



## Video 21: Organising your StoryPhones BookShelf library

### How to organise your content folders in the bookshelf library

You can organise your content folders and audio files very easily within the StoryPhones Bookshelf library.

#### Rename or Delete a folder

- To rename or delete a folder, right click on it and select the desired option from the pop-up window.
- If you are renaming it, enter the new name and click OK.
- If deleting, just confirm that you wish to delete the folder. The folder must be empty to be deleted.

#### Create a folder

- You can create a new folder by right clicking on the white space in the BookShelf library area and selecting 'Create Category Folder'.
- The new folder will automatically be named something like 'New Folder 1' and can then be renamed.
- Files can be moved into a folder by selecting them with a left mouse click and dragging the file into the appropriate folder. They can be moved up a level by dragging onto the parent folder icon at the top left of the library window.

#### Edit ID3 tags

- You can also edit the tag information for each audio file. To do this, please watch the video for ID3 tag editing.
- Files can be renamed or deleted in the same way as folders, just right click on the file and select the required option.

*If you would like more advice, please phone our free customer support line on **0845 652 0907***