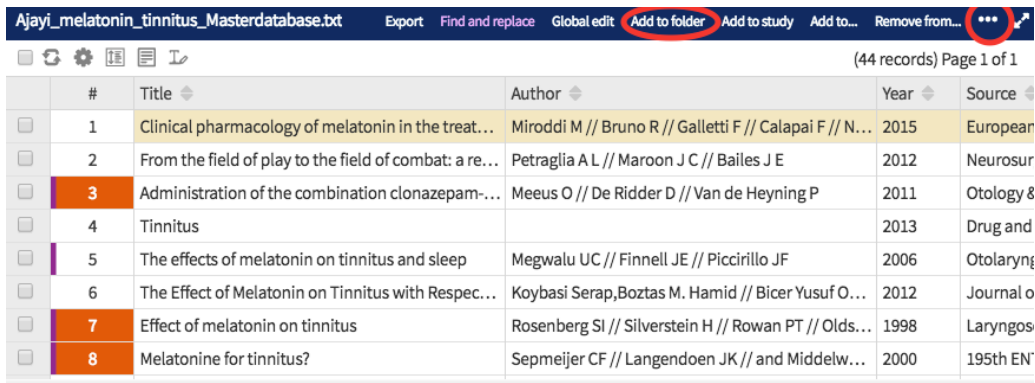


You might like to start by reviewing the QRG and video on creating folders and subfolder. There are two main ways to add records to folders.

### Adding records to a folder – option 1

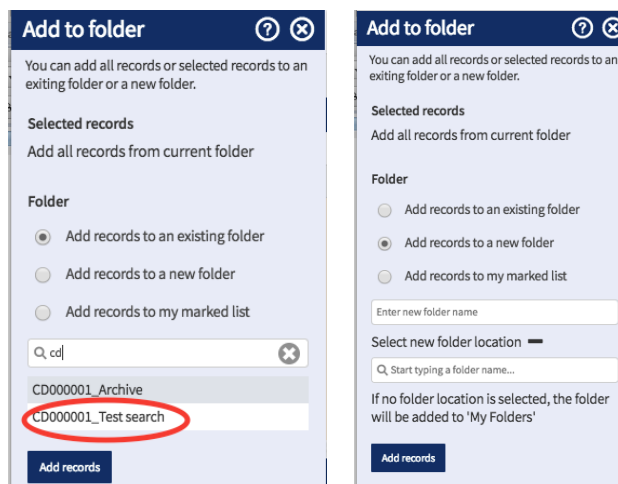
For larger batches of records there is an option in the menu above the record listing entitled ‘Add to folder’. It is available when viewing records in a folder or from a search line; and will add all the records in that folder or from that search line to the folder.



#	Title	Author	Year	Source
1	Clinical pharmacology of melatonin in the treat...	Miroddi M // Bruno R // Galletti F // Calapai F // N...	2015	Europear
2	From the field of play to the field of combat: a re...	Petraglia A L // Maroon J C // Bailes J E	2012	Neurosurg
3	Administration of the combination clonazepam...	Meeus O // De Ridder D // Van de Heyning P	2011	Otology &
4	Tinnitus		2013	Drug and
5	The effects of melatonin on tinnitus and sleep	Megwalu UC // Finnell JE // Piccirillo JF	2006	Otolaryng
6	The Effect of Melatonin on Tinnitus with Respec...	Koybasi Serap,Boztas M. Hamid // Bicer Yusuf O...	2012	Journal o
7	Effect of melatonin on tinnitus	Rosenberg SI // Silverstein H // Rowan PT // Olds...	1998	Laryngos
8	Melatonine for tinnitus?	Sepmeijer CF // Langendoen JK // and Middelw...	2000	195th EN

NB you may want to check in the ellipse if the option is not displayed.

The following pop out will appear.



**Add to folder**

You can add all records or selected records to an exiting folder or a new folder.

**Selected records**  
Add all records from current folder

**Folder**

Add records to an existing folder

Add records to a new folder

Add records to my marked list

cd

CD000001\_Archive

**CD000001\_Test search**

Add records

**Add to folder**

You can add all records or selected records to an exiting folder or a new folder.

