# Basic Search on EBSCO Interfaces

The Basic Search Screen lets you create a search with limiters, expanders, and Boolean operators.

To create a Basic Search:

1. Enter your search terms in the **Find** field on the Basic Search screen.

2. Click the **Search Options** link, if you would like to use any of the optional Limiters or Expanders. To close the **Search Options**, click the link again.
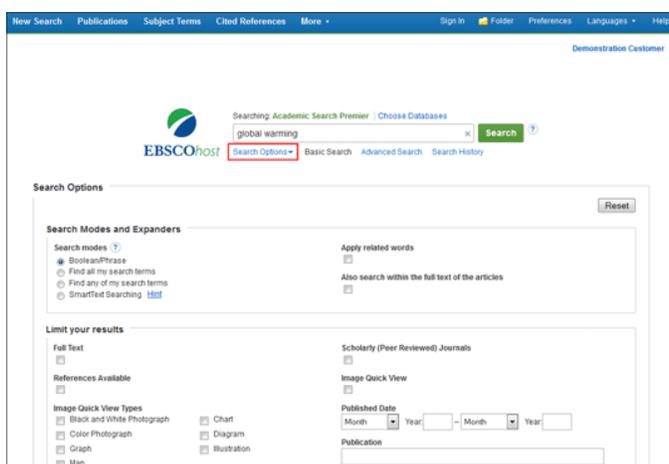
3. Select a specific search mode, such as "Find all of my search terms," or "SmartText Searching."

4. Apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as "Apply related words."

5. Click the **Search** button. The Result List displays.

The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can apply the limiters under **Limit To** on the left or click the **Show More** link to view all available limiters.

EBSCO Help

Advanced Search on EBSCO Interfaces - Single Find Field

EBSCO research interfaces allow users to conduct advanced searches using a Single Find field. The Single Find field offers ease of use to expert researchers who have developed more extensive search strategies.

To use Advanced Search with Single Find Field:

1. Click the Advanced Search link below the **Find** field.

2. On the Advanced Search Screen, enter your search terms in the **Find** field.
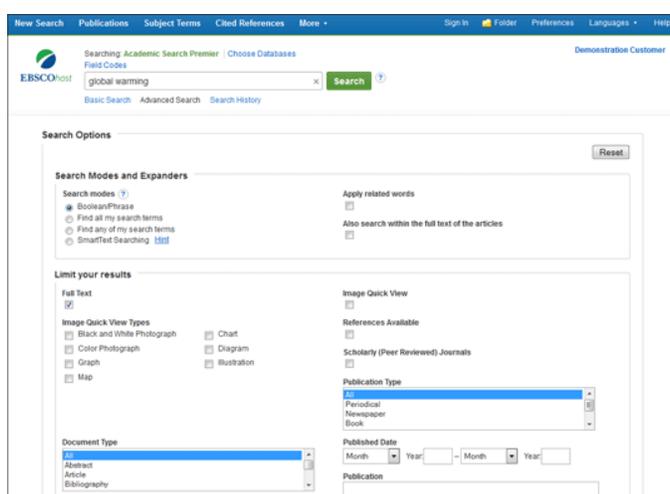
3. Select from the available **Search Options**:

   ◦ **Search modes** – Use specific search modes, such as "Find all my search terms," or "SmartText Searching," or use search options that expand your search such as "Apply related words."

   ◦ **Limit your results** – such as Full Text or Publication type.

   ◦ **Special Limiters** – Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears

4. Click the **Search** button. The Result List displays. The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can apply the limiters under **Limit To**. Click the **Show More** link to view all available limiters and expanders.

Advanced Search on EBSCO Interfaces - Guided Style

EBSCO research interfaces allow users to conduct advanced searches using Guided-Style Find fields. Guided-Style Find fields assist you in creating a more targeted search.

To use Advanced Search with Guided-Style Find Fields:

1. Click the **Advanced Search** link below the **Find** field.

2. Enter your search terms in the first **Find** field on the Advanced Search screen.
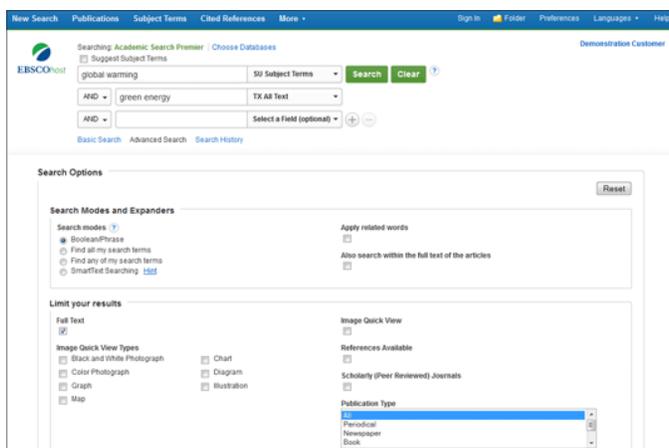
3. Choose a citation search field from the **Select a Field** drop-down list (for example, search in only the **Subject Terms** field of the citation).

