



EBSCOhost User Guide—Advanced Topics

Search History, Searches & Alerts, Personal Account, Custom & Shared Folders

support.ebsco.com

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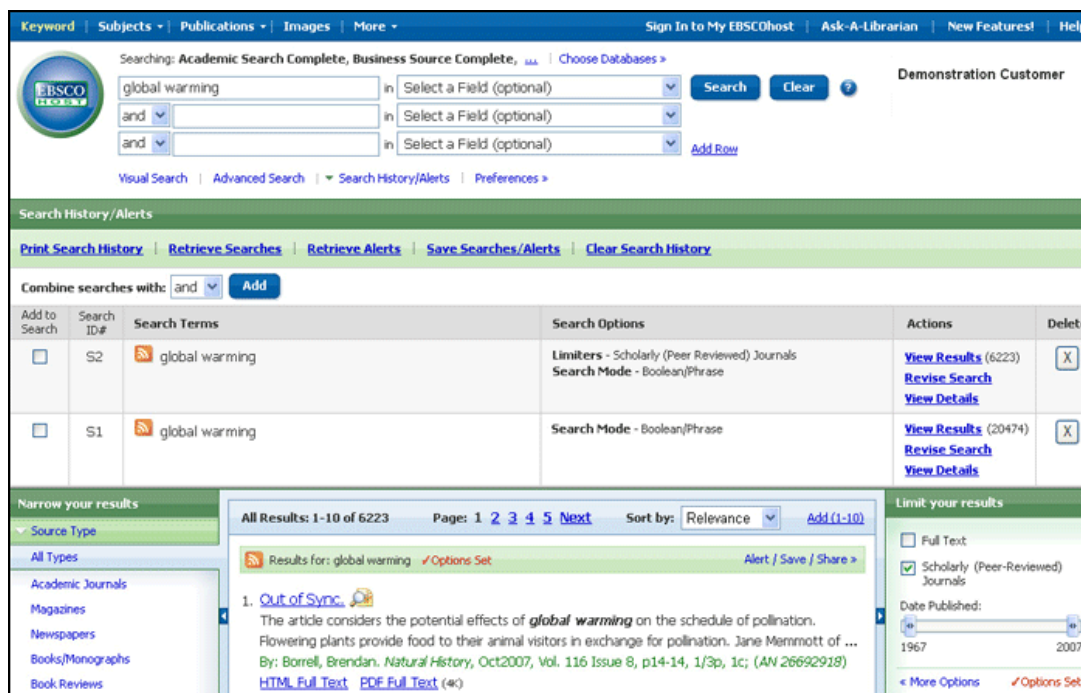
This guide is designed to cover **advanced topics** such as search history, searches and alerts, personal accounts, shared folders, and more. Additional user guides cover topics such as searching and finding results, and printing, e-mailing and saving. All user guides can be downloaded from the EBSCO Support Site: support.ebsco.com.

Search History

All searches performed on the Advanced Search during your session are available from the Search History/Alerts Screen. You can combine recent searches and retrieve previous searches saved in your personal folder (My EBSCOhost). If enabled by your library administrator, search history may also be available from Basic Search.

To use your search history:

1. Run a search on EBSCOhost, and view your search results.
2. Click the **Search History/Alerts** link. Search history is displayed above the Result List. To close Search History, click the **Search History/Alerts** link again.





The screenshot displays the EBSCOhost Search History/Alerts interface. At the top, there is a search bar with the text 'global warming' and several dropdown menus for selecting search fields. Below the search bar, there are navigation links for 'Visual Search', 'Advanced Search', 'Search History/Alerts', and 'Preferences'. The main section is titled 'Search History/Alerts' and contains a table with the following columns: 'Add to Search', 'Search ID#', 'Search Terms', 'Search Options', 'Actions', and 'Delete'. The table lists two search entries: S2 and S1, both for the search term 'global warming'. The S2 entry has an 'Add to Search' checkbox and an 'RSS' icon. Below the table, there are options to 'Narrow your results' by source type and 'Limit your results' by date published and full text. A search result snippet is visible at the bottom, showing a link to 'Out of Sync' and a brief description of the article.

3. Select from the following search history features:
 - **Add lines of search statement history to your current search** – Select the lines of your search statement by marking the **Add to Search** check boxes; selecting the desired Boolean operator (and, or, not); and then clicking the **Add** button. The lines of search history will be added to the **Find** field. Click **Search** to display a new Result List.
 - **Copy your search into an RSS reader** – Click the **RSS alert icon** to display the Syndication Feed URL, and then copy it into your newsreader.

- **View Results for a line of your search history** – Click a linked **View Results (xx)**. The Result List is displayed.
 - **Revise a line of search history** – Click a **Revise Search** link. The search terms are added to the **Find** fields and any limiters/expanders marked. You can add to or change your search terms, limiters, etc. Click **Search**. A Result List is displayed.
4. To clear your search history, either click **Clear Search History**, or end your session.
- The search history available to you includes only the searches from the current session. Unless you create a saved search, when your session ends, search history is cleared.
 - If you change databases, your search history is saved (the query only, not the result counts).
 - If the limiters, expanders, and search fields (author, title, subject) that you applied in the original databases are not available when you change databases or search screens, your searches may be affected.

