

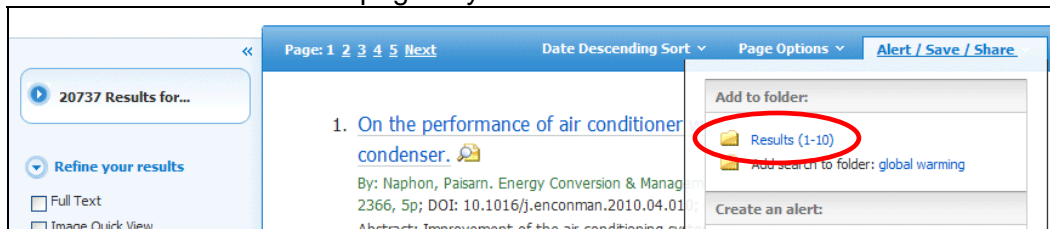


My EBSCOhost Folder Help Sheet

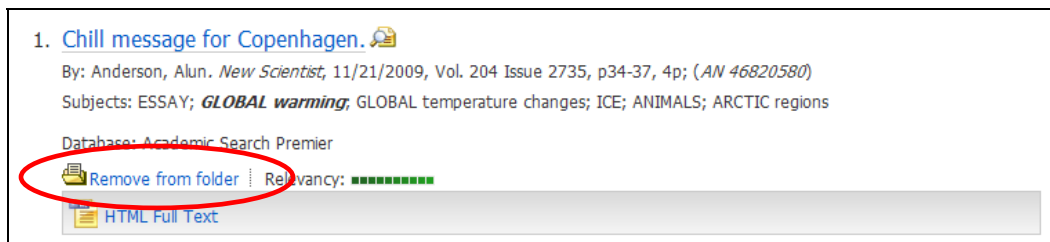
When you have an account on EBSCOhost, you have your own personal area (folder) to collect and store information across sessions. All the items you save to your personal folder remain in your folder until you remove them. Only you can access your My EBSCOhost folder.

Saving Items to Your My EBSCOhost Folder

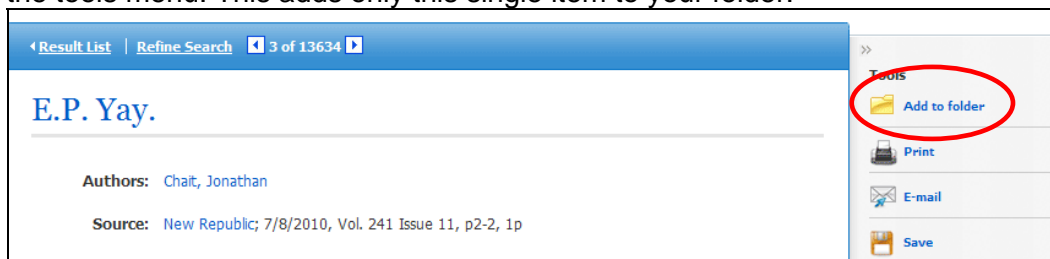
1. Sign in to your My EBSCOhost account.
2. Search for the **information** that you want to save in your folder. You can save all types of search results to your folder. (For example, articles, links to searches, images, etc.)
3. Add the items to your folder in any of the following ways:
 - Add one item – Click the **Add to folder** link located next to the relevancy bar at the bottom of the article result. 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 **Results (1–10)** link at the top of the page. This adds all items listed on the page to your folder.



When the article result is added to the folder, the **Add to folder** link will change to read **Remove from folder**. Clicking this link will remove the result from your folder.



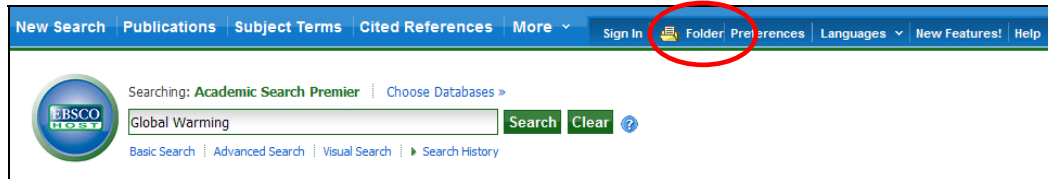
- From the Detailed Record, you can add one item. Click the Folder icon link at the top of the tools menu. This adds only this single item to your folder.



