Understanding the Folder Hierarchy

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Managed Content (or Categorized Content) Hierarchy**  
Folders and subfolders are used to organize items in the content management system. Each content management feature (managed content, categorized content, and news publications) has a folder and subfolder hierarchy that is separate from the other two features. Folders at the root of the hierarchy are known as “top folders.” Each top folder can contain zero or more subfolders; and each subfolder in turn can contain zero or more subfolders, and so on. Content can reside in any folder except at the top (or root) of the folder hierarchy. The figure illustrates these hierarchical relationships. |
| 2.   | **News Publications Hierarchy**  
In the news publications feature, the terminology and hierarchy are slightly different, but the concepts and access mechanisms are the same. In the news publications feature, top folders are known as “publications.” In the news publications feature, only one level of subfolders is allowed and these subfolders are known as “sections.” Each piece of content within a news publication is called an “article,” and articles can only reside within sections, not in publications. The figure illustrates these hierarchical relationships. |
| 3.   | In summary, each content management feature (managed content, categorized content, and news publications) has a folder and subfolder hierarchy that is separate from the other two features.  
**End of Procedure.** |