If search history is opened in a new database, "Rerun" appears in the Results column. This indicates that the counts are not known because the search has not been run on your current database. When you view the results (by clicking on the "Rerun" link), a new search is launched and its results counts are added to the search history.

The Search History Screen

Search History/Alerts					
Print Search History Retrieve Searches Retrieve Alerts Save Searches/Alerts Clear Search History					
Combine searches with: <input type="text" value="and"/> <input type="button" value="Add"/>					
Add to Search	Search ID#	Search Terms	Search Options	Actions	Delete
<input type="checkbox"/>	S2	 global warming	Limiters - Scholarly (Peer Reviewed) Journals Search Mode - Boolean/Phrase	View Results (6223) Revise Search View Details	<input type="button" value="X"/>
<input type="checkbox"/>	S1	 global warming	Search Mode - Boolean/Phrase	View Results (20474) Revise Search View Details	<input type="button" value="X"/>

- **Combine searches with** - To combine lines of history, mark the check box to the left of the lines and select a Boolean operator (and, or, not) from the drop-down list, and click **Add**. The lines of history will be placed in the **Find** field.
- **Search ID #** - The number assigned to your search. You can also select a search from the list by entering **S** and the search number (S1, S2, etc.).
- **Search Terms** - The terms you entered in the **Find** field, including any field codes or Boolean operators. If you have set up the search as an RSS feed, the RSS logo will appear.
- **Search Options** - The limiters and/or expanders used in your search are displayed.
- **Actions**
 - **View Results/Rerun** - Either **View Results** (xx) or **Rerun** appears as a hyperlink. Click the link to return the search and display an updated Result List.
 - **Revise Search** - Indicates that the lines of search can be edited. When you click **Revise Search**, the search terms are displayed in the **Find** field and the limiters and expanders are applied. You can then edit the search manually, entering field codes or changing limiters on the Search Options area.
 - **View Details** - To view the details of the search, including which interface, search screen and database were used, click **View Details**. A pop-up window appears, displaying the details of the search.

Delete - Indicates that individual lines of search history can be deleted. If you delete a line earlier within search history, any dependent lines are deleted, and the remaining lines of history are renumbered. A message displays when you delete lines of search history.

Saving Searches and Alerts

Saving Searches

You can save single or multiple searches and use them in a future EBSCOhost session. To save searches for future use, you must be signed in to your personal account (My EBSCOhost).

To save searches:

1. Run a search on EBSCOhost and view your search results.
2. Click the **Search History/Alerts** link and then click the **Save Searches/Alerts** link. The Saved Search/Alerts Screen appears. If you have not signed in to My EBSCOhost, you will be prompted to do so.

Search ID#	Search Terms	Search Options	Last Run Via	Results
52	going green	Limiters - Full Text	Interface - EBSCOhost Search Screen - Basic Search Database - Academic Search Premier	209

3. Enter a **Name** and **Description** for the search. (For example, *mysearch1*)
4. In the **Save Search As** field, select one of the following:
 - Saved Search (Permanent)
 - Saved Search (Temporary 24 hours)
 - Alert - If you selected Alert, additional fields are available. For more information, see "Saving a Search as an Alert."
5. To save the search, click **Save**; otherwise, click **Cancel**. You are returned to the Search History/Alerts Screen.

Notes:

- If you regularly log in to My EBSCOhost, your searches will not be deleted at any time. However, after six months of inactivity, any saved searches will be deleted from your folder.
- If enabled by your library administrator, you may be able to save searches conducted from Basic Search.

Saving a Search as an Alert

You can save searches as alerts and have EBSCOhost e-mail you with any new results. You can also retrieve those alerts to perform the search immediately, instead of waiting for the alert to run.

To save a search as an alert:

1. Run a search on EBSCOhost and view your search results.
2. Click the **Search History/Alerts** link and then click the **Save Searches/Alerts** link. The Saved Search/Alerts Screen appears. If you have not signed in to My EBSCOhost, you will be prompted to do so.

On the **Save Search/Alert** Screen:

1. Enter a **Name** and **Description** for the Alert.
2. To run the Alert against a different database, select the **Databases** from the drop-down list. (Hold down the control key and left-click your mouse to select multiple databases.)
3. **Search strategy** – The search terms are displayed as static text—they cannot be edited from this field.

In the **Save Search As** area of the screen:

1. To save the search as an Alert that can be automatically run, click the **Alert** radio button.
2. To select how often the search will be run, from the **Frequency** drop-down list, select one:
 - Once a day
 - Once a week
 - Bi-weekly
 - Once a month (the default).

Note: You will only receive a notification when *new* results are found, no matter how frequently the alert is run.