**Selected records**  
Add all records from current folder

**Folder**

Add records to an existing folder

Add records to a new folder

Add records to my marked list

Enter new folder name

Select new folder location

Start typing a folder name...

If no folder location is selected, the folder will be added to 'My Folders'

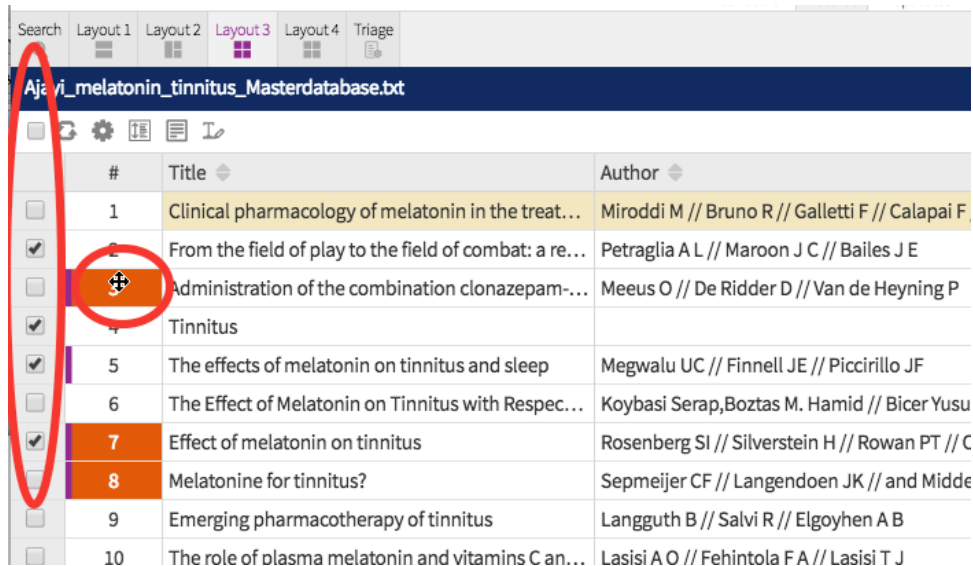
Add records

You can select to add to an existing folder, by typing the name of the folder in the search box and selecting the correct folder. Alternatively, you can add the records to a new folder by

giving it a name and specifying its location. You can also add them to your marked list. Then simply click Add records.

## Adding records to a folder – option 2

For single records or smaller batches of records you can simply drag and drop the records into an existing folder.



#	Title	Author
1	Clinical pharmacology of melatonin in the treat...	Miroddi M // Bruno R // Galletti F // Calapai F
2	From the field of play to the field of combat: a re...	Petraglia A L // Maroon J C // Bailes J E
3	Administration of the combination clonazepam-...	Meeus O // De Ridder D // Van de Heyning P
4	Tinnitus	
5	The effects of melatonin on tinnitus and sleep	Megwalu UC // Finnell JE // Piccirillo JF
6	The Effect of Melatonin on Tinnitus with Respec...	Koybasi Serap,Boztas M. Hamid // Bicer Yusu
7	Effect of melatonin on tinnitus	Rosenberg SI // Silverstein H // Rowan PT // C
8	Melatonine for tinnitus?	Sepmeijer CF // Langendoen JK // and Midde
9	Emerging pharmacotherapy of tinnitus	Langguth B // Salvi R // Elgoyhen A B
10	The role of plasma melatonin and vitamins C an...	Lasisi A O // Fehintola FA // Lasisi T J

If you hover over the number of one record this symbol will appear. You can then drag that record into a folder. You can also select one or multiple records and use the same technique to drag these records into a folder.

## Removing records from a folder

You can also select multiple records in a folder and use the menu option ‘Remove from folder’.



Alternatively you can remove all the records from a folder by selecting the folder and clicking clear from the folder view.



If you have any questions about using the information in this guide contact:

[cis-support@cochrane.org](mailto:cis-support@cochrane.org).