

How to Use the My EBSCOhost Folder

When you have a personal My EBSCOhost 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 EBSCOhost folder.

For information on how to create a My EBSCOhost account, [click here](#).

To save items to your My EBSCOhost folder

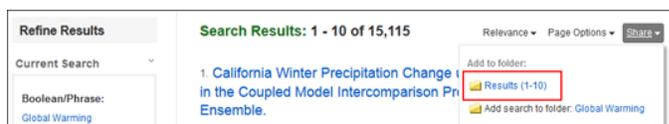
1. Sign in to your My EBSCOhost account.
2. Search for the information that you want to save in your folder. You can save all types of search results to your folder. (For example, articles, links to searches, images, etc.)
3. Add the items to your folder in any of the following ways:

- **Add one item** – Click the **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

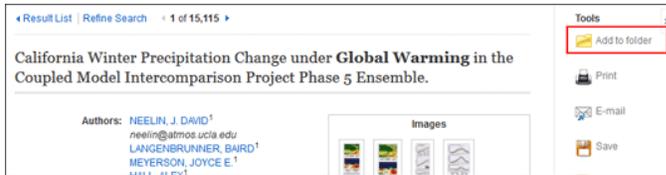


. Clicking this icon will remove the result from your folder.



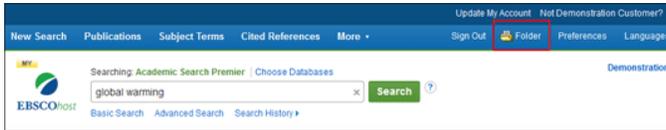


- From the Detailed Record, you can add one item. Click the **Add to Folder** link at the top of the tools menu. This adds only this single item to your folder.

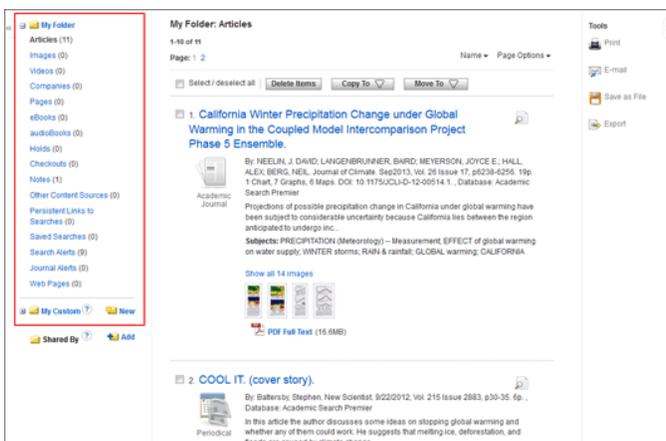


To view the contents of your My EBSCOhost folder

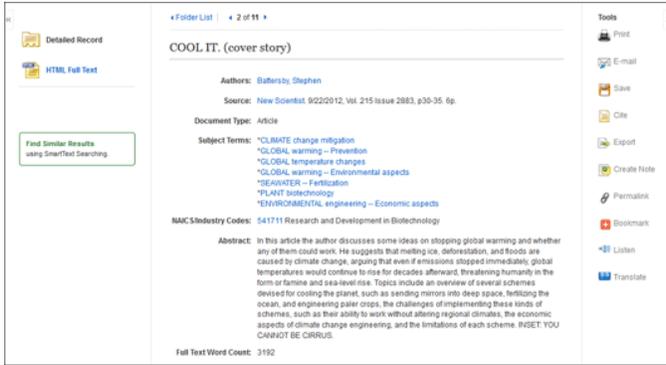
1. Sign in to Your My EBSCOhost account and then click the **Folder** link at the top of the page.



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.

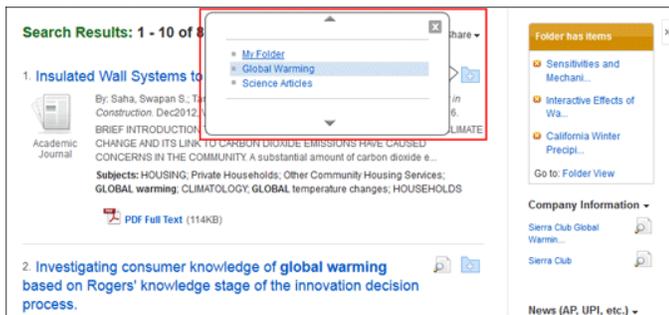


4. Click an individual item (for example, a magazine article or an image) to display the full detail for the item.



To save 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 **Folder** icon



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.

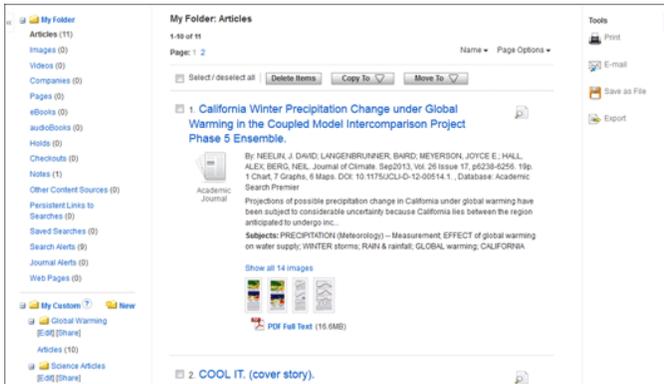


- To move the article to a different folder, click the name of the folder you would like to move the article to.
- To remove the article from the folder entirely, click the name of the folder that contains the article.

To remove items from your My 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.



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