4. Repeat steps 1 and 2 for the second set of **Find** fields.

5. Select a Boolean operator (AND, OR, NOT) to combine the two **Find** field entries.

6. You can enter another Boolean operator, keyword, and search field in the third set of fields.

7. If you need additional rows, click the **Plus button**

   ⊕

   . Up to 12 rows can be displayed. To delete a row, click the **Minus button**

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   .

8. Select from the available Search Options:

- **Search modes** - Use specific [search modes](), such as "Find all my search terms," or "SmartText Searching," or use search options that expand your search such as "Apply related words."

- **Limit your results** - Apply limiters such as **Full Text** or **Publication type**.

- **Special Limiters** - Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears

9. Click the **Search** button. The Result List displays.

The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can apply the limiters under **Limit To**. Click the **Show More** link to view all available limiters and expanders.

Browsing Publications in EBSCO Databases

The Publications Authority File lists the titles included in the database by publication name.

You can browse the list of publications or perform a search on one or more publications within a specific database.

To browse a Publications Authority File:

1. Click the **Publications** link (or **Hierarchical Journal** link) at the top of the screen.
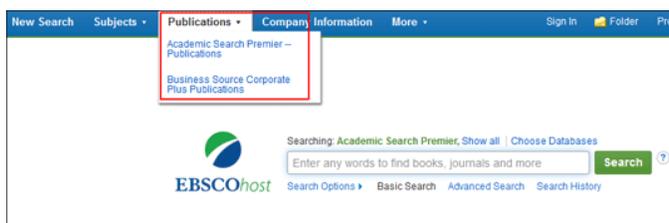
2. The Publications Authority File appears, with the beginning of the list displayed. (If you are searching multiple databases, several Publication files may be available. They will appear in the drop-down list under the **Hierarchical Journal** link.)

3. On the Publications Screen, enter your search terms in the **Browse for** field. You can enter all or part of a publication name, for example, *ABA Journal*.
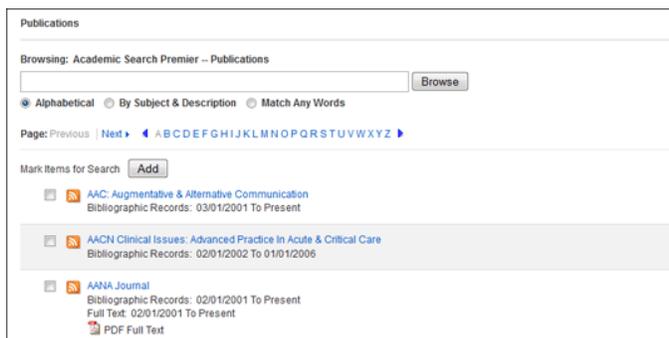
4. Select a search type by clicking the radio button next to:

•   **Alphabetical** – This search type finds journals beginning with the letters entered. Results are displayed in alphabetical order.

•   **By Subject & Description** – This search type allows users to simultaneously search the subject, description and title fields of a journal.

- **Match Any Words** – This search type finds publications containing one or more of your terms. Results are displayed in order of relevance.

5. Click **Browse** to view your terms as they appear in the Publications Authority File. A Publication Title List is displayed.

For a description of the journal or publication, click the hyperlinked **Publication Name**. The information found in the Publication Details may include: the title, ISSN, publisher information (name, address, publisher URL), title history, bibliographic record and full text coverage, publication type, the subject and/or a description of the journal, and whether the journal is peer reviewed.

Marking Items for Search

You can use the **Mark Items for Search** feature to search several publications at the same time, or to combine publication names with other search terms.

To search for several publications at the same time:

1. With the Publication Result List displayed, mark the check boxes to the left of the publications you want to search. (Below **Mark Items for Search**.)

2. Click **Add**. The publications you selected are placed in the **Find** field on the Search Screen. (They are combined with "or.")

- To search within those publications, click **Search**.

- To revise your search, you can add more terms in the **Find** field and click **Search**.

For example, enter science in the **Browse for** field and click **Browse**. You could then mark the publications *ABA Journal* and *Incorporation of Bank North America*, and click **Add**. Your selections would be posted in the **Find** field as:

JN "ABA Journal" **OR** JN "Incorporation of Bank North America"

You could click **Search**, and obtain results from both publications. You could also edit your search in the **Find** field, adding "and compliance" to your search. This would provide a different set of search results.

