

# Managing Custom Folders

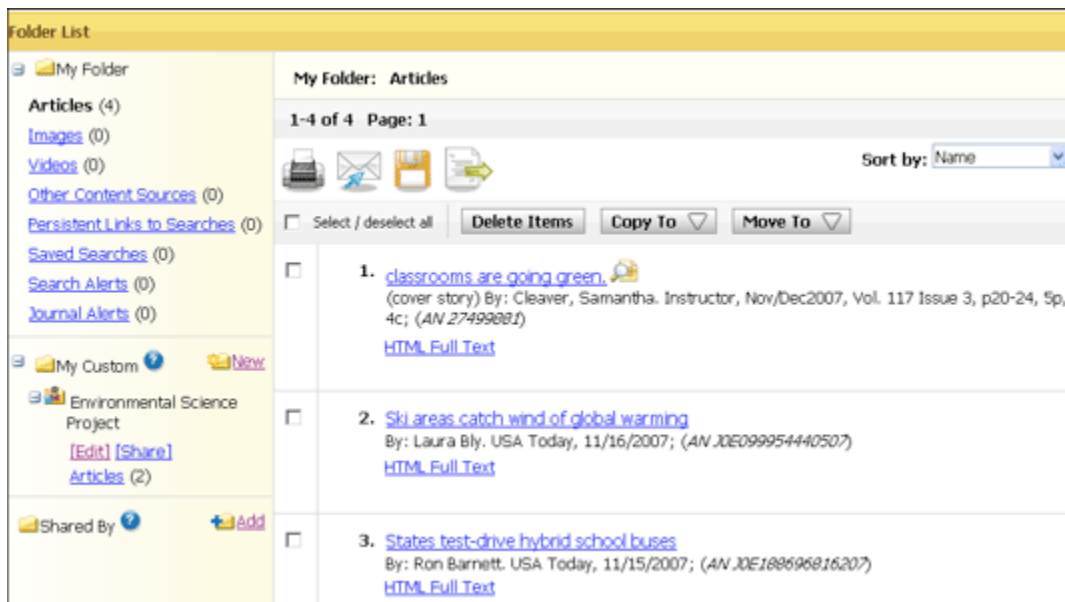
The custom folder feature provides the ability to create numerous folders, each on a particular topic, for example, in which various results can be sorted and stored. You can customize the name of each folder and determine which folders nest within other folders, to maximize efficiency when managing saved items.

You can create as many levels of folders and sub-folders as you like. However, only four levels of folders and sub-folders are displayed. Any folders below that will display at level four.

You must be signed in as a personalized user (My EBSCOhost) to use the custom folders feature.

## To create a new custom folder:

1. Click the **Folder** icon. My Folder is displayed.



2. Click the **New** link to the right of the **My Custom** link. The Create New Folder Screen displays.

The screenshot shows a web interface titled "Folder List". On the left is a sidebar with a tree view of folders: "My Folder" (containing Articles (4), Images (0), Videos (0), Other Content Sources (0), Persistent Links to Searches (0), Saved Searches (0), Search Alerts (0), and Journal Alerts (0)), "My Custom" (with a "New" button), "Environmental Science Project", and "Shared By" (with an "Add" button). The main area is a "Create New Folder" dialog box. It contains a "Folder Name" text input field with the text "Sustainable Design Project", a "Move Folder To" dropdown menu showing "Select a Folder", and a large "Notes" text area. At the bottom of the dialog are "Save" and "Cancel" buttons.

3. In the **Folder Name** field, enter a name for the folder; up to 40 characters.
4. **Move Folder To** – You can select a “level” for the folder. (For example, you could create an "Environmental Science Project" folder, and then place a "Going Green" sub-folder within it.)
5. In the **Notes** field, you can enter information regarding the folder; up to 200 characters.
6. Click **Save**. You are returned to the Folder area, with your named folder displayed in the left-hand column.

#### To rename a folder:

1. Click the **Folder** icon then click on the **folder** that you want to rename.
2. In the **Folder Name** field, enter the new name for the folder; up to 40 characters.
3. Click **Save**. You are returned to the Folder area, with your renamed folder displayed in the left-hand column.

#### To delete a folder:

1. Click the **Folder** icon then click the **plus sign** next to the folder that you want to delete.
2. Click the **Edit** link below the folder name.
3. Click the **Delete Folder** button. A confirmation message displays.
4. Select **Yes**. The folder and its contents are permanently deleted.

**Note:** the top-level folder (My Folder) can never be deleted.

### To move a folder and its contents to different folder:

1. From within the Folder, click the **Edit** link below the folder that you want to move.
2. From the **Move Folder to** drop-down list, select the folder to which you want to move the items (the “target” folder).
3. Click **Save**. The folder and its contents are moved to the target folder.

### To move items to a different folder:

1. From within the Folder, mark the check box to the left of the items that you want to move. (For example, articles, images, videos, etc. To select all, mark the **Select All** check box to the left of the Delete Items button.)

The screenshot displays the EBSCO interface for managing folders and items. On the left, a 'Folder List' sidebar shows a tree structure with 'My Folder' expanded to show sub-folders like 'Articles (4)', 'Images (0)', 'Videos (0)', and 'Other Content Sources (0)'. Below these are 'My Custom' folders: 'Environmental Science Project' and 'Sustainable Design Project'. The main content area shows the details for 'My Folder: Articles', displaying '1-4 of 4' items on 'Page: 1'. A toolbar includes icons for printing, email, and document actions, along with a 'Sort by: Name' dropdown. Action buttons include 'Select / deselect all', 'Delete Items', 'Copy To', and 'Move To'. A list of three items is shown, with the first item, 'classrooms are going green', selected. A right-hand pane shows the target folder structure: 'My Folder' containing 'Environmental Science Project' and 'Sustainable Design Project'.

2. Click the **Move To** button. Select the folder to which you want to move the items (the “target” folder). The items will be moved to the target folder.

### To copy items to a different folder:

1. From within the Folder, mark the check box to the left of the items that you want to copy. (For example, articles, images, videos, etc. To select all, mark the **Select All** check box to the left of the Delete Items button.)
2. Click the **Copy To** button. Select the folder to which you want to copy the items (the “target” folder). The items will be copied to the target folder.

**To delete items from a folder:**

1. From within any folder, mark the check box to the left of the items that you want to delete.  
(For example, articles, images, videos, etc. To select all, mark the **Select All** check box to the left of the Delete Items button.)
2. Click the **Delete Items** button. The items are automatically deleted.