USER MANUAL

AI Folders

Organize ChatGPT, Gemini, and Claude conversations into folders—without leaving the sites you already use.

Product: AI Folders browser extension
Supported platforms: ChatGPT · Gemini · Claude
Document type: End-user guide

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1. Introduction

Welcome to AI Folders. Your AI chats don't have to live in one endless scroll anymore.

AI Folders turns the sidebars of **ChatGPT**, **Gemini**, and **Claude** into a workspace you control. Create folders, drag conversations where they belong, and find the right thread in seconds—without leaving the site you already use.

Whether you're researching a project, comparing prompts, or juggling several accounts, AI Folders keeps your conversations structured, searchable, and ready when you need them.

This manual walks you through everyday use and the tools that help you stay organized across every supported AI platform.

2. Getting Started

Once the extension is installed and you open a supported AI site, the **AI Folders** panel appears in the site sidebar.

> **Tip:** Hover over any icon or menu item with the mouse to see a short description of what it does.

3. AI Folders Panel — Icon Guide

The numbered screenshot below maps each control in the sidebar panel.

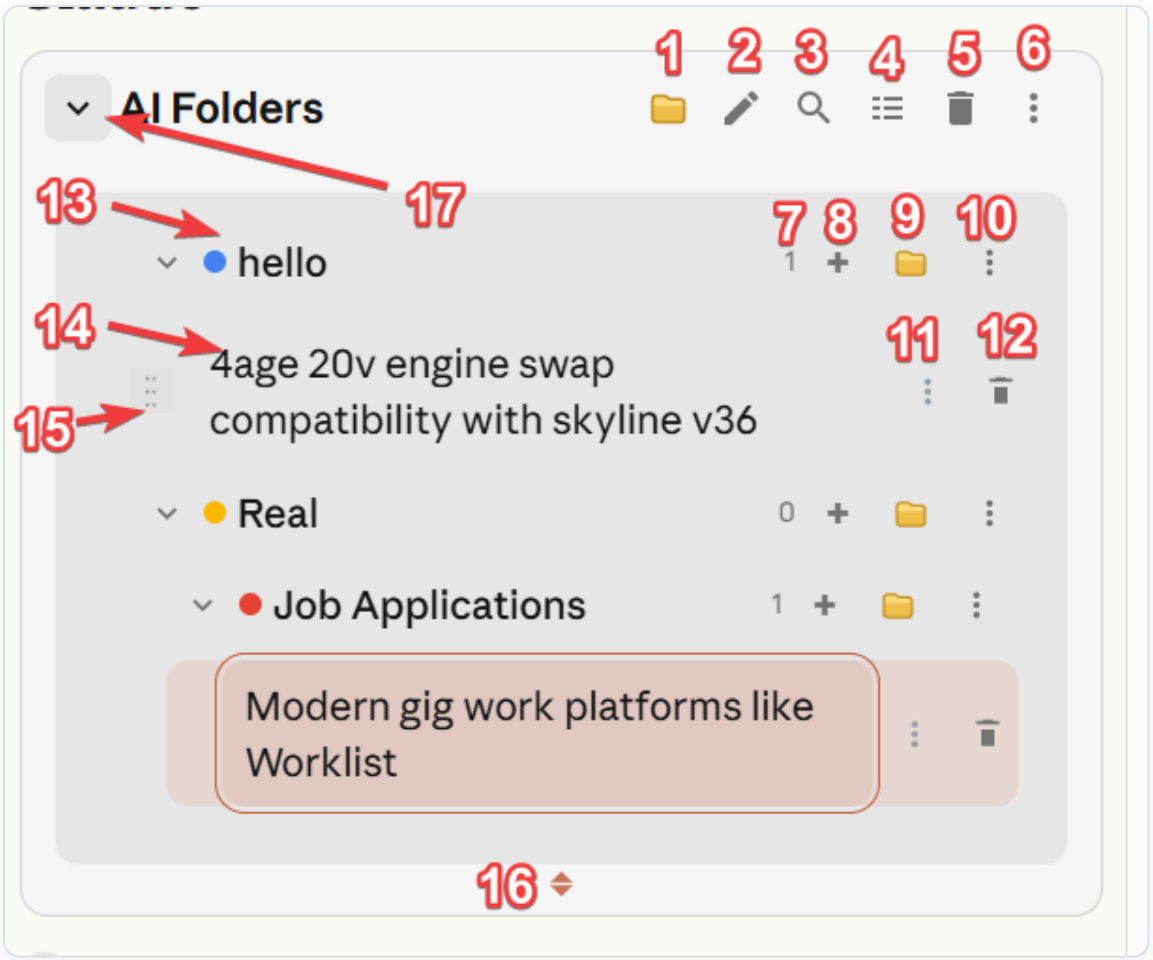

Figure 1. AI Folders panel controls

1. **New folder** — Creates a new top-level folder in the sidebar.
2. **Manage folders** — Opens the AI Folders manager (extension side panel) for a wider view of your folders and chats.
3. **Search** — Shows a search box so you can filter folders and chats by name. Click again to close search and clear the query.
4. **Open floating folders panel** — Opens a separate, movable floating window with the same folder tree—useful when you want the organizer outside the site sidebar.
5. **Clear all** — Deletes all folders, chats, and prompts for the current account. A confirmation dialog appears first; this cannot be undone.
6. **More (header menu)** — Opens the global submenu with:
   - **All Prompts** — Opens a floating panel listing saved prompts across chats.
   - **Settings** — Opens Settings (account, theme, export/import backup).