To search within a publication:

1. From a journal's Publication Detail screen, click the **Search within this publication** link.

2. The Search screen appears with the **JN tag** and the **journal name** entered in the **Find** field. Add any additional search terms and/or limiters and click **Search**.

3. A Result List is displayed.

Searching for Company Profiles in EBSCO Interfaces

Business Source databases on EBSCO*host* and Business Searching Interface (BSI) include Company Profiles from MarketLine.

To search for company information:

1. Click the **Company Profiles** link at the top of the screen. The Company Profiles List Screen appears with the beginning of the list displayed. You can use the **Next | Previous** and **A - Z** links to page through the Company Profiles List.

2. Enter your search terms in the **Browse** field. You can enter all or part of a company name. (For example, you could enter *GE*, or *General*, or *Gen*.)

3. Select a search type. Click one:
   ◦ **Alphabetical** - Finds companies beginning with the letters you entered. Results are displayed in alphabetical order.
   ◦ **Match Any Words** - Finds companies with one or more of your terms in the company name. Results are displayed in order of relevance to your search terms.

4. Click **Browse** to view a Result List of companies that match your search terms. Use the **Next | Previous** links to page through the list of results. To print, e-mail or save several search results, open the detail view for each item and add to the folder.

To view the company details:

1. Click a hyperlinked **company name**. The Detail View is displayed. You can print, e-mail or save the result.

2. To view the complete report, click the **MarketLine Report** link. The report opens in Adobe Reader. To return to the Result List, click the **Back** link at the top of the screen.
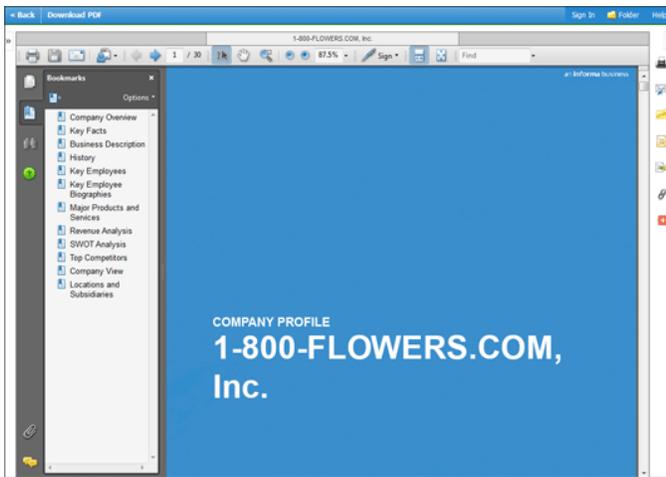
3. To search the database for results related to the company you are viewing, to the right of: **Search Periodicals and Other Sources for**, click the linked **company name**. A Result List is displayed.

How to Create a Search Alert from the Search Screen

Search Alerts save valuable research time, and can be set up to provide automatic e-mail notification whenever new search results become available.

If configured by your administrator, you will be able to create a Search Alert from the search screen.

To create a search alert from the search screen:

1. Enter a search term for your alert in the **Find** field and click **Create Alert**.
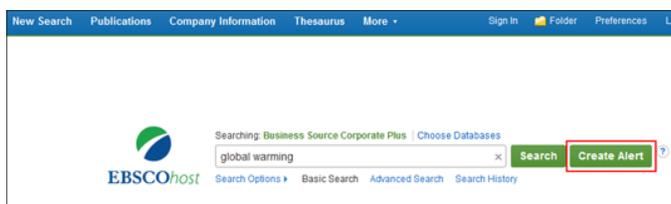
2. The result list screen will be displayed with the Alert window appearing.

3. Click the **Sign in** link to sign in to your personal My EBSCO*host* folder account.

4. Set your alert parameters.

5. Click **Save Alert** to save the alert to your folder.

   Click **Cancel Alert** to cancel the alert and return to the Result List.

   Click **Save Alert and Create Another** to save the alert to your folder and return to the search screen.

Notes:

- If any external sources (i.e. non-EBSCO) are being searched, the **Create Alert** button will not be displayed.

- To view all available alert parameters, click the **Advanced Settings** link.

How to Use Journal Alerts

Journal Alerts save valuable research time, and can be set up to provide automatic e-mail notification whenever a new issue of a particular journal becomes available in the EBSCO interface you are using.

Note: To create an alert, you must log in to My EBSCO*host* to create a search alert.

