

## Create and Organize Folders

### Setting Up Folders

Your reference database will work best if you organize it upfront. You may:

- Put all reference into one folder and rely on searching the database for specific reference
- Create folders by class name (e.g. ENGL 1101), or by semester (e.g. 2010 Fall), or by instructors' names (e.g. Brisket) so you can associate certain articles/subjects with a class, semester, or instructor
- Create folder names that describe the references stored therein (e.g. Carbon Cycle).

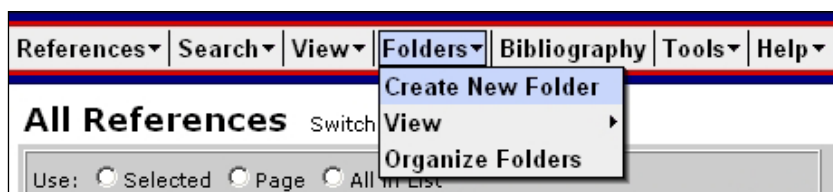
Do not rely on the default folders (*Last Imported*, *References Not in a Folder*). You must create at least one folder (See next section: Creating a Folder).

Here are some user-created folders:

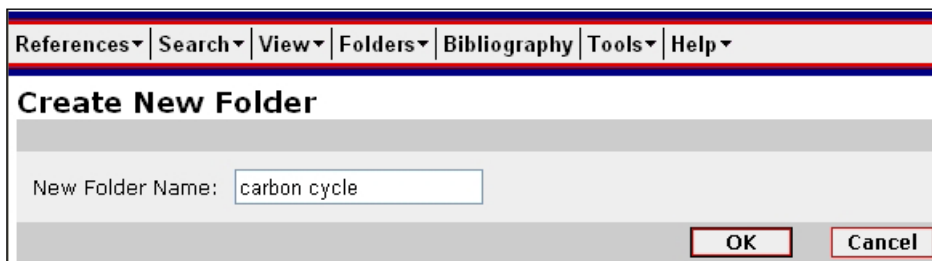


### Creating a Folder

1. *Folders > Create New Folder*

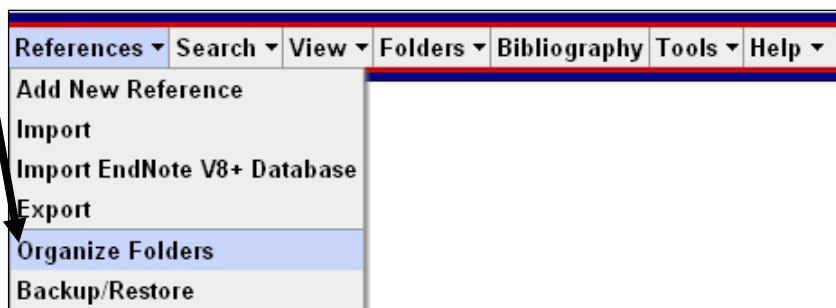


2. Name new folder.



### Organizing Your Folders

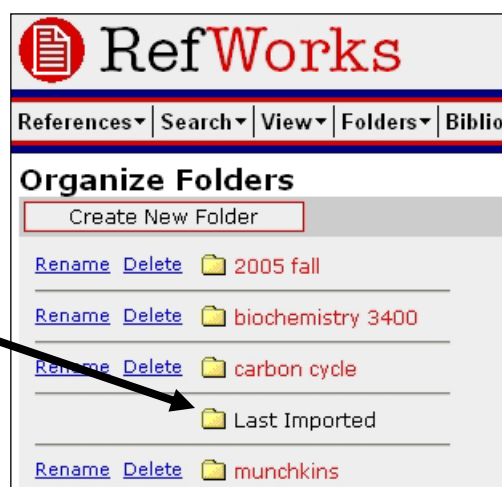
Use the *Organize Folders* option to rename, and delete your folders.



The default folder, *Last Imported*, cannot be altered. This is for temporary storage only. Each new set of imported results replaces the contents of this folder.

Items left in this folder are sent to the *References Not in a Folder* folder.

**Move your references from *Last Imported* to other folder(s).**



### Moving References between Folders

Either select individual items or all in the list.



Select another folder. Click **OK**.

You can move references among other folders:

1. *View > Folder > [choose folder]*.
2. Select references to move. *Put in Folder > [choose folder] > OK*