   - **Organize folders & chats** — Opens a modal for drag-and-drop reorganizing of folders and chats.

7. **Chat count** — Shows how many chats are in that folder. Hover for a tooltip (for example, "1 chat" or "0 chats, 1 subfolder").
8. **Add chat to folder (+)** — Opens the Unassigned Chats popup so you can pick chats that are not yet filed and add them to this folder.
9. **Add subfolder** — Creates a nested folder inside the selected folder.
10. **More (folder menu)** — Opens folder-specific actions:
    - **Manual sort** — Drag chats into a custom order inside the folder.
    - **Auto-sort** — A–Z, Z–A, Most recent, or Least recent.
    - **Organize folders & chats** — Same organize modal as in the header menu.
    - **Move to root level** — Shown only for nested folders; moves the folder to the top level.
    - **Rename** — Renames the folder (you can also double-click the folder name).
    - **Delete folder** — Deletes the folder and its subfolders (after confirmation).
11. **Chat options (chat menu)** — Opens chat-specific actions:
    - **Search for [chat title]** — Runs the site's native search with this chat's title.
    - **View prompts** — Shows prompts saved for this chat.
    - **Harvest prompts from chat** — Opens the chat and collects existing user prompts into AI Folders storage.
12. **Remove from folder** — Removes the chat from this folder. The chat itself is not deleted from ChatGPT / Gemini / Claude.
13. **Folder row** — Expand/collapse chevron, color dot, and folder name. Click the name to select; double-click to rename.
14. **Chat item** — A conversation stored in the folder. Click the title to open that chat on the site.
15. **Drag handle** — Six-dot grip used to drag a chat or folder. For nested folders, double-click the handle to move the folder to the root level.
16. **Resize handle** — Drag up or down to change the height of the AI Folders panel inside the site sidebar.
17. **Collapse panel** — Collapses or expands the panel body to free sidebar space. The header stays visible when collapsed.

4. Floating Sidebar Popup

If the site sidebar feels too narrow, open the floating folders panel. You can expand, collapse, and resize it, while keeping the same organization tools.