If you do not log in prior to setting up a Journal Alert you will be prompted to do so. If you do not have a free My EBSCO*host* personal folder, signing up is quick and easy. To learn more, see: How to Create a My EBSCO*host* Account

Creating a Journal Alert

To create a journal alert:

1. Click the **Publications** link at the top of the screen. The Publications Screen displays.
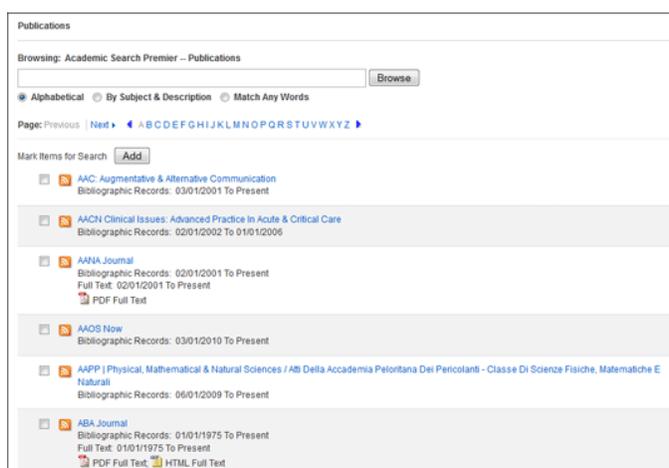
2. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A** - **Z** links and left/right arrows to browse through the list of titles.

3. From the journal's Publication Details Screen, click the **Share** link, and then click the **E-mail Alert** link.

4. The Journal Alert window appears, with the *Subject* and *E-mail from* address automatically filled in. If you have not already signed into your My EBSCO*host* account, do so by clicking the **Sign in** link.

5. Set your alert parameters and click **Save Alert**.

   Notes:

   ◦ Before your alert expires, you will be e-mailed and given the opportunity to renew it.
   ◦ To view all available alert parameters, click the **Advanced Settings** link.

In the E-Mail area

1. **Subject** – enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.

2. **E-mail from** - defaults to EPAlerts@EPNET.COM. You can enter a different "From" e-mail address if desired.

3. **E-mail to** - to be notified by e-mail when a new issue is available, enter your e- mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.

4. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.

5. **Select the E-mail format to use -** Plain Text or HTML.

6. **E-mail contents** - Indicate whether you want to include: Link to table of contents or Link to individual articles.

In the General Settings area

1. **Select the Results format to use** - Brief, Detailed, or Bibliographic Manager formats.

2. **Alert on full text only** – Mark the check box to indicate that you want to be alerted only when the full text is available.
   - One month (the default)
   - Two months
   - Six months
   - One year

Using the Advanced Alert Settings

Click the **Advanced Settings** link to view the **Journal Alert screen**, featuring all available parameters.

In the **Run Alert for** field, select how long the journal alert should run:

*In the **Alert Options** area*

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.

2. To **limit EBSCO access to only the articles in alert** (rather than the entire site), mark the checkbox to the left of this field.

   Note: When this box is marked, the folder feature will not be available to users accessing articles from the alert.

3. **Alert on full text only** - Mark the check box to indicate that you want to set up an alert for only the full text

*In the **E-Mail Options** area*

1. Indicate how you would like to be notified. Select one:
   - E-mail all alerts and notices (the default)
   - E-mail only creation notice

- No e-mail (RSS only) - if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).

2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.

3. **Hide Addresses from recipients** - if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.

4. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.

5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.

6. **E-mail [From] address** - defaults to *EPAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.

7. Select the **E-mail format to use**: Plain Text or HTML.

8. Indicate whether you want to include: **Link to TOC page on EBSCO*host*** or **Article links embedded within the results**.

   If you select the **Link to TOC page on EBSCO*host*** option when setting up a journal alert, the link created will launch a search against the database that will return records from the new issue, based on the time frame you selected when you set up the alert.

9. **Include in e-mail** - To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.

10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.

Editing a Journal Alert

To edit a journal alert:

1. From the Advanced Search Screen, click on the **Search History** link below the **Find** field.

2. Click the **Retrieve Alerts** link.

3. Sign in to My EBSCO*host*.

4. Click the **Journal Alerts** link.

5. Locate the alert you want to edit.

6. Click on the **Edit Alert** link to access the Save Alert page.

7. Edit the alert.

8. Click **Save.**

Note: You can only edit the **Description**, **Frequency**, and **Email Properties** of an alert.

Deleting a Journal Alert

You can delete your Alert by logging in to your *My EBSCOhost* personal folder (once you are logged in to EBSCO*host*).

To delete an alert:

1. Click the **Sign in** link in the upper right corner of the screen.

2. Click the **Folder** link.

3. Your folder contents display, with a menu located on the left-hand column.

4. Click **Journal Alerts**.

5. Mark the check box for each alert you would like to delete.

6. Click the **Delete Items** button. The selected items are removed from the folder.

Viewing a Journal Alert

EBSCO*host* alerts are set to display the first 100 results. If your alert produces more than 100 results, and you want to view the remaining results, there are two ways to view all results from your alerts.