Save Search/Alert Screen

Create or Edit Search Alerts	
Name of Search/Alert	<input type="text" value="going green"/>
Description	<input type="text"/>
Date Created	5/20/2008
Databases	<ul style="list-style-type: none">Academic Search PremierPsycARTICLESSPORTDiscus with Full TextMEDLINE with Full Text
Search Strategy	going green
Interface	EBSCOhost
Save Search As	<p><input type="radio"/> Saved Search (Permanent)</p> <p><input type="radio"/> Saved Search (Temporary, 24 hours)</p> <p><input checked="" type="radio"/> Alert</p> <p>Frequency <input type="text" value="Once a day"/></p> <p>Articles published within the last <input type="text" value="No Limit"/></p> <p>Run Alert for <input type="text" value="One Year"/></p>
Alert Options	<p>Alert results format</p> <p><input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager</p> <p><input checked="" type="checkbox"/> Limit EBSCOhost access to only the articles sent</p>
E-mail Properties	<p><input checked="" type="radio"/> Email all alerts and notices</p> <p><input type="radio"/> Email only creation notice</p> <p><input type="radio"/> No e-mail (RSS only)</p> <p>E-mail Address (please separate e-mail addresses with a semicolon)</p> <input type="text"/> <p><input type="checkbox"/> Hide addresses from recipients</p> <p>Subject</p> <input type="text"/> <p>Title</p> <input type="text" value="EBSCOhost Alert Notification"/> <p>E-mail [From] address</p> <input type="text" value="EPAAlerts@EPNET.COM"/> <p>E-mail Results format</p> <p><input checked="" type="radio"/> Plain Text <input type="radio"/> HTML</p> <p>Include in e-mail</p> <p><input checked="" type="checkbox"/> Query</p> <p><input checked="" type="checkbox"/> Frequency</p>
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	

3. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one:
 - One month
 - Two months
 - Six months
 - One year
 - No limit (the default)
4. In the **Run Alert for** field, select one:
 - One month
 - Two months
 - Six months
 - One year (the default).

Note: Before your alert expires, you will be e-mailed and given the opportunity to renew it.

*In the **Alert Options** area of the screen:*

1. Select the **Alert results format**: Brief, Detailed, or Bibliographic Manager.
2. To **limit EBSCOhost access to only the articles in alert** (rather than the entire site), mark the check box to the left of this field.

*In the **E-mail Properties** area of the screen:*

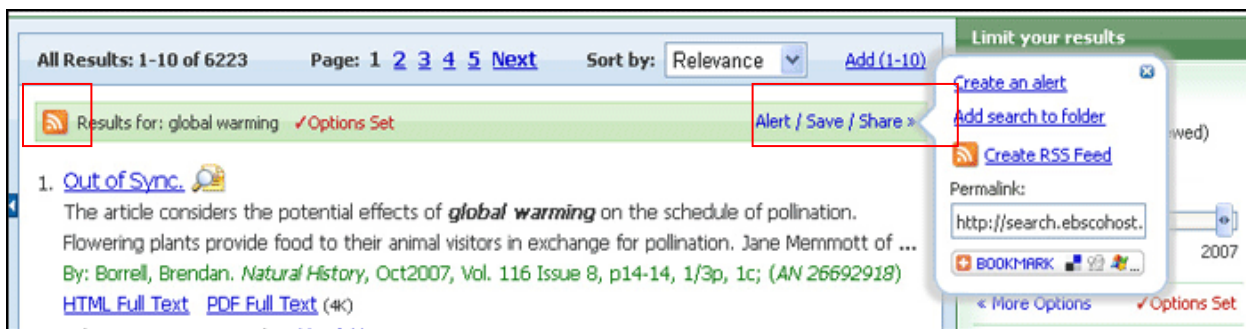
1. Indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only) - if you select this option, the remaining E-mail Options will be hidden (because they are not necessary for RSS).
2. Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide addresses from recipients** - if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.
4. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.
6. **E-mail [From] address** - Defaults to: *EPAAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format** to use: Plain Text or HTML.
8. To have your search string included with your results, mark the **Include query string in results** check box. To include the alert frequency, mark the **frequency** check box.
9. When you have finished making changes, click the **Save** button.