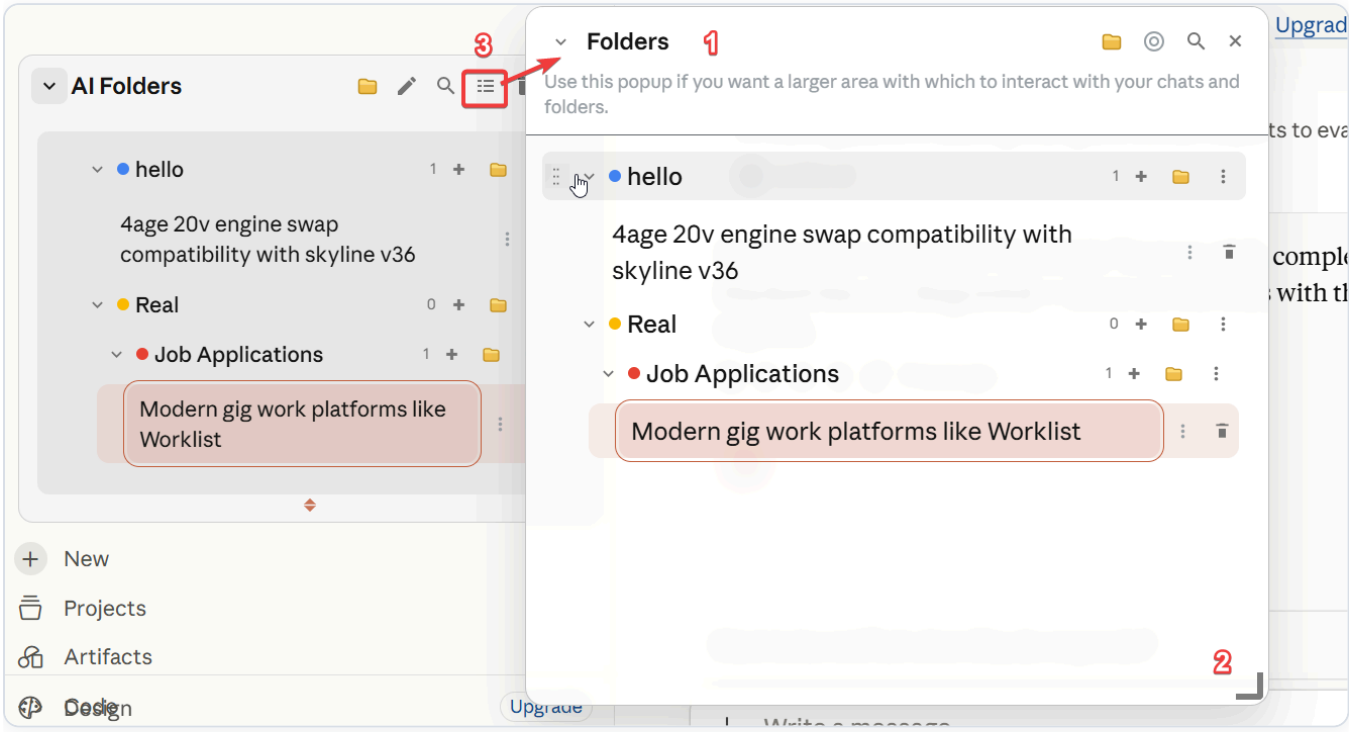

Figure 2. Floating folders popup

1. **Double-click to expand/collapse** — Quickly show or hide the popup body.
2. **Resize the popup** — Drag the edges or corners to change the window size.
3. **Open the popup from the sidebar** — Use the floating-panel icon in the AI Folders header.

Drag handles remain available for both chats and folders, and all other sidebar functionality is still available in the popup.

5. Organize Folders & Chats Popup

Use this popup to reorganize your folder tree and reassign chats with drag and drop. Drag a chat onto the destination folder to move it.