Click on the persistent link in the alert email to view all available results.

Notes:

- If you do not remember your My EBSCO*host* login values, click **Sign in** and select either **I forgot my password** or **I forgot my user name and password** for assistance.

- If you are receiving a search alert that someone else has set up for you, only the creator of an alert can stop the alert from being sent.

- For additional assistance, Contact EBSCO's Technical Support Department.

How to Use Search Alerts

Search Alerts save valuable research time, and can be set up to provide automatic e-mail notification whenever new search results become available. You can also retrieve those alerts to perform the search immediately, instead of waiting for the alert to run. There are two ways to save your search as an alert.

Note: To create an alert, you must log in to My EBSCO*host* to create a search alert.

If you do not log in prior to setting up a Journal or Search Alert you will be prompted to do so. If you do not have a My EBSCO*host* personal folder, you can set one up by clicking on I'm a new user. It is free and signing up is quick and easy.

Creating a Search Alert

To save your search as an alert from the Share link:

1. Run a search and view your search results.

2. Click the **Share** link and select **E-mail Alert** from the resulting pop- up menu. The Create Alert window appears over the result list.
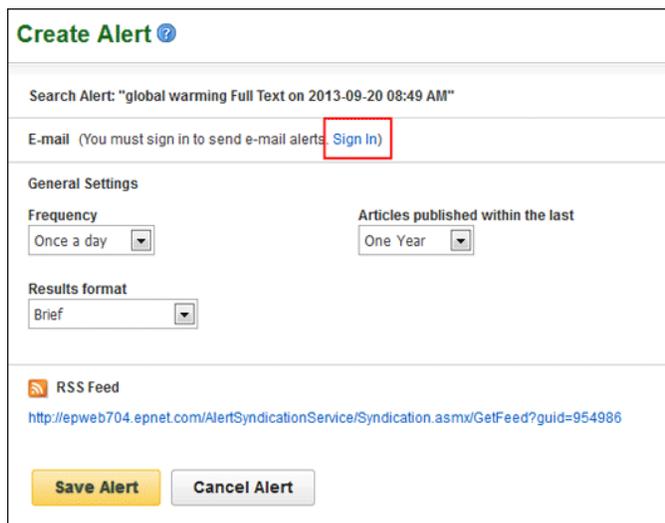
3. If you have not done so already, click the **Sign in** link in the alert window to sign into your My EBSCO*host* folder.

4. Set your alert parameters and click **Save Alert**.

Note: When you create a Search Alert, the sort selection of the result list is honored for your alert. For example, if your result list is sorted by relevancy when you create your alert, your alert will be sorted by relevancy when it is delivered.

In the **E-mail** area of the window:

1. **Subject** - In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.

2. **E-mail from** - Defaults to: *EPAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.

3. **E-mail to** - Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.

4. **Hide addresses from recipients** - If you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.

5. **E-mail format** - Select Plain Text or HTML.

In the **General Settings** area of the window:

1. **Frequency** - Select how often the search will be run:
   - Once a day (the default)
   - Once a week
   - Bi-weekly
   - Once a month

2. **Results format** - Select a results format for your alert.

   ◦ Brief

   ◦ Detailed

   ◦ Bibliographic Manager

3. **Articles published within the last** - To limit which articles are searched, select one:

   ◦ One month

   ◦ Two months

   ◦ Six months

   ◦ One year

   ◦ No limit (the default)

Note: To view all available alert settings, click the **Advanced Search** link.

To save a search as an alert from the Search Alert/History window:

1. Run a search and view your search results.

2. Click the **Search History/Alerts** link, and then click the **Save Searches/Alerts link.** The **Save Search Alert Screen** appears. If you have not already signed in your personal account, you will be prompted to do so.

On the Save Search Alert Screen

1. Enter a **Name** and **Description** for the Alert.

2. To run the Alert against a different database, select the **Databases** from the drop-down list. (Hold down the control key and left-click your mouse to select multiple databases.)

3. **Search strategy** - The search terms are displayed. (*not editable*)

In the Save Search As area of the screen:

1. To save the search as an Alert that can be automatically run, click the **Alert** radio button. The Save Search Alert Screen appears.

2. To select how often the search will be run, from the **Frequency** drop-down list, select one:

   ◦ Once a day (the default)

   ◦ Once a week

   ◦ Bi-weekly

   ◦ Once a month

3. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one:

   ◦ One month

   ◦ Two months

- ◦ Six months
- ◦ One year
- ◦ No limit (the default)

4. In the **Run Alert for** field, select one:

   - ◦ One month
   - ◦ Two months
   - ◦ Six months
   - ◦ One year (the default)

*In the **Alert Options** area of the screen:*

1. Select the **Alert results format**: Brief, Detailed, or Bibliographic Manager.

2. To **limit EBSCO*host* access to only the articles in alert** (rather than the entire site), mark the checkbox to the left of this field.

