Cochrane Register of Studies

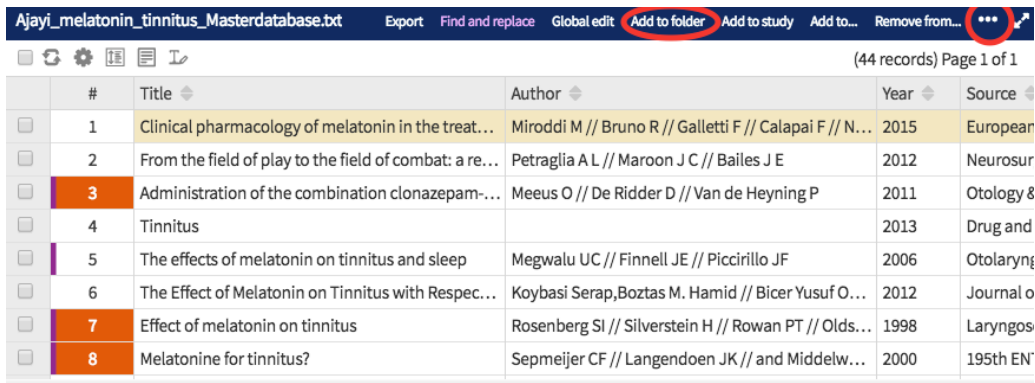**Quick ref guides**
How to add and
remove records from
folders

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.

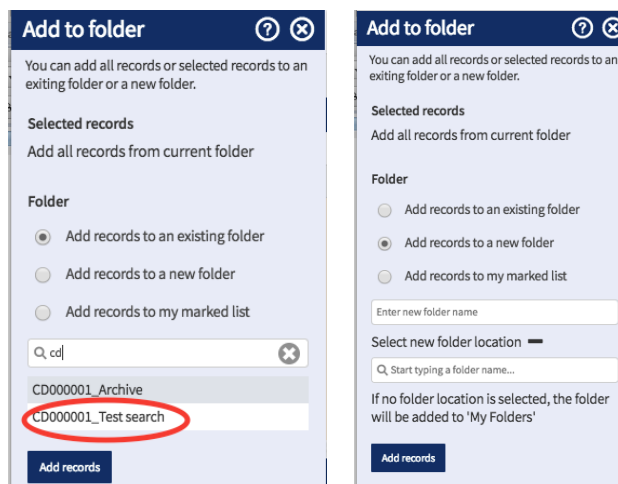**Adding records to a folder – option 1**

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.

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

The following pop out will appear.
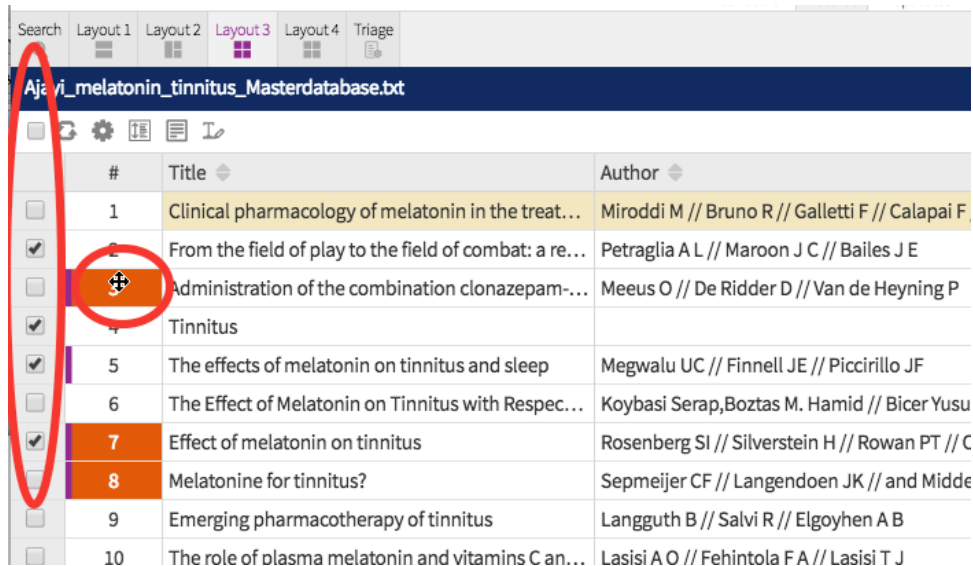

You can select to add to an existing folder, by typing the name of the folder in the search box and selecting the correct folder. Alternatively, you can add the records to a new folder by

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.

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.