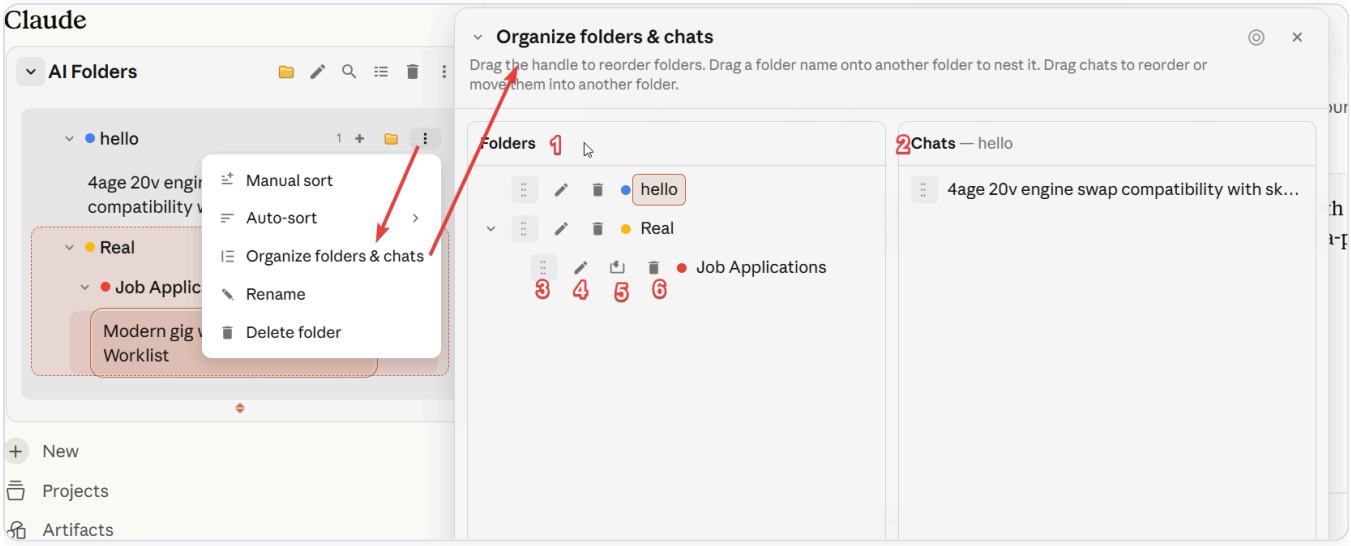

Figure 3. Organize folders & chats

1. **Folders** — Left-column heading. This list shows your full folder tree. Click a folder to select it; its chats appear in the right column.
2. **Chats — [folder name]** — Right-column heading. Shows the chats inside the currently selected folder. The label after the dash (for example, "— hello") is that folder's name.
3. **Drag handle** — Six-dot grip on a folder row. Drag it to reorder folders. To nest a folder, drag the folder name onto another folder. Chats in the right column have the same handle so you can reorder them or drag them onto a folder on the left to move them.
4. **Rename folder** — Pencil icon. Click to edit the folder name inline. Press Enter or click away to save.
5. **Move to root level** — Appears only on nested folders. Click to move that folder out of its parent and place it at the top level of the tree.
6. **Delete folder** — Trash icon. Deletes the folder and its subfolders. Use with care; this removes the folder structure in AI Folders.

6. Browser Extension Icon / Manager

If you pin AI Folders to the browser toolbar, you can open another workspace for folders and chats. Drag and drop works here as well. Hover over icons for tips.