   Note: When this box is marked, the folder feature will not be available to users accessing articles from the alert.

*In the **E-mail Options** area of the screen:*

1. Indicate how you would like to be notified. Select one:
   - ◦ E-mail all alerts and notices (the default)
   - ◦ E-mail only creation notice
   - ◦ No e-mail (RSS only) - if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).

2. Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.

3. **Hide addresses from recipients** - if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.

4. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.

5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.

6. **E-mail [From] address** - Defaults to: *EPAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.

7. Select the **E-mail format** to use: Plain Text or HTML.

8. To have your search string included with your results, mark the **Include query string in results** checkbox. To include the alert frequency, mark the **frequency** checkbox.

9. When you have finished making changes, click the **Save** button.

Related terms: alert, EBSCO Discovery Service, EDS

Editing a Search Alert

To edit a search alert:

1. From the Advanced Search Screen, click on the **Search History** link below the **Find** field.

2. Click the **Retrieve Alerts** link.

3. Sign in to My EBSCO*host.*

4. Click the **Search Alerts** link.

5. Locate the alert you want to edit.

6. Click on the **Edit Alert** link to access the Save Alert page.

7. Edit the alert.

8. Click **Save.**

Note: If you would like to edit the search terms or limiters/expanders of your alert, click the **Edit** link in the Search History box at the bottom of the alert.

Deleting a Search Alert

You can delete your Alert by logging in to your *My EBSCOhost* personal folder (once you are logged in to EBSCO*host*).

To delete an alert:

1. Click the **Sign in** link in the upper left corner of the screen.

2. Click the **Folder** link.

3. Your folder contents display, with a menu located on the left-hand column.

4. Click **Search Alerts**.

5. Mark the check box for each alert you would like to delete.

6. Click the **Delete Items** button. The selected items are removed from the folder.

Viewing a Search Alert

EBSCO*host* alerts are set to display the first 100 results. If your alert produces more than 100 results, and you want to view the remaining results, there are two ways to view all results from your alerts.

Click on the persistent link in the alert email to view all available results or view them by using the **Retrieve Alerts** feature in EBSCO*host*.

To view all results from an alert in EBSCO*host*:

1. From the Advanced Search Screen, click the **Search History** link.

2. Click the **Retrieve Alerts** Link.

3. Sign in to your personal account.

4. Locate the alert you want to view, and click on the date of the alert. Your search results will appear.

Notes:

- If you do not remember your My EBSCO*host* login values, click **Sign in** and select either **I forgot my password** or **I forgot my user name and password** for assistance.

- If you are receiving a search alert that someone else has set up for you, only the creator of an alert can stop the alert from being sent.

- For additional assistance, Contact EBSCO's Technical Support Department.

How to Create a My EBSCOhost Account

If permitted by your library administrator, you can set up a personal account in EBSCO*host*, *EBSCO Discovery Service*, and a number of EBSCO's unique research interfaces, such as *Literary Reference Center*, *History Reference Center* and *Science Reference Center*.

Whenever you sign in to any of these interfaces, you will be able to save search results, persistent links to searches, search alerts, journal alerts, and web pages to your personal My EBSCO*host* folder. (For more on personal folders, click here.)

Note: When creating an account in one of EBSCO's COPPA-Compliant interfaces, some My EBSCO*host* folder functionality is not supported. To learn more, please see: How to Create an EBSCO Account in a COPPA-Compliant Interface

Setting up a Personal Account

To set up a personal account:

1. Click the **Sign In** in the top toolbar of the screen.

2. From the Sign In Screen, click the **Create a new Account** link.

3. The Create a New Account Screen appears with Personal Account entered in the Account Type field. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Save Changes**.

When you create a new My EBSCO*host* folder account, or are updating the existing password for your account, you are required to create a strong password.

As you begin to enter a new value into the password field, the strength indicator will reflect how strong your password is using both color and strength value (red=weak vs. green=strong).

When your password meets the requirements, the indicator displays that your password is strong and you can retype the password in the next field to confirm it.

4. If all the information was accepted, a message appears that provides your user name and password. Click **OK**. You will be automatically logged in as a personal user. You should note the user name and password you created so you can log in at a future session.

If you have forgotten your password, you can submit your user name to retrieve your password.

Resetting your Password

To reset your password:

1. From the Sign In Screen, click **Forgot your password?** A screen appears.

2. Enter your user name and click **Continue**. You are prompted to answer the question you entered as a password hint.

3. Enter your new password twice.

4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in at a future session.

If you have forgotten your user name and password, you can submit information to retrieve your user name and password.

