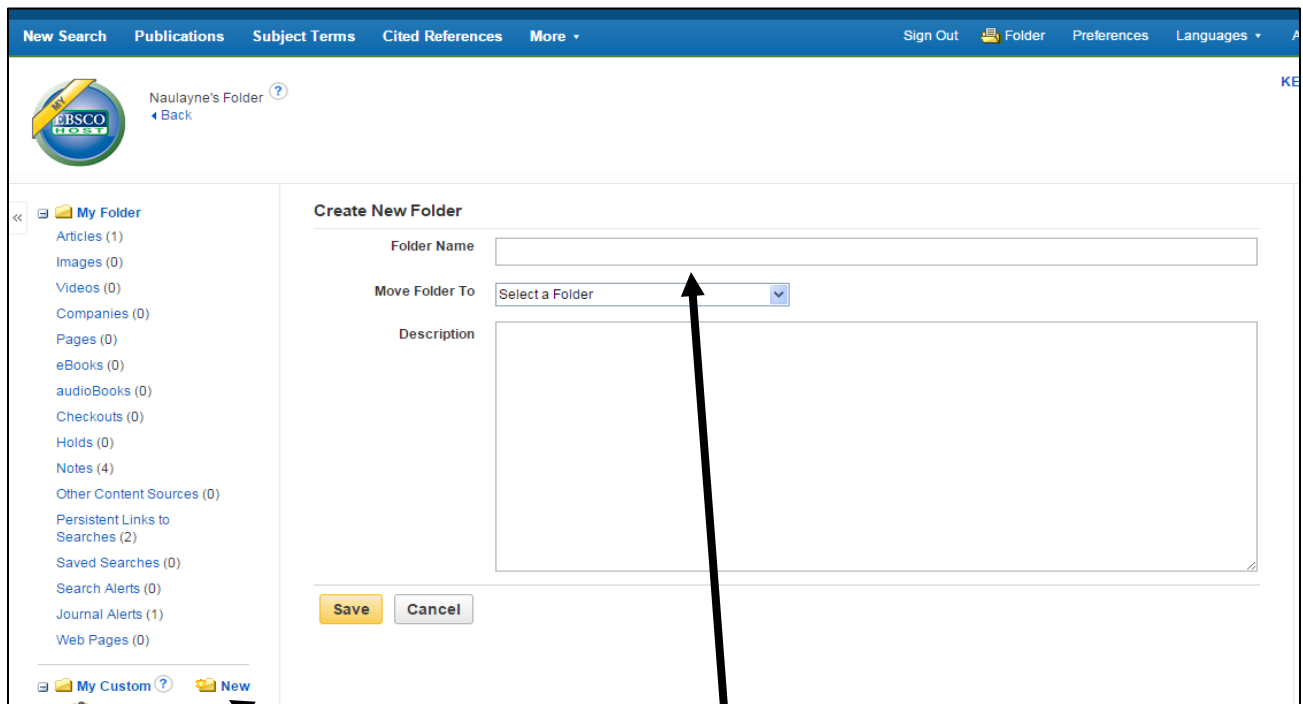


How to Create Sub Folders in EBSCO databases

1. Go to the Young Library Home Page (<http://www.kcu.edu/library>)
2. Click on the “Research” tab in the column on the left
3. Click on “Databases”
4. Open “Academic Search Complete”
5. Sign-In to your Folder
6. Click on the Folder next to the words “Sign-In” . This will take you to your Folder view.
7. In the left column look for the heading “My Custom”



8. Click on the word “New” next to the phrase
9. Name the folder in the “Create New Folder Screen”.
10. Click Save at the bottom left of the screen
11. The sub folder should appear in the left hand column