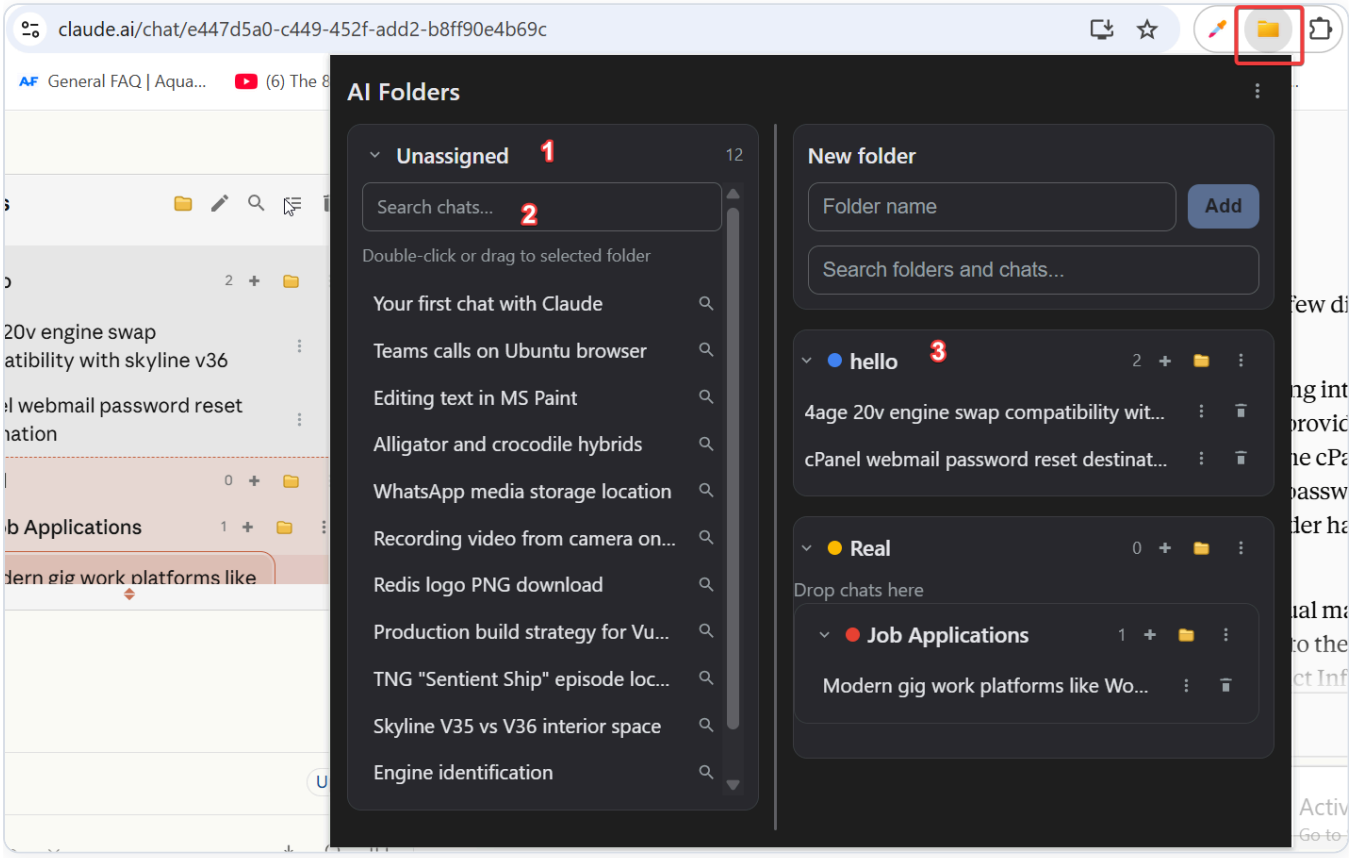

Figure 4. Extension popup / manager

6.1 Unassigned Chats

Chats that are not yet placed in a folder appear here so you can file them quickly.

6.2 Search Unassigned Chats

Filter the unassigned list to find a conversation by title before assigning it to a folder.

6.3 Folders and Chats Area

Browse your folder tree and the chats inside each folder. Use drag and drop to reorganize items just as you would in the site sidebar.

7. Settings

Open **Settings** from the header More menu to change appearance and manage backups. You can back up on one computer and restore on another, or merge data to keep accounts in sync.

