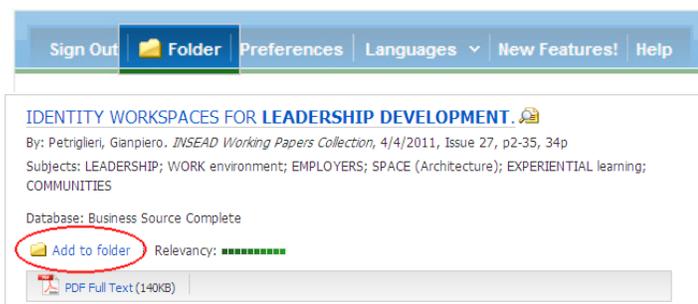




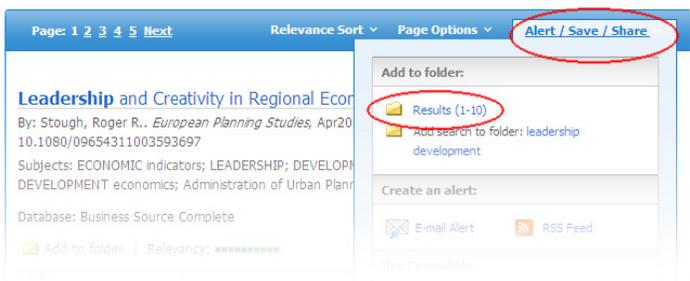
On EBSCOhost you have your own area to collect and store information called your personal folder. As you're browsing, use your folder to save articles, links to searches, images, and more. Items you save remain in your folder until you remove them. Only you can access your personal folder.



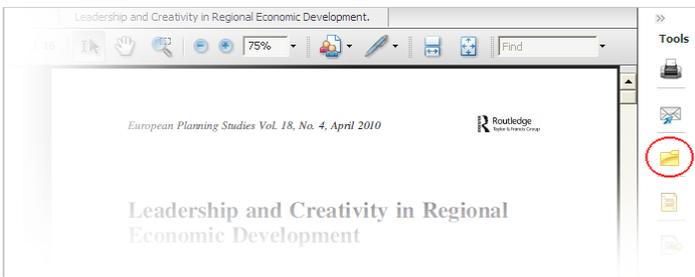
ADD ITEMS TO YOUR FOLDER:



Add one item to your folder: Click the **Add to folder** link located at the bottom of the article result. This adds only the single selected item to your folder.

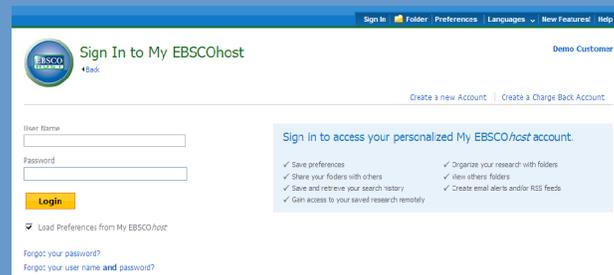


From the Results List, you may add all the items on the page: Click **Alert / Save / Share** at the top of your screen. Choose **Results (1-10)** to add all items listed on the page to your folder.



From the PDF Viewer: Click the Folder icon link at the top of the tools menu. This adds this single item to your folder. This is same the process for adding items to your folder from the **Detailed Record**.

CREATE A MY EBSCOHOST ACCOUNT



Folders require a My EBSCOhost Account. To create your personal account, follow these simple steps:

1. Click the **Sign In** link in the top toolbar of EBSCOhost.
2. From the Sign In to My EBSCOhost Screen, click the **Create a new account** link.
3. The Create a New Account Screen displays with Personal Account entered in the Account Type field.
4. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Continue**.
5. 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.

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.
- Passwords should be five or more characters, with a mixture of upper and lower case letters and numbers, for example: PeterP301.
- Due to EBSCO Publishing's privacy policy, we are unable to obtain and give out user ID and password information. You should record your user name and password immediately after you create it.



Would you like to learn more?

