Using folders

You can organise your references into useful sections called folders.
You name and set these up yourself.

1. Click on the ‘New Folder’ button.
2. Enter a name in the New Folder Name box.
3. Click on ‘Create’.

Now that you have set up a folder you can put references into it:

1. From the View pull-down menu, select ‘All References’.
2. Mark any desired references, by clicking in the check box to its left.
3. Make sure the Selected button above the references is selected (or if appropriate the Page or All in List option) (see 1 in screenshot below).
4. Select a folder from the Add to pull-down menu (2 in screenshot below).

An alternative way to add references to your folder is to click and drag a reference to the relevant folder on the right-hand side of the screen.

There is no limit on the number of folders that you can create.
References can be assigned to more than one folder.
You can also create subfolders within folders.
If you are manually selecting records, you will need to work through the references one page at a time when adding them to folders.