

## How to manage your results in CINAHL (saving items in folders).

Once you have looked through your results, you might want to save some useful items, to look at later. This way, you can access those specific items quickly (without having to look through all of your results).

Please note: you need to have a personal account to do this. See the guide on creating a personal account in CINAHL if you don't already have one.

### Adding items into My Folder

You will need to sign in to your personal account if you would like the items to remain in the folder permanently.

You can add items into My Folder from the results screen by clicking on the blue folder icon to the right of the results.



Once you have added it into your folder it will turn yellow.

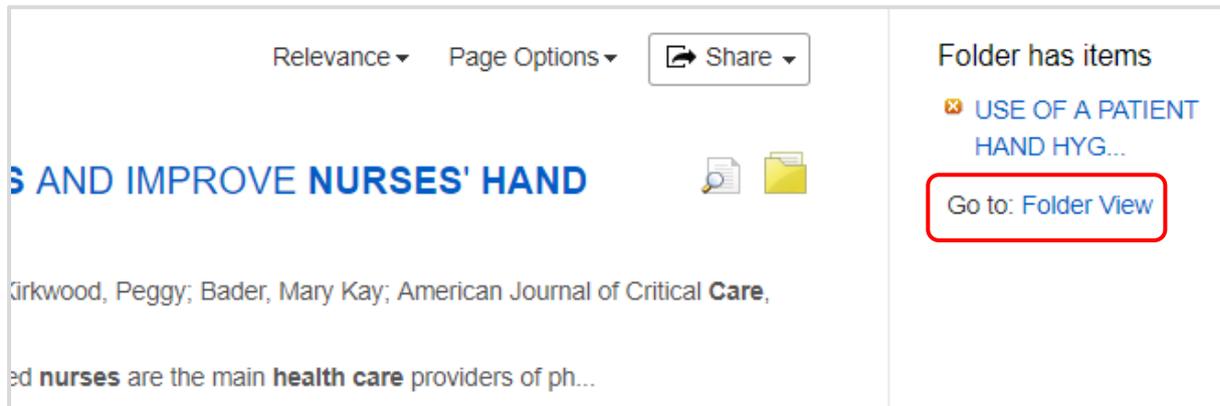


If you want to look at an item in more detail, before deciding whether to add it into your folder, you can click on the item title to go to the full item record. You can often read the abstract in the full item record, which will provide a summary of what the item is about. You can still add items into your folder from the full item record screen by clicking on 'Add to folder':



## Accessing items in My Folder

To access My Folder, you can go to your results list. And click on Go to: Folder View.



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**S AND IMPROVE NURSES' HAND**  

Kirkwood, Peggy; Bader, Mary Kay; American Journal of Critical Care,

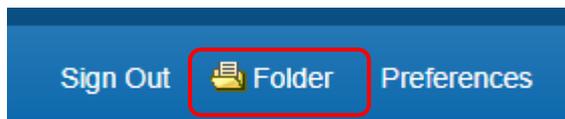
ed **nurses** are the main **health care** providers of ph...

Folder has items

- ✘ USE OF A PATIENT HAND HYG...

Go to: Folder View

Or, you can scroll to the top of the page and click on the folder icon.



Sign Out  Folder Preferences

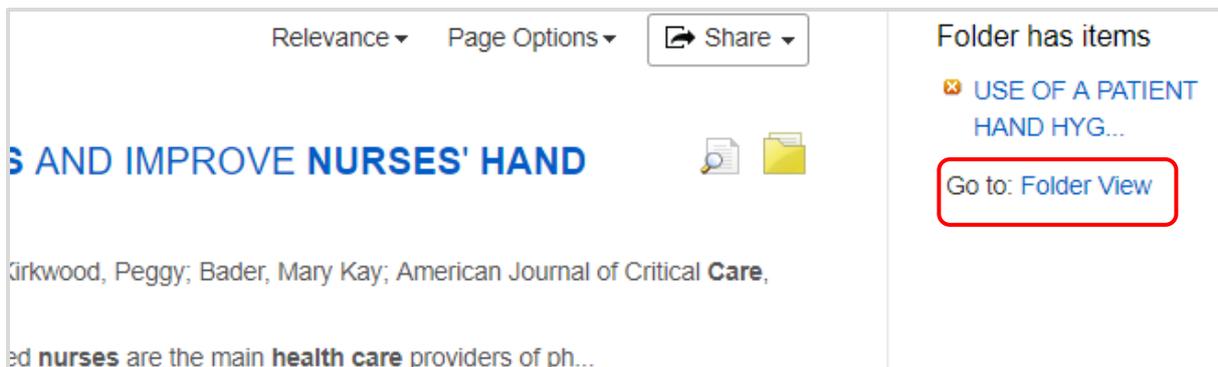
## Adding items into personal folders

You can also create personal folders and you can make as many levels of folders and sub-folders as you like.

You might want to save items in different folders for separate topics or assignments. For example, your community profile, your evidence based practice assignment or your service improvement.

You need to be signed in to your personal account and in the folder view in order to create a personal folder.

