



SAVING ARTICLES AND SEARCHES IN EBSCO DATABASES

Have you ever added an article to a folder in a database and wondered why it disappeared? Each time you search a database, it saves the information only for that one session. To save articles or searches from one time to the next, you need an individual account.

Once you create your account, it's good for all EBSCO databases! You can search in *ERIC* one day and save articles; search in *Academic Search Complete* the next week and save a search. When you sign in a month later, those articles and searches will still be in your account. Not only can you find articles again quickly, it also makes exporting your bibliography a snap.

CREATING AN EBSCOHOST ACCOUNT

To create your account, from the [library home page](#), enter any EBSCO database. (The examples shown are using [Academic Search Complete](#)).

The screenshot shows the EBSCO search interface. At the top, a blue navigation bar contains 'New Search', 'Publications', 'Subject Terms', 'Cited References', 'More', 'Sign In', and 'Folder'. The 'Sign In' button is circled in blue. Below the navigation bar, there is a search bar with 'Academic Search Complete' selected. Below the search bar, there are input fields for 'User Name' and 'Password'. Below these fields are two buttons: 'Login' and 'Create a new Account'. The 'Create a new Account' link is circled in red. At the bottom left, there is a checkbox labeled 'Load Preferences from My EBSCOhost'. At the bottom right, there is a yellow 'Save Changes' button.

1) From the blue navigation bar at the top of the page, click on the **Sign In** icon.

2) You are now at a sign-in screen. Click the **Create a new Account** link.

3) Fill out the form. Make sure you write down your username and password.

4) Click the **Save Changes** button. Your account has been created!

★**Tip: Remember to sign in each time you use an EBSCO Database, so that you can save articles or searches.**★

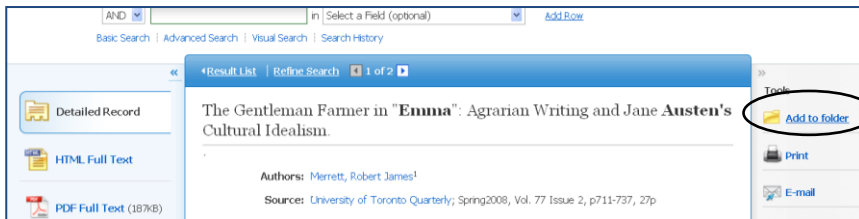
SAVING ARTICLES

Once you find an article that's perfect, you may want to find it again. When you are signed into your EBSCO account, you can permanently save articles to your folder. Note: the EBSCO icon shows "My EBSCO Host" when you are signed in.

The screenshot shows the EBSCO search results page. The EBSCO logo in the top left corner is circled in red. Below the search bar, there are search filters for 'austen', 'emma', and 'farming'. The search results are displayed in a list. The first result is '1. The Gentleman Farmer in "Emma": Agrarian Writing and Jane Austen's Cultural Idealism.' To the right of the article title, there is a blue folder icon with a plus sign, which is highlighted with a blue box and an arrow pointing to it. Below the article title, there is a 'Save Changes' button.

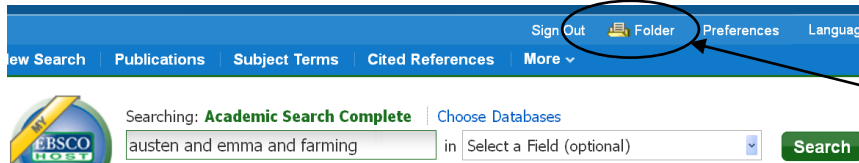
1) If you already know you want to save an article from the initial results list, simply click on the blue folder.

The article has been placed in your folder! Simply click it again if you wish to remove the article from your folder.



2) To add an article to your folder from an article details page, simply select the **Add to folder** button from the **Tools** menu on the right.

