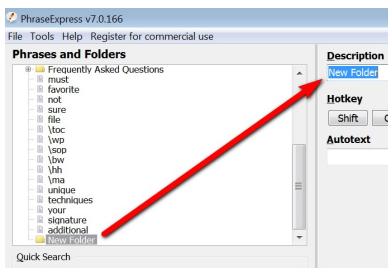


Figure 4

3. Type a name for the folder (**Figure 4**).

4. Left-click on the “OK” button, in the lower-right of the PhraseExpress window to save your addition.

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