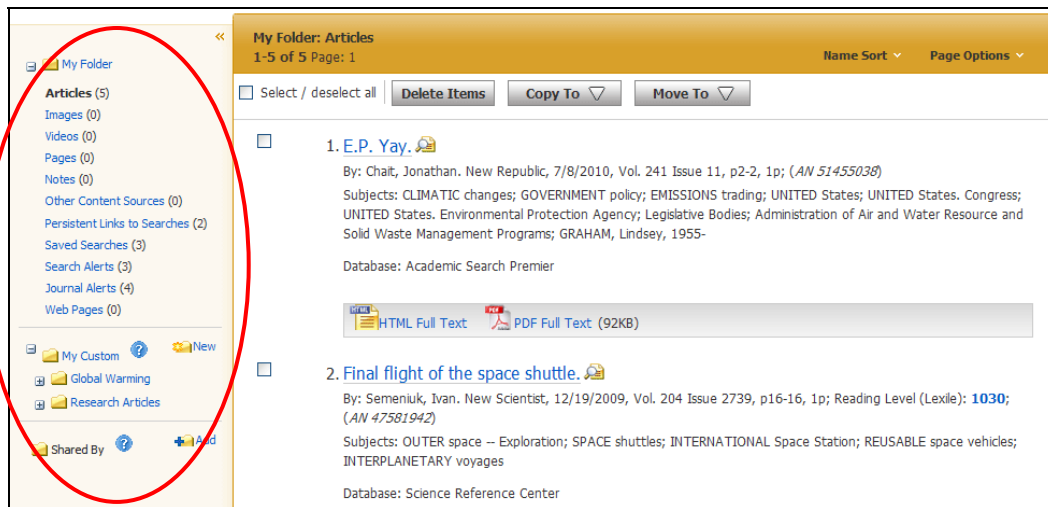


Viewing the Contents of Your My EBSCOhost Folder

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



2. View the **contents** of your My EBSCOhost 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.





Saving Articles to a Specific Folder

If you have custom folders created within your My EBSCOhost folder, you can specify which folder you would like your articles saved in, when you click the **Add to Folder** link.

The screenshot shows an article titled "1. Embarking on a great experiment." by Andrew Coyne from Maclean's. Below the article text, there is a dropdown menu for "Add/Remove" with options: "My Folder", "Global Warming", "Research Articles", and "Science Articles". The "Global Warming" option is highlighted with a blue bar. A red box highlights the dropdown menu. On the right side of the page, there is a "Folder has items" section listing the article and other items, and a "Related Images" section with several small images.

The article is added to the folder you specify.

This screenshot is identical to the one above, showing the same article and the "Add/Remove" dropdown menu with "Global Warming" selected. The red box highlights the dropdown menu. The right side of the page shows the "Folder has items" section and "Related Images" section.

When you click the **Add/Remove** link, 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.



Removing Items from Your My EBSCOhost 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.

The screenshot shows the EBSCOhost interface for a folder named "My Folder: Articles". The folder contains two items:

1. **E.P. Yay.**
By: Chait, Jonathan. New Republic, 7/8/2010, Vol. 241 Issue 11, p2-2, 1p; (AN 51455038)
Subjects: CLIMATIC changes; GOVERNMENT policy; EMISSIONS trading; UNITED States; UNITED States. Congress; UNITED States. Environmental Protection Agency; Legislative Bodies; Administration of Air and Water Resource and Solid Waste Management Programs; GRAHAM, Lindsey, 1955-
Database: Academic Search Premier
Format options: HTML Full Text, PDF Full Text (92KB)
2. **Final flight of the space shuttle.**
By: Semeniuk, Ivan. New Scientist, 12/19/2009, Vol. 204 Issue 2739, p16-16, 1p; Reading Level (Lexile): 1030; (AN 47581942)
Subjects: OUTER space -- Exploration; SPACE shuttles; INTERNATIONAL Space Station; REUSABLE space vehicles; INTERPLANETARY voyages
Database: Science Reference Center

The "Delete Items" button is highlighted in the top toolbar.

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

The screenshot shows the same EBSCOhost interface, but with the check box for the second item, "Final flight of the space shuttle", selected. The "Delete Items" button in the top toolbar is also circled in red.