# Browsing a Folder Hierarchy

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Browse Managed Content** page.  

Click the **Content Management** link. |
| 2.   | Click the **Browse Folders** link. |
| 3.   | Use the **Browse Managed Content** page to traverse down or up through the folders containing managed content.  

At the top level, you can also add a top folder if you are a top administrator for this feature.  

In this example, you will continue to browse down through the folder hierarchy of the managed content feature and then view a list of published content for a subfolder. |
| 4.   | Click an entry in the **Title** column.  

**Corporate Communications (3)** |
| 5.   | Within a top folder or a subfolder, you can add a subfolder, add content, or navigate deeper into the folder hierarchy. |
| 6.   | Beneath the root folder (Top), locator links enable you to traverse back up the folder hierarchy. |
| 7.   | Continue to traverse deeper into the folder hierarchy.  

Click an entry in the **Title** column.  

**Products (2)** |
| 8.   | Click an entry in the **Title** column.  

**Portal (6)** |
| 9.   | Filter the subfolder's contents to display published items only.  

Click the **Filter By** list. |
| 10.  | Click the **Only Published Content** list item.  

**Only Published Content** |
| 11.  | Only published content appears. |
| 12.  | You have completed browsing a folder hierarchy in the content management system.  

**End of Procedure.** |