Setting Up a One-Step Search Alert

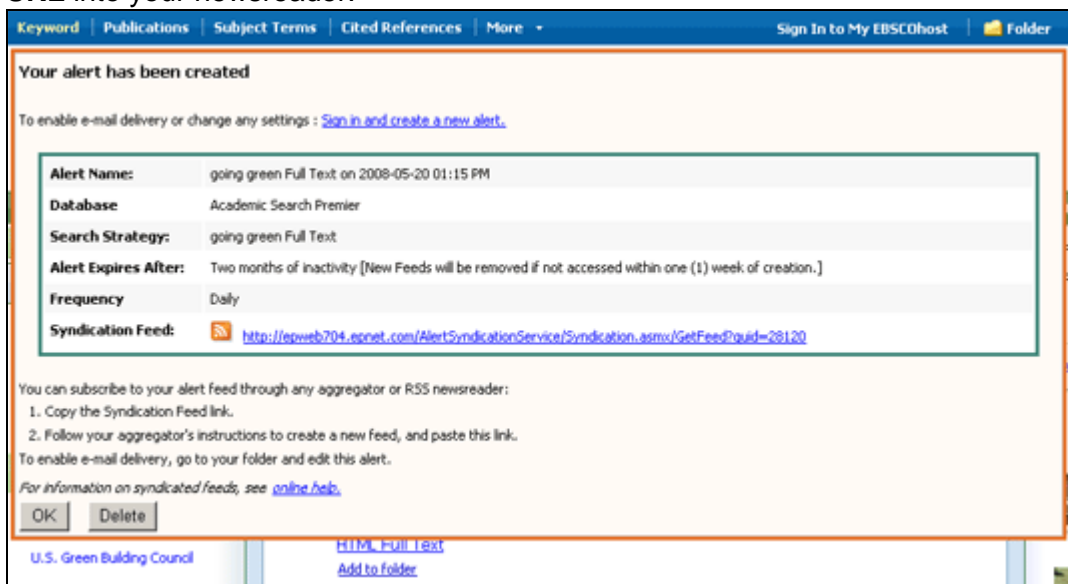
If enabled by the library administrator, you may be able to set up search alerts in just one step directly from the Result List or Search History Screens. You will not be required to sign in to your My EBSCOhost Folder.

To set up a one-step search alert:

1. From the Result List or Search History Screen, click the **RSS alert icon**, or the **Create RSS Feed** link on the **Alert/Save/Share** pop-up screen.



2. A pop-up screen displays with the search alert information. Copy the **Syndication Feed URL** into your newsreader.



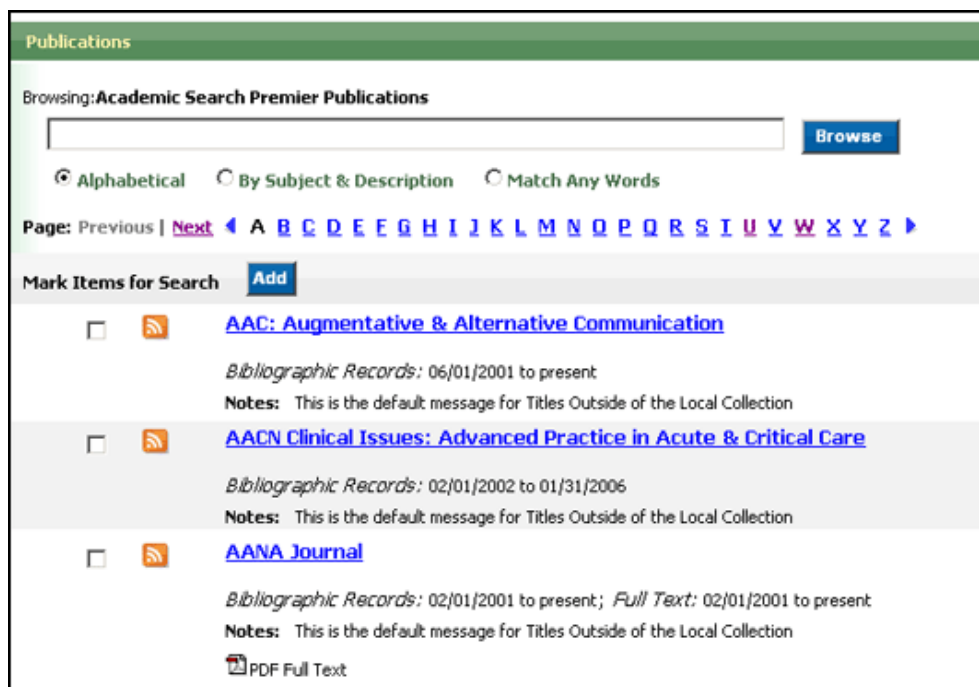
3. If you decide that e-mail delivery of the alert information is required, click the **Sign in and create a new alert** link. Once you sign in to My EBSCOhost, the Search Alert Screen appears. You can save the alert as described earlier in "Saving a Search as an Alert."

Setting Up a Journal Alert

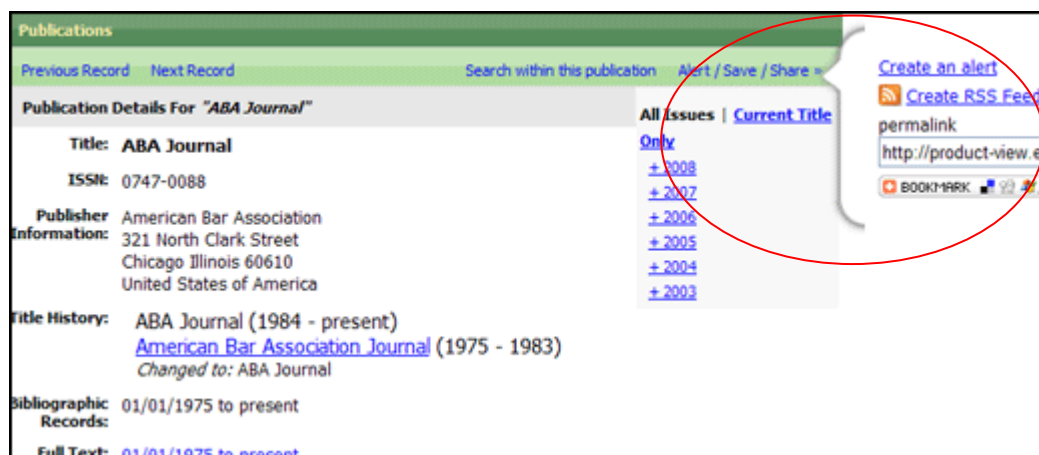
You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

