



Saving your custom folders in Ebsco databases; preparing for the transfer to the new interface.

Saved searches and records from the current interface will be automatically transferred.

Custom folders and Alerts will not transfer.

Custom folders are subfolders within the main 'My folder', which you will have set up and named, maybe for a research project.

The new interface will give you an option to download a report of your old folders (*In projects*) but this is a large unwieldy file. There are a few things you can do in the current site to avoid this:

- Delete any custom folders you no longer need.
- If you have saved searches in a custom folder, you can select it and "Move to" the "Saved Searches" folder.
- Back up saved items in [RefWorks](#).
- Alternatively, you can move individual article records to "My Folder" by selecting items and "Move to". They will be added to "Articles".
- Search Alerts will need to be retrieved and saved as a search to be recreated in the new interface.
- Journal alerts will need to be set up in the new interface, so keep a list.

Current Ebsco subscriptions (the same folder works for them all)

- Academic Search Complete
- Business Source Complete
- Child Development & Adolescent Studies
- CINAHL Ultimate
- Criminal Justice Abstracts with Full Text
- Education Source
- Environment Complete
- GreenFILE
- Hospitality & Tourism Complete
- MEDLINE with Full Text
- PsycArticles
- SocINDEX with Full Text
- SPORTDiscus with Full Text