

# Taxnet Pro™ – Transcript

## Using Folders to organize your research

Welcome to this tutorial on how to use Folders to organize your research in Taxnet Pro.

Taxnet Pro helps you organize and manage your research by storing your documents and text snippets into folders. Case law and legislation documents that are added to folders will always reflect the current state of the law. Folders and any linked documents remain indefinitely as long as the document remains on the site.

The Active folder is accessible from the top right corner of the Toolbar. To learn more about how to use the Active folder, please review its tutorial. All folders can be accessed by selecting the Folders link located at the top of any page. A list of all folders appears on the left side. To see the contents of any folder, simply select the folder you want from this list and the contents appears to the right. From here, you can select documents or text snippets and then copy them to another folder, print, email or download them or delete them altogether. You can also take several text snippets, select the Copy with Reference button and then paste them to another application such as Word or an email message. Use the filter options on the left side to search the folder items by keyword, or narrow your list down by type.

While on the Folders page, you can, from the Options link, copy, move, rename, delete or export a folder... as well as create new folders. This ends your tutorial on how to use Folders to organize your research in Taxnet Pro.