To set up a journal alert:

1. Click the **Publications** link at the top of the screen. The Publications Screen displays.



2. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
3. From the journal's Publication Details Screen, click the **Alert/Save/Share** link, and then click the **Create an Alert** link. If you have not signed in to My EBSCOhost, you will be prompted to do so.



- The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.

Journal Alert Screen

Create or Edit Journal Alerts	
Enter information in the fields below. You will be notified each time a new issue is made available on EBSCOhost for the following journal: <i>ABA Journal</i>	
Alert Name	ABA Journal
Date Created	5/28/2008
Database	Academic Search Premier
Interface	EBSCOhost
Run Alert for	One Year <input type="button" value="v"/>
Alert Options	Alert results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager <input checked="" type="checkbox"/> Limit EBSCOhost access to only the articles sent <input type="checkbox"/> Alert on full text only
E-mail Properties	<input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only)
E-mail Properties	<input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) <input type="text"/> <input type="checkbox"/> Hide addresses from recipients Subject <input type="text"/> Title <input type="text" value="EBSCOhost Alert Notification"/> E-mail [From] address <input type="text" value="EPAAlerts@EPNET.COM"/> E-mail Results format <input checked="" type="radio"/> Plain Text <input type="radio"/> HTML <input type="radio"/> Link to TOC page on EBSCOhost <input checked="" type="radio"/> Article links embedded within the e-mail message Include in e-mail <input checked="" type="checkbox"/> Query <input checked="" type="checkbox"/> Frequency
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

5. In the **Run Alert for** field, select how long the journal alert should run:
 - One month (the default)
 - Two months
 - Six months
 - One year

Note: Before your alert expires, you will be e-mailed and given the opportunity to renew it.

*In the **Alert Options** area*

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit EBSCOhost access to only the articles in the alert** (rather than the entire site), mark the check box to the left of this field.
3. **Alert on full text only** – Mark the check box to indicate that you want to be alerted only when the full text is available.

*In the **E-Mail Properties** area*

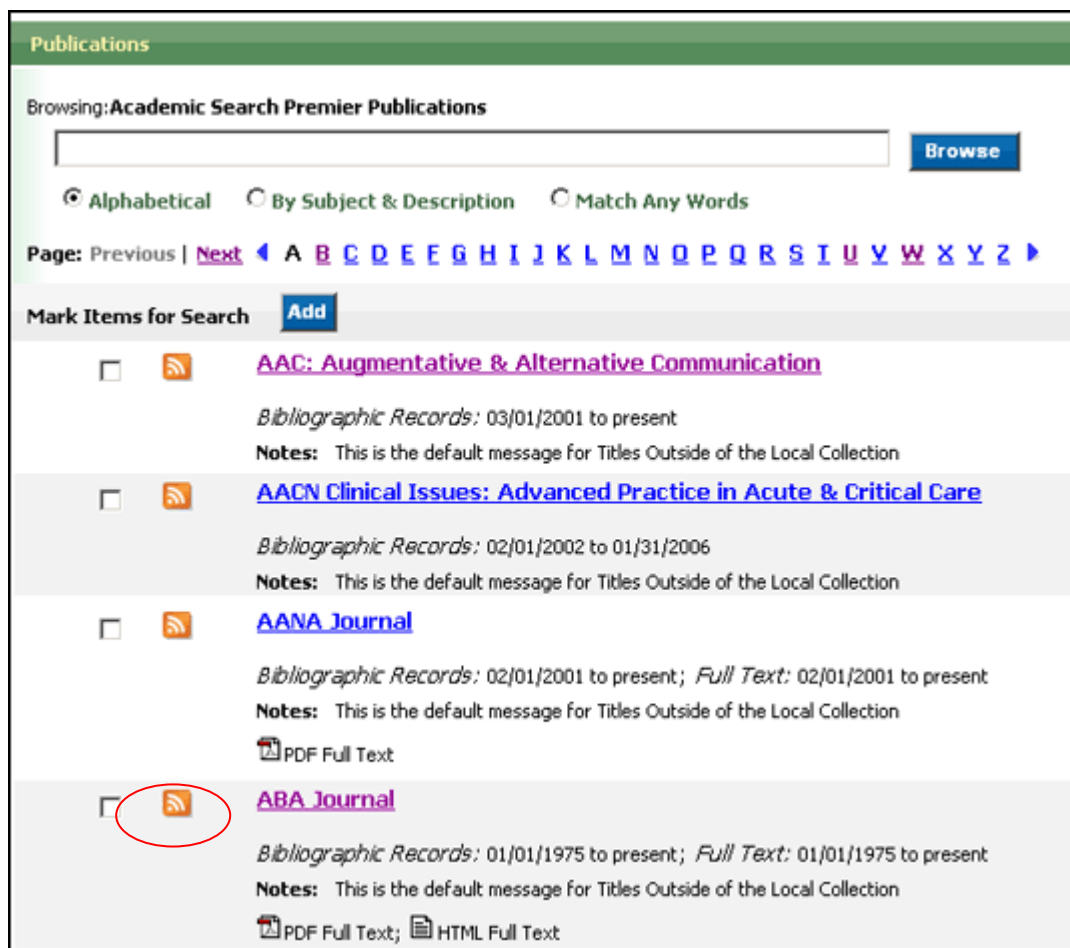
1. Indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only) – if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).
2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the “To” field.
4. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.
6. **E-mail [From] address** - defaults to *EPAAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format to use**: Plain Text or HTML.
8. Indicate whether you want to include: **Link to TOC page on EBSCOhost** or **Article links embedded within the e-mail message**.
9. **Include in e-mail** - To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.
10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.