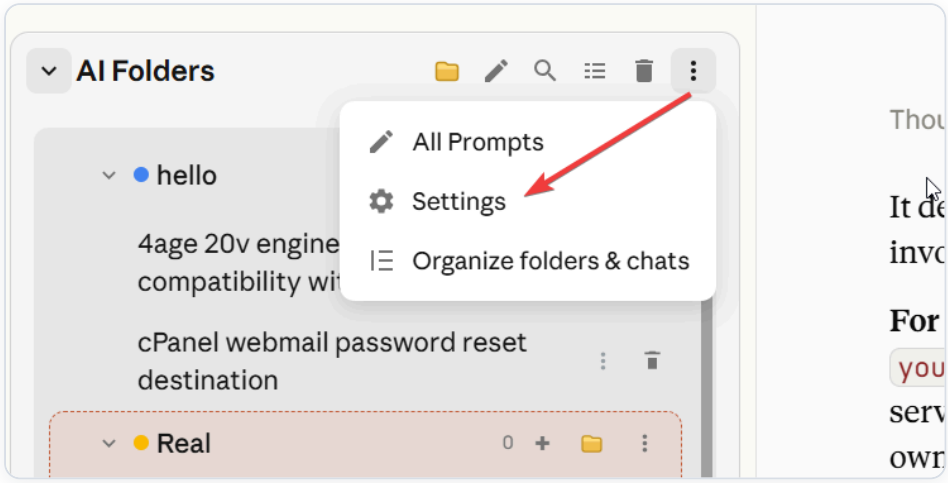

Figure 5. Settings

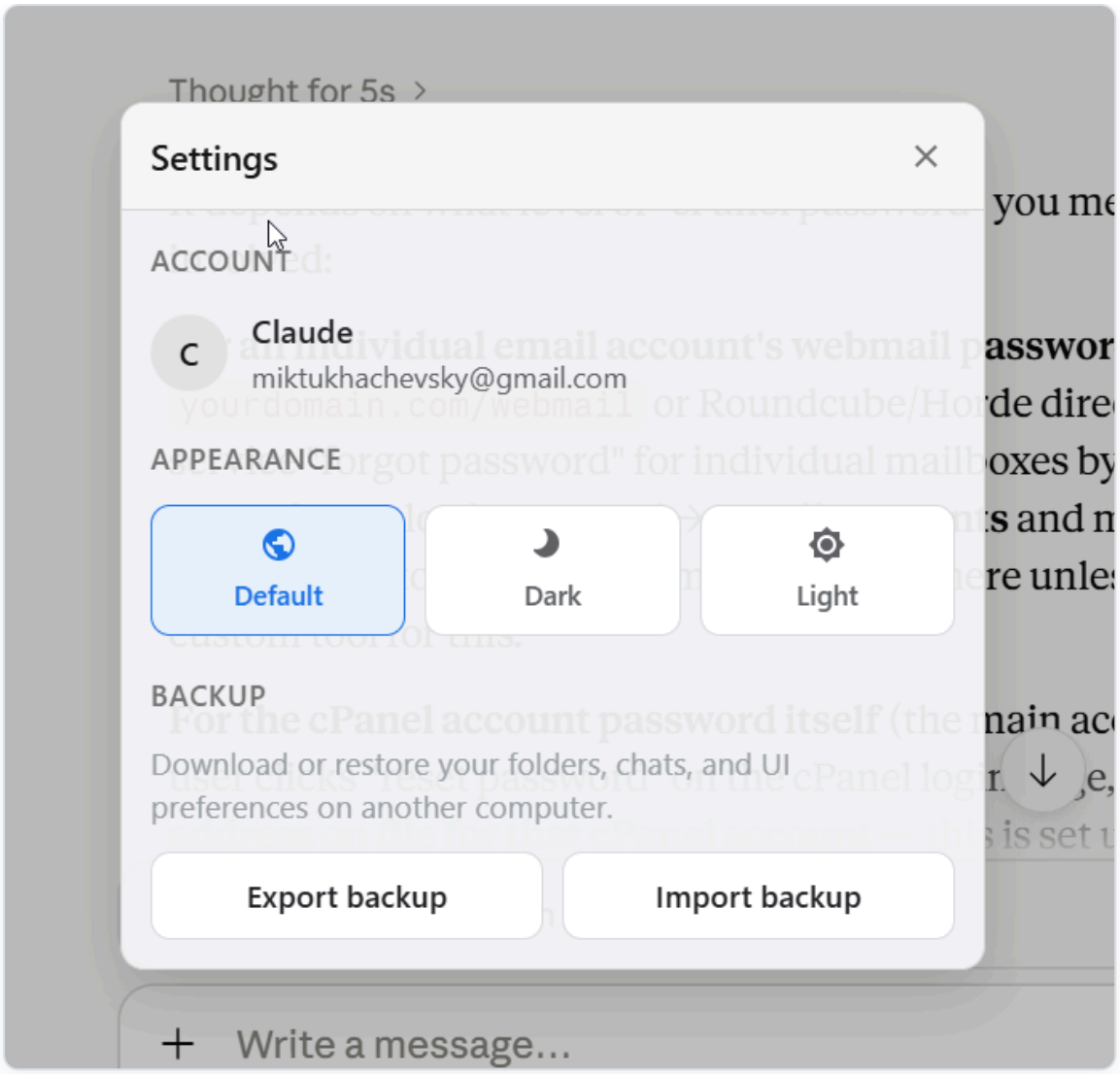

Figure 6. Settings options

7.1 Theme

Choose how AI Folders looks:

- **Default** — Follows the host site theme when possible.
- **Dark** — Forces a dark appearance.
- **Light** — Forces a light appearance.

7.2 Backup and Restore

Use export and import to protect your organization structure:

- **Export backup** — Downloads a backup file of your folders, chats, and related preferences.
- **Import backup** — Restores from a backup file. You can **merge** with existing data or **replace** it entirely.