Retrieving your User Name and Password

To retrieve your user name and password:

1. From the Sign In Screen, click **Forgot your user name and password?** A screen appears.

2. You are prompted to enter your first name, last name and e-mail address. Click **Continue**. The Reset your Password Screen appears with your user name displayed.

3. You are prompted to answer the question you entered as a password hint, enter a new password twice.

4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in at a future session.

If desired, when you sign in to My EBSCO*host*, you can retrieve Preferences settings that you selected and saved in a previous session.

Loading your Preference from My EBSCO*host*

To Load Preferences from My EBSCO*host*:

1. From the Sign In Screen, enter your **user name** and **password**.

2. Mark the **Load Preferences from My EBSCO*host*** check box.

3. Click the **Login** button. Any Preferences that you set during the session are replaced with your saved Preferences settings.

If your information has changed, you can update your My EBSCOhost account with the new information.

Updating your My EBSCO*host* Account

To update your My EBSCO*host* account

1. Sign in to your personal My EBSCO*host* folder by clicking **Sign In** in the toolbar at the top of the interface screen.

2. Click the **Update My Account** link found in the personalized toolbar at the top of the screen
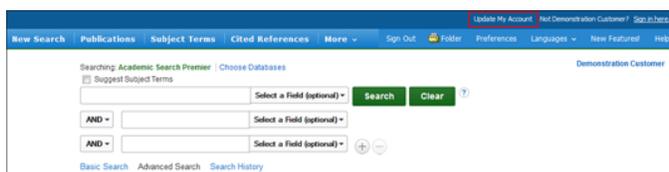
3. Use the options on the page to update your account - such as change your e-mail address.
    Note: You cannot change your User Name.

4. Click **Submit** to save your changes. A message is displayed confirming that your account has been updated.

Notes:

*   When you set up a personal account, we ask for your name, e-mail address, a unique login name, password, and password validation. This information is only used to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information.

*   When setting up a personal account in EBSCO's Point-of-Care Reference Center interfaces (*Nursing Reference Center*, *Patient Education Reference Center*, *Rehabilitation Reference Center*), the screen will look slightly different than the example screenshots below. However, the steps to create an account are the same.

*   Items in your personal folder will automatically be discarded if you have not logged into the folder for an 18 month period. The exception to this policy is Page Composer. The web pages that you create in Page Composer and save to your personal folder are saved indefinitely.

*   Once a personal My EBSCO*host* folder has been created, it cannot be deleted.

*   Due to EBSCO's privacy policy, we are unable to obtain and give out user ID and password information. If you have created multiple accounts associated with one e-mail address, you may be seeing an error when using the user ID and password lookup tool provided to our customers that states "Sorry, several users have provided the same personal information as yours. We cannot recover your user name automatically". In this case, we advise to you create a new account. You should associate these new logins with a different e-mail address so that you will be able to use our lookup tool.

EBSCO Help

How to Use the My EBSCOhost Folder

When you have a personal My EBSCO*host* account, you have your own personal area (folder) to collect and store information across sessions. All the items you save to your personal folder remain in your folder until you remove them. Only you can access your My EBSCO*host* folder.

For information on how to create a My EBSCO*host* account, click here.

**To save items to your My EBSCO*host* folder**

1. Sign in to your My EBSCO*host* account.

2. Search for the information that you want to save in your folder. You can save all types of search results to your folder. (For example, articles, links to searches, images, etc.)

3. Add the items to your folder in any of the following ways:

   ◦ **Add one item** – Click the **folder** icon

   located to the right of the article title. This adds only the single selected item to your folder. If you have custom folders in your account, select a folder to add the article to.

   ◦ **Add all the items on the page** – Click the **Share** link and then click **Results (1–10)** link at the top of the menu. This adds all items listed on the page to your folder.
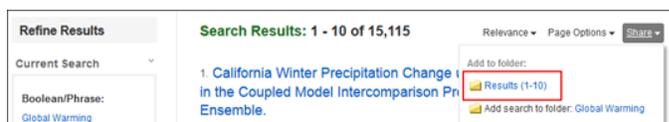
   When the article result is added to the folder, the **folder** icon will change to a folder item icon
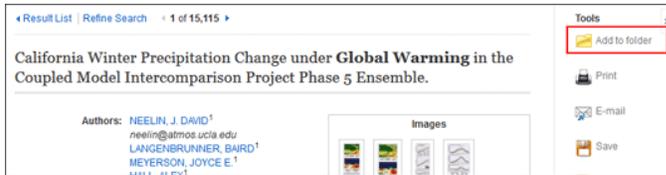

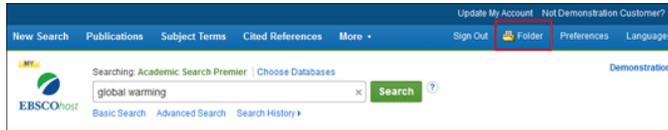   . Clicking this icon will remove the result from your folder.

