

# Checkpoint AU

## Create and Use Folders

Organise, manage, and share your research by storing documents, searches, and snippets of text into folders that you create.

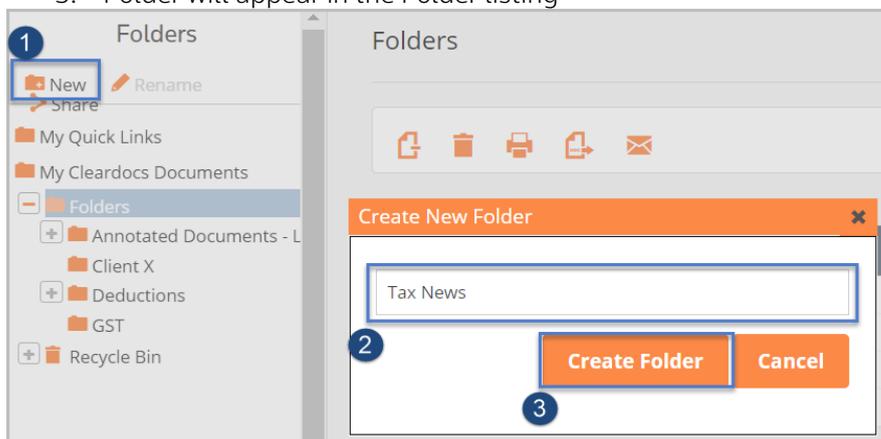
### Accessing Folders

Folders can be accessed by clicking the **Folders** menu option from the orange toolbar.



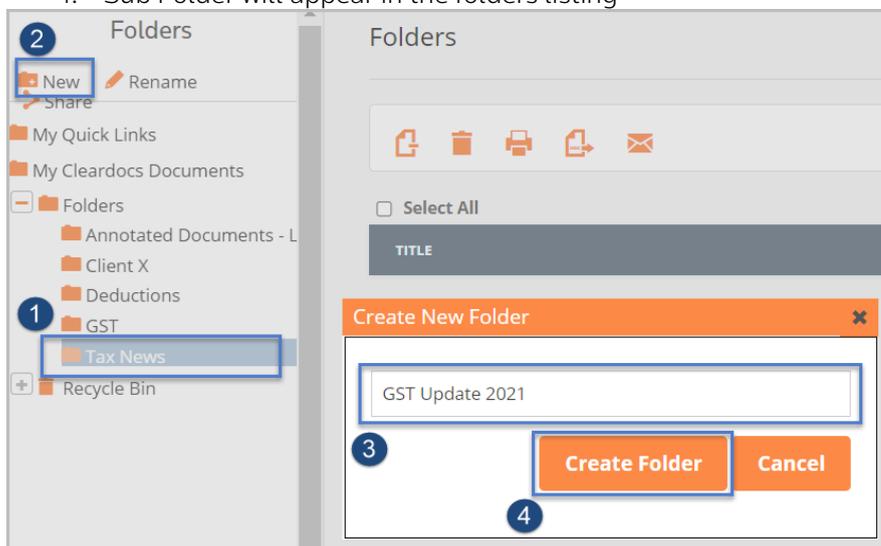
### Create a Folder from the Folders Page

1. Select **New** from the Folders window panel
2. Enter a folder name and click **Create Folder** button
3. Folder will appear in the Folder listing



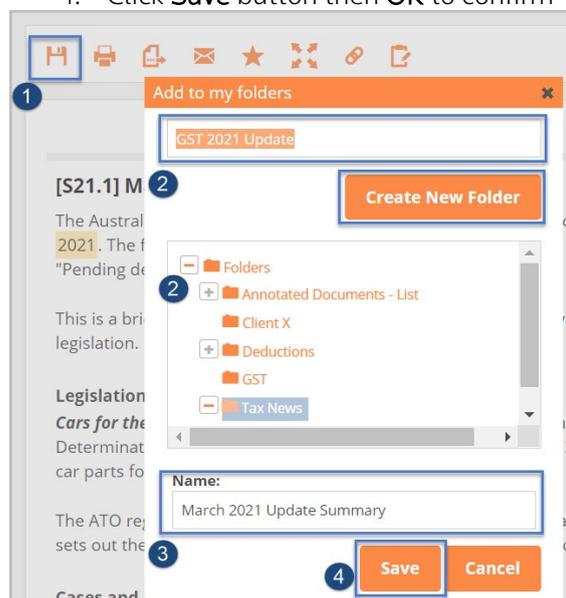
### To create a sub-folder from the Folders page

1. Select the folder that you want to add the sub-folder to
2. Click **New** from the Folders window panel
3. Enter a name for the sub-folder and click **Create Folder**
4. Sub Folder will appear in the folders listing