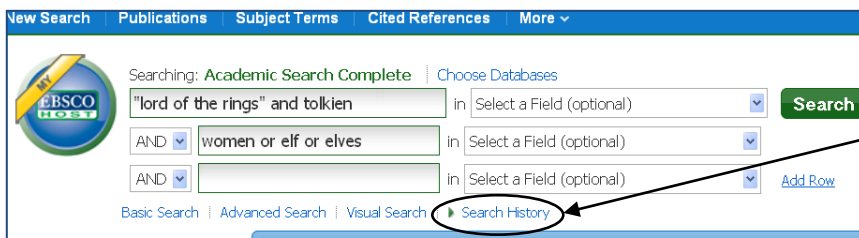
The article has been placed in your folder! The button now turns into a **Remove from folder** option.



3) To view your saved article(s), simply click on the **Folder** icon at the top of the screen or click on *Folder View*.

★Tip: You can sign in at any point during your session to save the articles in your folder. But it's best to sign in first, so you don't forget!★

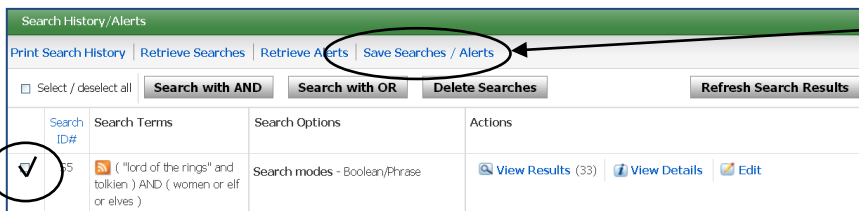
SAVING SEARCHES - You can also save searches in your folder that you want to use more than once.



1) After entering your search, click the **Search History** icon.

2) A list of your recent searches will come up. Click the check box to the left of the desired search, then click **Save Searches / Alerts**.

(Tip: if you are not already signed in, you will be prompted to log in to your account before the next step.)



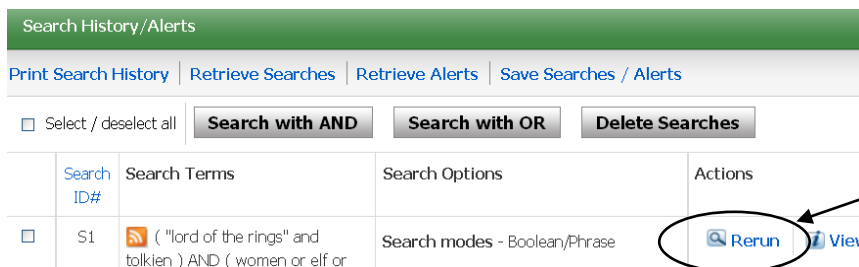
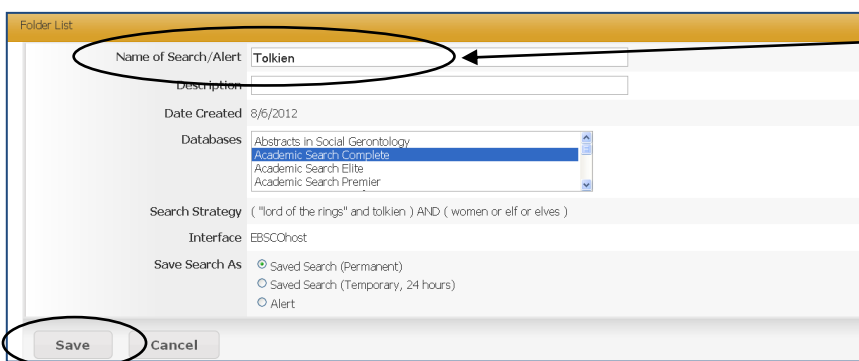
3) Type in a name for your search, and click **Save**.

4) A screen will alert you that your modification was successful. Click **Continue**.

The search will now appear in your folder.

5) To use your saved search, click on the **Folder** link. When it opens, select the **Saved Searches** option in the left-hand menu. Click on the **Retrieve Saved Search** link under the search you wish to run.

Your Search History will come up. Under the Actions section, click the **Rerun** / **View Results** link. (The "View Results" button will appear if you have run the search during this session.)



★Tip: Click on the **Search History** icon again to remove the search history box from the top of the results page.★