Setting Up a One-Step Journal Alert

If enabled by your library administrator, you may also be able set up one-step journal alerts right from the Publications Browse Screen.

To set up a one-step journal alert:

1. Click the **Publications** link at the top of the EBSCOhost screen.
2. View the Publications List. Once you have found the desired publication, click the **RSS alert** icon to the left of the publication name.




The screenshot shows the EBSCOhost Publications Browse Screen. At the top, there is a green header with the word "Publications". Below this, the text "Browsing: Academic Search Premier Publications" is displayed. A search bar is present with a "Browse" button to its right. Below the search bar, there are three radio buttons for sorting: "Alphabetical" (selected), "By Subject & Description", and "Match Any Words". A "Page:" indicator shows "Previous | Next" and a series of letters from A to Z. Below this is a "Mark Items for Search" section with an "Add" button. The main content area lists several publications, each with a checkbox and an RSS icon. The "ABA Journal" entry has its RSS icon circled in red. The publications listed are:

- AAC: Augmentative & Alternative Communication**
Bibliographic Records: 03/01/2001 to present
Notes: This is the default message for Titles Outside of the Local Collection
- AACN Clinical Issues: Advanced Practice in Acute & Critical Care**
Bibliographic Records: 02/01/2002 to 01/31/2006
Notes: This is the default message for Titles Outside of the Local Collection
- AANA Journal**
Bibliographic Records: 02/01/2001 to present; *Full Text:* 02/01/2001 to present
Notes: This is the default message for Titles Outside of the Local Collection
PDF Full Text
- ABA Journal**
Bibliographic Records: 01/01/1975 to present; *Full Text:* 01/01/1975 to present
Notes: This is the default message for Titles Outside of the Local Collection
PDF Full Text; HTML Full Text

3. A pop-up screen displays with the journal alert information. Copy the **Syndication Feed URL** into your newsreader.

Your alert has been created

To enable e-mail delivery or change any settings : [Sign in and create a new alert.](#)

Alert Name:	"ABA Journal" on 2008-05-20 01:51 PM
Database:	Academic Search Premier
Alert Expires After:	Two months of inactivity [New Feeds will be removed if not accessed within one (1) week of creation.]
Syndication Feed:	 http://epweb704.epnet.com/AlertSyndicationService/Syndication.aspx?GetFeed?guid=28124

You can subscribe to your alert feed through any aggregator or RSS newsreader:

1. Copy the Syndication Feed link.
2. Follow your aggregator's instructions to create a new feed, and paste this link.

To enable e-mail delivery, go to your folder and edit this alert. [enable_email_alerts_editEdit Alert](#)

For information on syndicated feeds, see [online help](#).