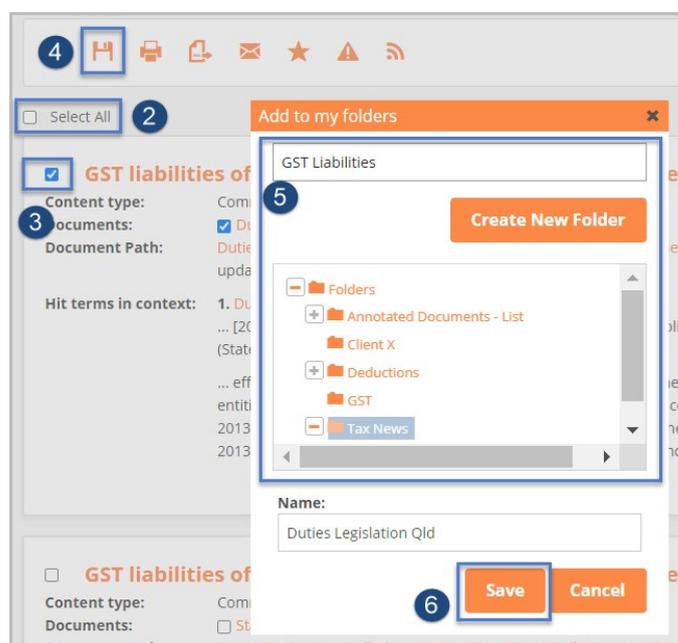
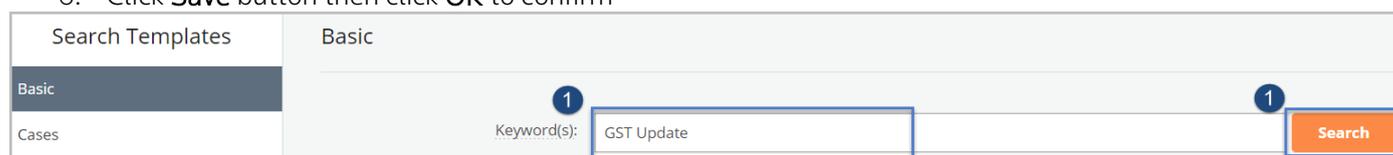
## Save a Document into a Folder

1. Open a document and click **Save** icon from the white tool bar
2. Choose a folder location, or **Create A New Folder**  
**Note:** to create a sub-folder, first select the folder from the list where you want the sub-folder to appear
3. Edit the document title if required
4. Click **Save** button then **OK** to confirm



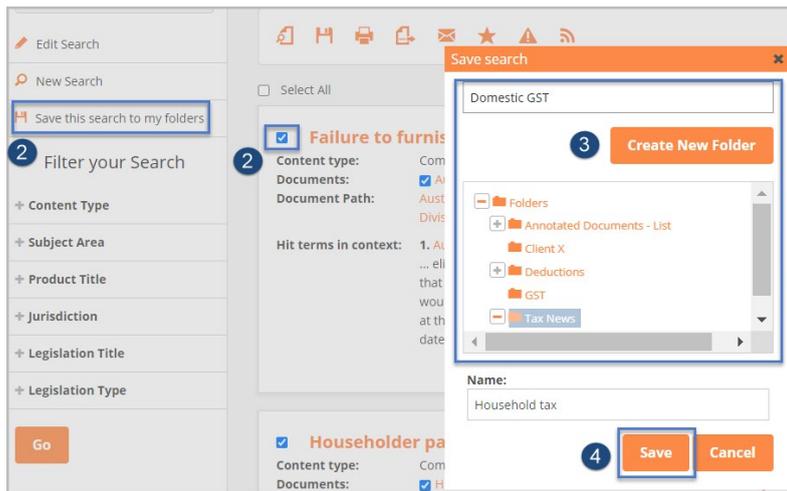
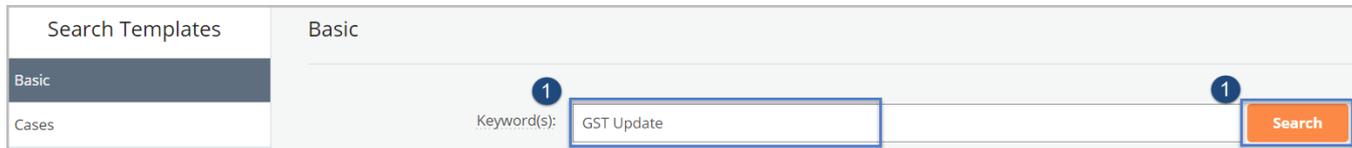
## Save a Document from a Search Result(s) into a Folder