This is useful for moving between computers or recovering after a reset.

8. Open a Chat in a New Tab

Use the square-with-arrow icon on a chat row (shown with the red arrow below) to open that conversation in a new browser tab. The Folders popup stays open, so you can keep organizing or open several chats side by side without losing your place.

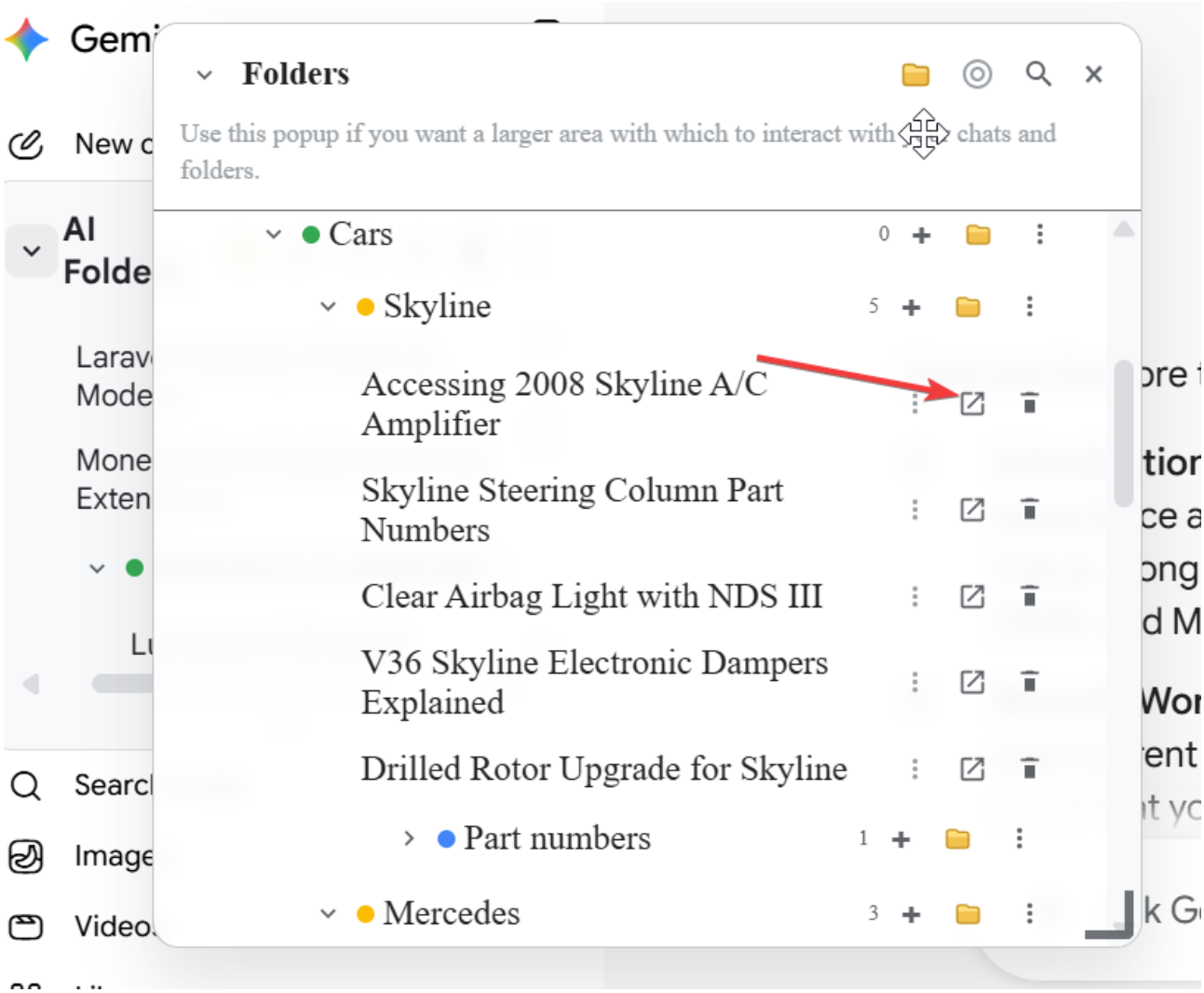

Figure 7. Open a chat in a new tab