Find tutorials, FAQs, help sheets, and user guides on the EBSCO Support Site at <http://support.ebsco.com>

Take advantage of our free online training classes or view an on-demand webinar at <http://training.ebsco.com>



My EBSCOhost Folder

Quick Tips



SEE WHAT'S IN YOUR FOLDER

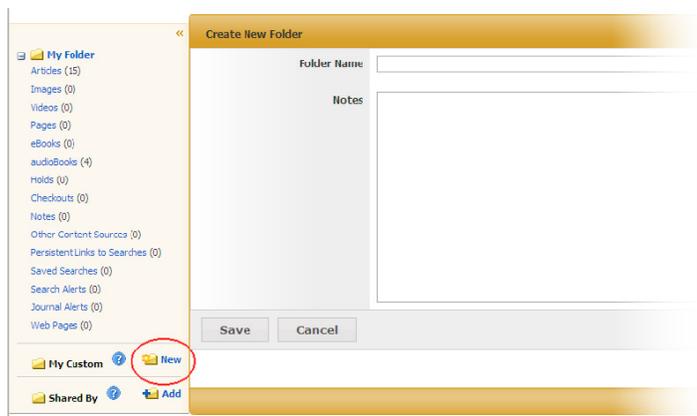


Click on the **Folder icon** in the toolbar at the top of your screen. The items in your folder will be displayed. Click on any item in the folder to display the full detail.



CREATE CUSTOM FOLDERS

Use custom folders to better manage items by organizing items according to topic, project, class, etc.



1. Click the **Folder icon**. My Folder is displayed.
2. Click the **New** link to the right of the **My Custom**. The Create New Folder Screen displays.
3. In the **Folder Name** field, enter a name for the folder.
4. **Move Folder To** – You can select a “level” for the folder. (For example, you could create a “History” folder, and then place a “U.S. History” folder within it.)
5. In the **Notes** field, you can enter information regarding the folder.
6. Click **Save**. You are returned to the Folder area, with your named folder displayed in the left-hand column.



TIP

In order to save items to your folder, you must be signed-in. To see if you're signed-in, look at the right side of the toolbar at the top of your screen. If you're signed-in the first button will read “Sign Out.”



DELETE A FOLDER:

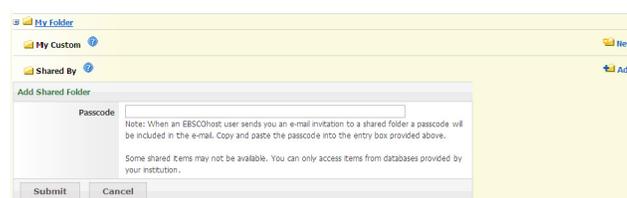
1. Click the **Folder icon** then click on the **folder** that you want to delete.
2. Click **Delete Folder**. A confirmation message displays. Select **Yes**. The folder and its contents are permanently deleted.



SHARE A FOLDER

EBSCOhost's Shared Folder feature lets you share your personal folder with other EBSCOhost users.

Note: *Not all institutions share folders.*



1. Create a Custom Folder. (For example, you create a Visual Poetry folder with articles.)
2. Click the **Share** link under the name of your custom folder. The Sharing Options Screen displays.
3. **E-mail to** – enter the e-mail addresses of the people that you want to share the folder with. (Recipients must have EBSCOhost access and a My EBSCOhost folder.)
4. **Subject** – use the default or enter a new one.
5. **Message** – enter a message or leave blank.
6. **E-mail Format** – plain text or HTML format.
7. **Restrict Passcode to Single Use** – included in the e-mail sent to the people you are sharing the folder with, will be a “passcode” allows the recipient to will use to access your folder.

By marking the “Restrict Passcode to Single Use” check box, each user will be sent a different passcode that can only be used once. If this option is not marked, users will be sent the same passcode that can be used multiple times with no restriction. For security reasons, it is a good idea to send each user a different passcode.

8. Click **Invite**. An e-mail message is sent to each recipient that a shared folder is available.

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Find tutorials, FAQs, help sheets, and user guides on the EBSCO Support Site at <http://support.ebsco.com>

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