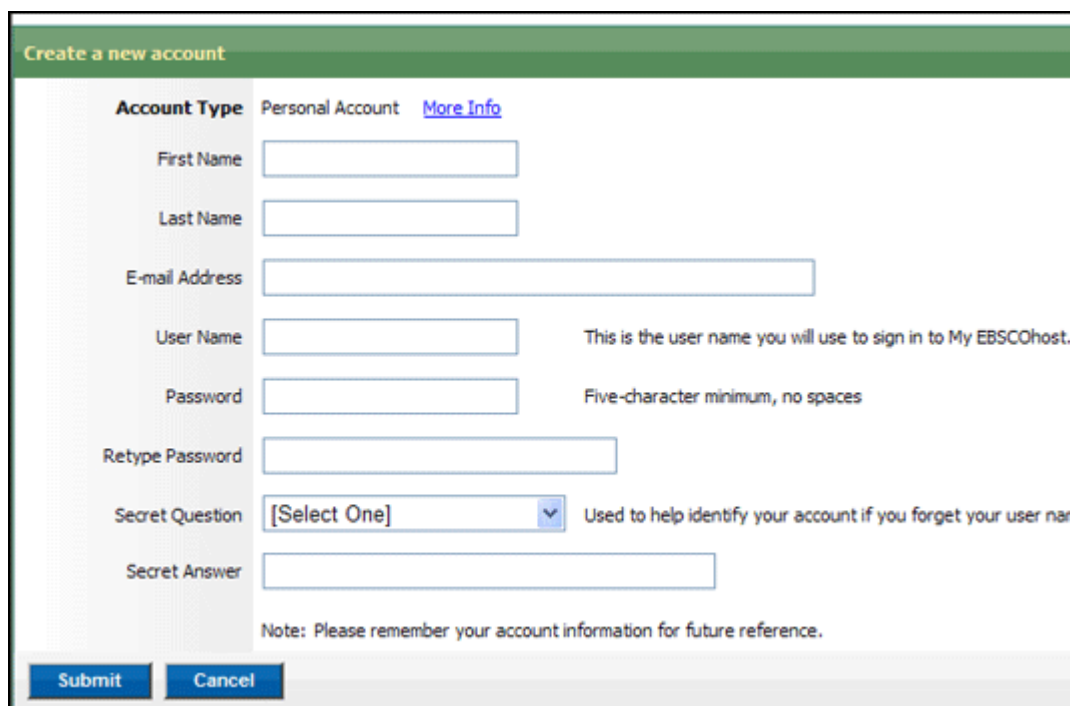
4. If you decide that e-mail delivery of the alert information is required, click the **Sign in and create a new alert** link. Once you sign in to My EBSCOhost, the Journal Alert Screen appears. You can save the alert as described earlier in "Setting Up a Journal Alert."

Setting Up a My EBSCOhost Personal Account

If provided by your library administrator, you can set up a *personal account* (My EBSCOhost) that can be used in all EBSCO interfaces. With a personal account, you can save search results, persistent links to searches, saved searches, search alerts, journal alerts and web pages to your personal folder.

To set up a personal account:

1. From the Sign In to My EBSCOhost Screen, click the **I'm a new user** link.
2. The Create a New Account Screen displays with Personal Account entered in the Account Type field.



The screenshot shows a web form titled "Create a new account". At the top, "Personal Account" is selected under "Account Type", with a "More Info" link. The form contains the following fields and labels:

- First Name:
- Last Name:
- E-mail Address:
- User Name: This is the user name you will use to sign in to My EBSCOhost.
- Password: Five-character minimum, no spaces
- Retype Password:
- Secret Question: [Select One] Used to help identify your account if you forget your user name
- Secret Answer:

At the bottom, there is a note: "Note: Please remember your account information for future reference." and two buttons: "Submit" and "Cancel".

3. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Submit**.
4. If all the information was accepted, a message appears that provides your user name and password. Click **OK**. You will be automatically signed in as a personal user. You should note the user name and password you created so you can log in at a future session.

When you set up a personal account, we ask for your name, e-mail address, a unique login name, password, and password validation. EBSCO uses this information only to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information. Click on our privacy policy for more information.

If you have forgotten your *password*, you can submit your user name and reset your password.

To reset your password:

1. From the Sign In to My EBSCO*host* Screen, click **I forgot my password**. A screen appears.
2. Enter your **user name** and click **Continue**. You are prompted to answer the question you entered as a password hint.
3. Enter your new password twice.
4. Click **Continue**. You are automatically signed in as a personal user based on your new password. You should note the new password so you can sign in at a future session.

If you have forgotten your user name and password, you can submit information to access your personal account and reset your password.

To retrieve your user name and password:

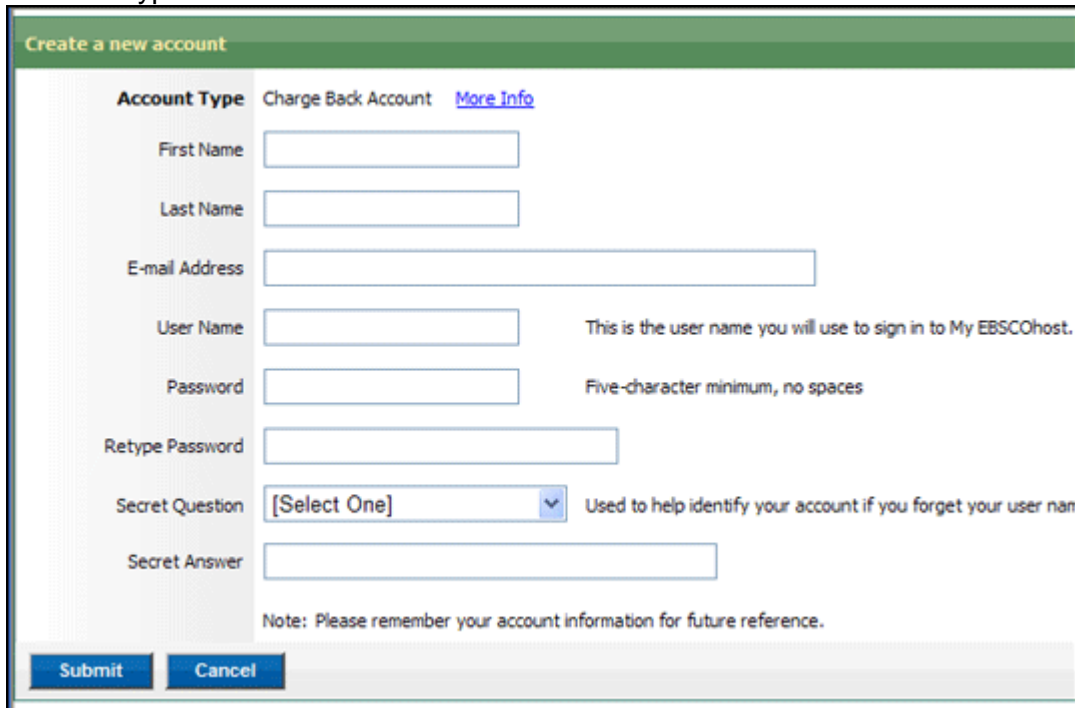
1. From the Sign In to My EBSCO*host* Screen, click I forgot my user name and password. A screen appears.
2. You are prompted to enter your first name, last name and e-mail address. Click **Continue**. The Reset your Password Screen appears with your user name displayed.
3. You are prompted to answer the question you entered as a password hint, enter a new password twice.
4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in at a future session.