If you are in the process of searching, click on Go to Folder view from your results list.



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**S AND IMPROVE NURSES' HAND**  

Kirkwood, Peggy; Bader, Mary Kay; American Journal of Critical Care,

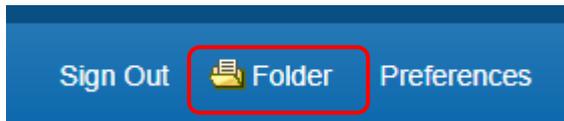
ed **nurses** are the main **health care** providers of ph...

Folder has items

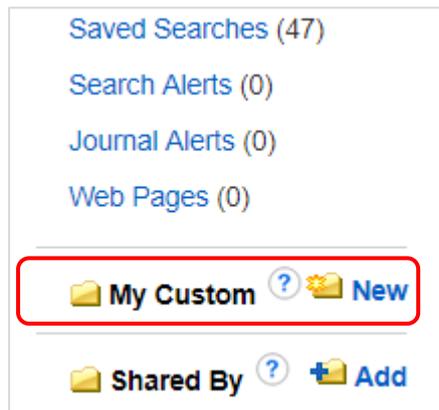
- ✘ USE OF A PATIENT HAND HYG...

Go to: Folder View

Or, scroll to the top of the page and click on the folder icon.



The items in the general My Folder area are here and over on the left hand menu, there is an option called My Custom. Click on New to create a personal folder.



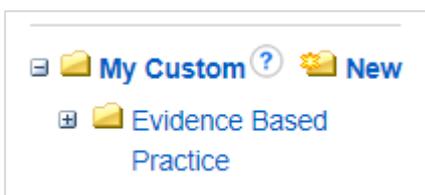
Give the folder a name and a description if you want to. Then click on Save.

**Create New Folder**

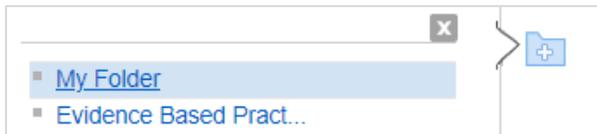
Folder Name

Description

Your personal folder will sit below the My Custom area on the left hand menu.



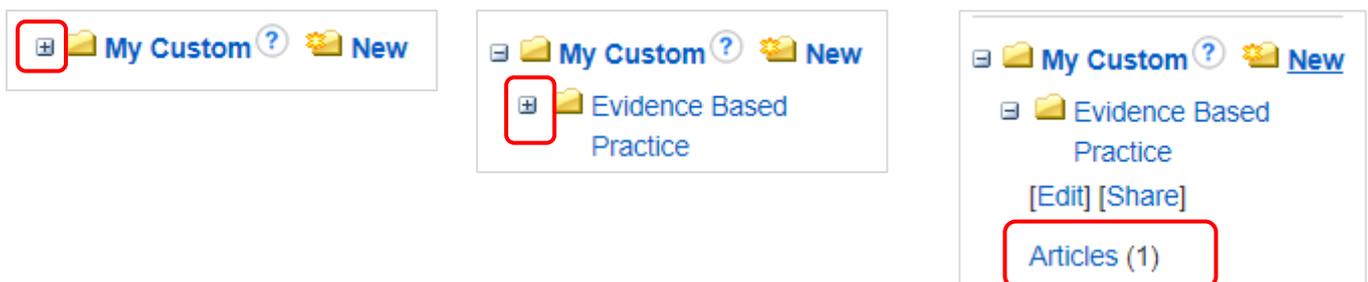
Once you have created a personal folder, when you go to add an item into a folder, you will see the personal folder you have created as well as the general My Folder area.



Choose which folder you want to add the item to and the folder icon will go yellow.

Click on Go to Folder View or scroll to the top of the page and click on the folder icon to access the items in your folders.

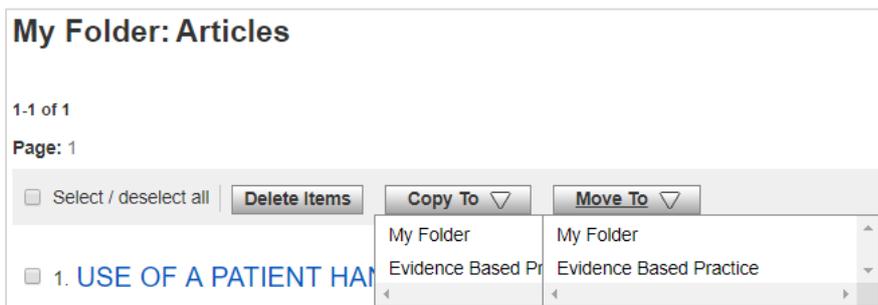
Your personal folders will be displayed in the left hand menu, under the My Custom icon. You may need to click on the plus sign to expand the folders. Click on the Articles link to go to your items.



You can go back to the general My Folder area by clicking on the Articles link at the top of the left hand My Folder menu.



If you want to, you can move or copy items into different folders. There are drop down buttons at the top of the My Folder/Personal folder areas.



August 2019