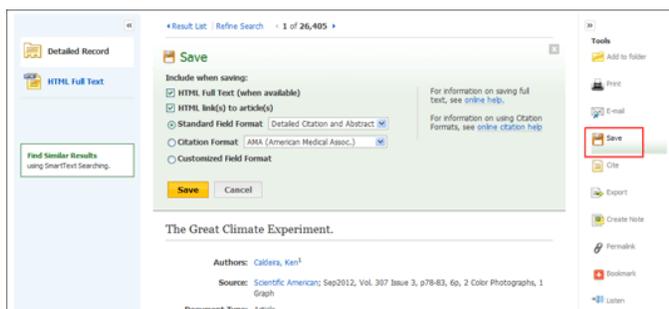


## How to Save EBSCOhost Records

You can set the defaults for Standard Field Format and Citation Format on the Preferences Screen. The selections that are set on Preferences will be applied when saving.

### To save an article:

1. From the article, click **Save**.



The Save panel is displayed.

2. To save the results, click **Save**. Otherwise, click **Cancel**.
3. From your browser menu, click **File>Save As**. Enter the path where the file should be saved (for example, *C:\ProjectResearchInfo*). To save to disk, enter the path to the drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file.
4. Click **Save**. To return to the article, click **Back**.

### Advanced Features:

- If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
- **Include when saving** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and HTML links to articles) will be saved.
- **HTML Full Text** – Indicate whether the HTML Full Text of the article (if available) should be included.
- **HTML links to articles** – Indicate whether HTML links to the articles you have selected should be included. (To save only the persistent links to the articles, clear the Additional citation details and abstract and the HTML Full Text check boxes and be sure to mark the HTML links to articles check box.)



- **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - **Brief Citation** – Indicates that only a brief citation should be saved.
  - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be saved.
  - **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be saved.
- **Citation Format** - If you would like to save your citations in a specific format, select one from the drop-down list:
  - AMA - American Medical Association
  - APA - American Psychological Association
  - Chicago/Turabian Author - Date
  - Chicago/Turabian Humanities
  - MLA - Modern Language Association
  - Vancouver/ICMJE

#### To save PDF Full Text:

- If you are saving an item that includes PDF Full Text, the PDF does not automatically save from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.
- If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

#### To save Linked Full Text:

- If you are saving an item that includes Linked Full Text, you must follow the links directly to the Full Text, and then save it.
- If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to follow the links directly to the Full Text, and then save it.

#### To copy a persistent link to a search:

1. Click the **Share** link at the top of your Result List.
2. Highlight the **link text** in the **Permalink** box and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.

#### To save persistent links to searches to the folder:

1. Click the **Share** link at the top of your Result List.
2. Click the **Add search to folder** link. The search query is now saved in the folder as a persistent link to a search.
3. From the persistent links to searches area of the folder, click **Save to Disk**. The **Links to Searches** area of the Save Manager displays.
4. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.



5. Click **Save**; otherwise, click **Back**.
6. From your browser menu, click **File>Save As**. Enter the path where the file should be saved (for example, *C:ProjectResearchInfo*). To save to disk, enter the path to the drive (for example, *A:ResearchInfo*). Be sure to save as an HTML or text file.

**Note:** The library administrator decides whether the persistent links feature is available.

