

How do I add, rename, or delete a folder for a saved report or graph?

To add, rename, or delete a folder for a saved report or graph

1. Choose **Reports** menu > **Reports & Graphs Center**.
2. In the lower-right corner of the **Reports & Graphs** window, click **Manage Saved Reports**.
3. Click a topic below to learn more.
 - **Add a new folder**

You can add folders to the My Saved Reports list to help organize and manage your saved reports. Quicken displays all folders in alphabetical order. Click **Create folder**, enter a unique name, and click **OK**.

 - **How many folders can I add?**

You can add as many folders as you want, but they can include only 30 reports each.
 - **Rename folder**

You can rename any folder in the My Saved Reports list. Renaming a folder doesn't move any saved reports from the folder. To rename a folder, select the folder you want to rename, click **Rename folder**, enter a unique name, and click **OK**.
 - **Delete a folder**

To delete a folder from the My Saved Reports list, select the folder you want to delete, click **Delete**, and then click **OK**.

 - **What if Quicken won't delete the folder?**

If the folder you want to delete includes reports, you cannot delete the folder until you empty the folder by [moving or deleting the reports](#) in it.
4. Click **Done**.



Note for our Canadian Customers

The following terms will be different in the Canadian releases of Quicken.

Canada: "Cheque" / United States: "Check"
Canada: "Colour" / United States: "Color"
Canada: "Centre" / United States: "Center"
Canada: "Realise" / United States: "Realize"
Canada: "Behaviour" / United States: "Behavior"
Canada: "Analyse" / United States: "Analyze"