- From the Detailed Record, you can add one item. Click the **Add to Folder** link at the top of the tools menu. This adds only this single item to your folder.
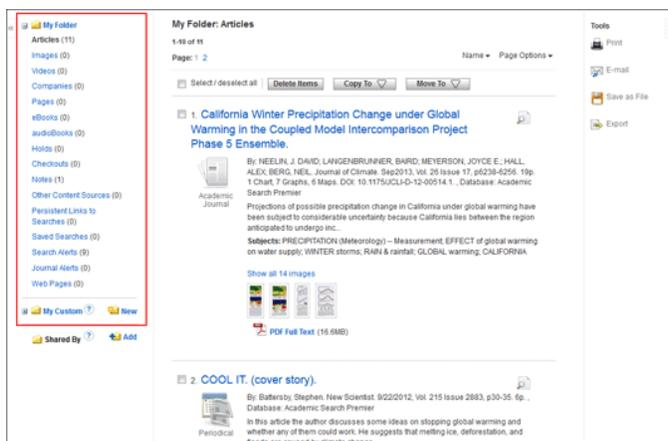

**To view the contents of your My EBSCO*host* folder**

1. Sign in to Your My EBSCO*host* account and then click the **Folder** link at the top of the page.

2. View the contents of your My EBSCO*host* folder. Your folder contains links to your saved items in groups such as Articles, Images, Journal Alerts, Saved Searches, etc.

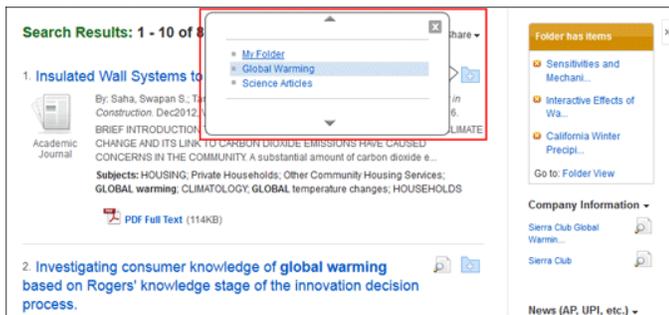3. Click a **folder location** to see the items in a group.

4. Click an individual item (for example, a magazine article or an image) to display the full detail for the item.
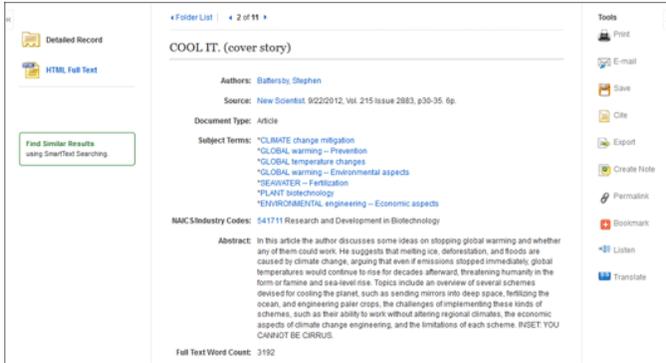
To save articles to a specific folder

If you have custom folders created within your My EBSCO*host* folder, you can specify which folder you would like your articles saved in, when you click the **Folder** icon

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The article is added to the folder you specify.

When you click the **Folder item** icon

, the name of the folder which contains the article displays a folder icon.

- To move the article to a different folder, click the name of the folder you would like to move the article to.

- To remove the article from the folder entirely, click the name of the folder that contains the article.

To remove items from your My EBSCO*host* folder

You can remove all the items displayed in a group (for example, Articles) or remove an individual item.

1. Display the items that you want to remove from your folder.
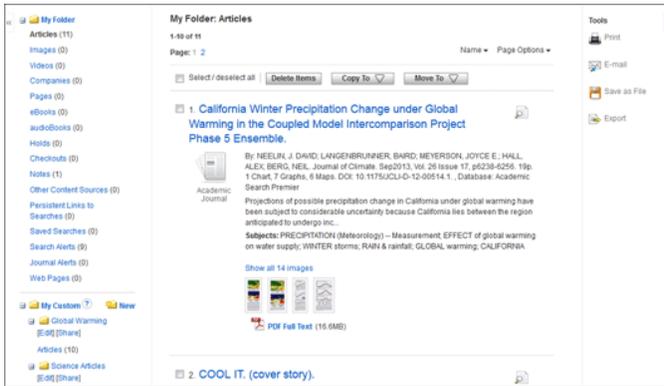
2. Mark the check box for any **folder item** that you want to remove, and then click the **Delete Items** button.