

Using the Folder

The Folder

As you add items to the folder, you can click the **Folder** link to review items have been added.

You can store all of the following to your folder: search result items, persistent links to searches, saved searches, search alerts, journal alerts, and web pages.

The screenshot shows a web interface titled "Folder List". On the left is a sidebar with a list of folder categories, each with a count in parentheses: Articles (5), Images (0), Videos (0), Persistent Links to Searches (0), Saved Searches (0), Search Alerts (0), Journal Alerts (0), and Web Pages (0). The main content area is titled "Articles" and shows "1-5 of 5 Page: 1". It includes action buttons for "Print", "E-mail", and "Save", and a "Sort by: Name" dropdown menu. Below these are "Select All" and "Delete Items" buttons. The article list contains four entries, each with a checkbox, a numbered title, and a brief description with author and publication information. The first article is "Dinosaurs and other fossil vertebrates from the Late Jurassic and Early Cretaceous of the Galve area, NE Spain." by Sánchez-Hernández, Bárbara; Benton, Michael J.; Naish, Darren. The second is "Dinosaurs' gradual rise to dominance" by Perkins, Sid. The third is "EXTREME DINOSAURS, (cover story)" by Updike, John. The fourth is "Giant Sea Reptiles of the Dinosaur Age" by D. J. F. Horn. Each article has a "HTML Full Text" or "PDF Full Text" link.

From the folder you can then print, e-mail or save multiple results at the same time. If you have signed in to your personal account, any items you collect in your folder are automatically saved at the end of the session. If you have not signed in to your personal account and you end your session, or it times out due to inactivity, the folder is automatically cleared.

By default, items in the folder are sorted by article name. You can use the Sort By: Date option present folder items by date (in descending order).

Note: Your library administrator decides whether the personal account feature is available.

Custom Folders

SRC allows you to create custom folders in your personal folder area. Using custom folders you can better manage and access items saved to your personal folder area by organizing items according to topic, project, class, etc. Custom folders can contain *Kids Search* items (articles, images, search

alerts, etc) or custom sub-folders.

The screenshot displays a web interface for managing folders and articles. On the left, a 'Folder List' sidebar shows a hierarchy: 'My Folder' (Articles: 6, Images: 0, Videos: 0, Persistent Links to Searches: 0, Saved Searches: 0, Search Alerts: 0, Journal Alerts: 0, Web Pages: 0), 'My Custom' (New), 'Current Project' (Articles: 4), 'Completed Projects' (Winter Project: Articles: 2, Persistent Links to Searches: 1; Spring Project: Articles: 3). The main area shows a list of 4 articles under 'Articles 1-6 of 6 Page: 1'. The articles are:

- Dinosaurs and other fossil vertebrates from the Late Jurassic and Early Cretaceous of the Galve area, NE Spain.** By: Sánchez-Hernández, Bárbara; Benton, Michael J.; Naish, Darren. *Palaeogeography, Palaeoclimatology, Palaeoecology*, Jun2007, Vol. 249 Issue 1/2, p180-215, 36p; DOI: 10.1016/j.palaeo.2007.01.009; (AN 25108350)
- Dinosaurs' gradual rise to dominance.** By: Perkins, Sid. *Science News*, 8/4/2007, Vol. 172 Issue 5, p78-78, 1/6p; (AN 26204970) [HTML Full Text](#)
- EXTREME DINOSAURS.** (cover story) By: Updike, John. *National Geographic*, Dec2007, Vol. 212 Issue 6, p32-57, 18p; (AN 27622950) [HTML Full Text](#)
- Giant Sea Reptiles of the Dinosaur Age.** By: D. J. F.. Horn *Book Magazine*, Jan/Feb2008, Vol. 84 Issue 1, p105-106, 2p; (AN 27786846) [PDF Full Text](#) (178K)

You can create as many custom folders as you require. After a folder is created, you can rename or move the folder. If you move a folder, all contents of the folder are moved along with it (items and sub-folders).

Notes:

- Before using the custom folders feature, you must log in to your SRC personal account. Your library administrator decides whether the personal account feature is available.
- Only three levels of sub-folders nested within a folder are allowed. Folders created more than four levels deep (a top-level folder plus three sub-folders) are displayed at level four.