1. Enter a keyword and select the **Search** button
2. Click **Select All** to clear selection
3. Select the required document(s) to save
4. Click **Save** from the white tool bar
5. Choose a folder location, or create a new folder  
**Note:** to create a sub-folder, first select the folder from the list where you want the sub-folder to appear
6. Click **Save** button then click **OK** to confirm



## Save A Search to a Folder

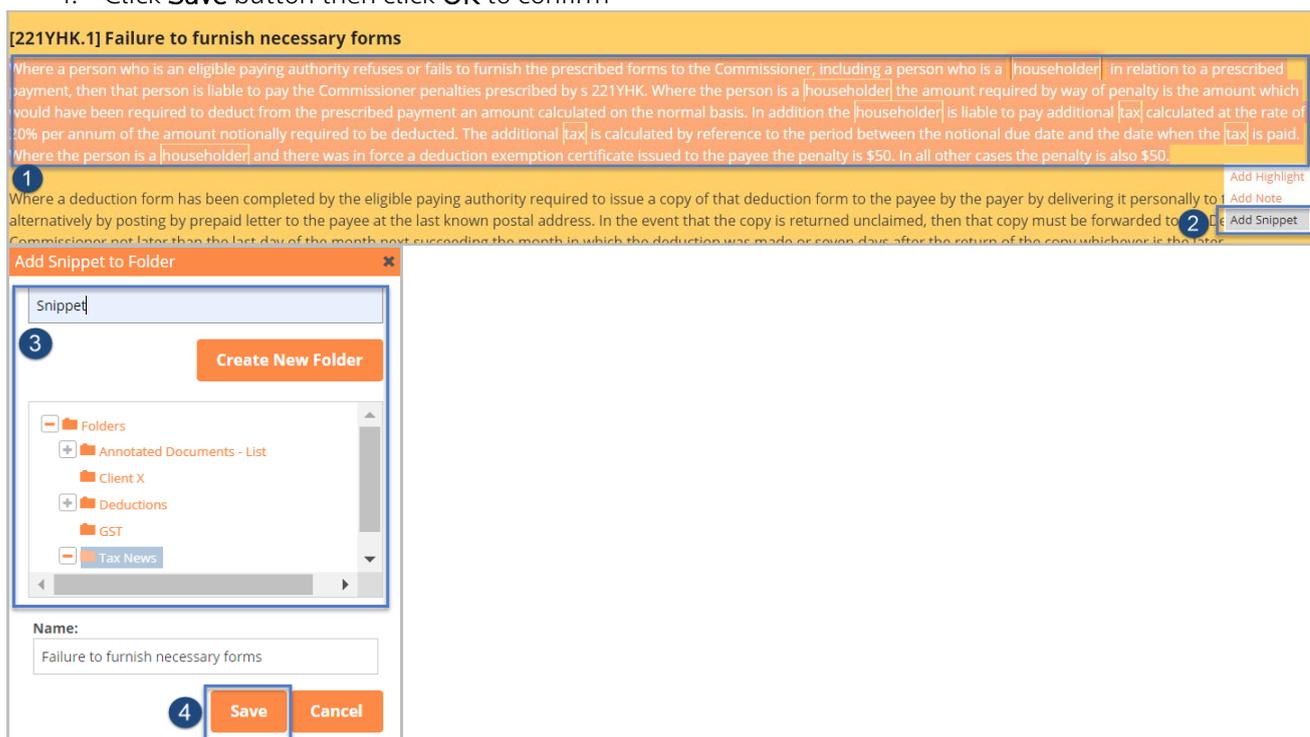
1. Enter a keyword and select the **Search** button
2. Select the document to save and click the **Save Search to My Folders** icon from the left window panel
3. Choose a folder location, or **Create a new folder or subfolder**  
**Note:** to create a sub-folder, first select the folder from the list where you want the sub-folder to appear
4. Click **Save** button then click **OK** to confirm



## Save Selected Text to a Folder

You can save a section of selected text as a 'Snippet' in your folders.

1. Highlight the text you want to save
2. Select **Add Snippet** from the pop-up options
3. Choose a folder location, or **Create a new folder or subfolder**  
**Note:** to create a sub-folder, first select the folder from the list where you want the sub-folder to appear
4. Click **Save** button then click **OK** to confirm



## View Saved Content

1. Select **Folders** from the orange menu toolbar
2. Select a folder from the left window panel.  
**Note:** The content saved in the folder will be displayed on the main page.
3. Click on a link to view a saved document or run a saved search
4. To print/export or email a document(s), select the required documents, and click on the preferred delivery icon.