Setting Up a Charge Back Account

If you are a corporate user (for example, a law firm or an advertising agency) who needs to track usage on a per client basis for billing purposes, you can set up a *Charge Back Account*. In addition to having all features available in a personal account, you can also set up clients, start a timer to track usage by client, and obtain a report of the time spent. Usage information can be printed and/or e-mailed.

To set up a charge back account:

1. From the Sign In to My EBSCOhost Screen, click the **Create a Charge Back Account** link.
2. The Create a New Account Screen displays with Charge Back Account entered in the Account Type field.



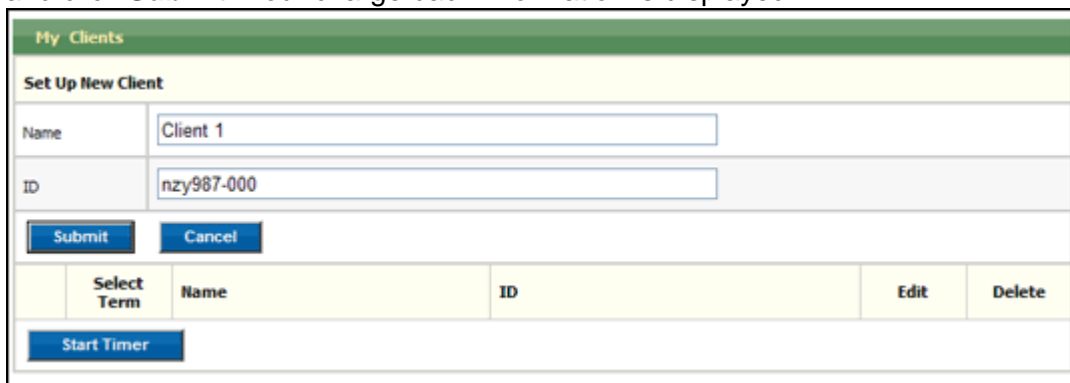
The screenshot shows a web form titled "Create a new account" with a green header. The "Account Type" is set to "Charge Back Account" with a "More Info" link. The form includes the following fields:

- First Name:
- Last Name:
- E-mail Address:
- User Name: This is the user name you will use to sign in to My EBSCOhost.
- Password: Five-character minimum, no spaces
- Retype Password:
- Secret Question: Used to help identify your account if you forget your user name
- Secret Answer:

Note: Please remember your account information for future reference.

Buttons:

3. After you have completed the Create a New Account Screen click **Submit**. A confirmation message is displayed. Click **OK**.
4. The Set Up New Client Screen appears. Enter the charge back information for the first client and click **Submit**. Your charge back information is displayed.



The screenshot shows a web interface titled "My Clients" with a green header. Below the header is a section titled "Set Up New Client" with a yellow background. The form includes the following fields:

- Name:
- ID:

Buttons:

Select Term	Name	ID	Edit	Delete
<input type="button" value="Start Timer"/>				

- You can continue entering charge back clients, or click **Cancel** and return to searching. You can add, change or delete charge back clients at any time.

To use charge back with EBSCOhost:

- Sign in using a charge back account user name and password. Your list of Charge Back clients is displayed.

	Select Term	Name	ID	Edit	Delete
1.	<input checked="" type="radio"/>	Client 1	nzy987-000		
2.	<input type="radio"/>	Client 2	nzx987-001		

- Select a client from the Charge Back List and click **Start Timer**. When you have finished searching for that client, click the **Stop Charge Back Timer** link.

- The Charge Back Report Screen displays the client name, date, and time spent searching. You can print and/or e-mail the report. (**Note:** This report is not saved after your session has ended.)

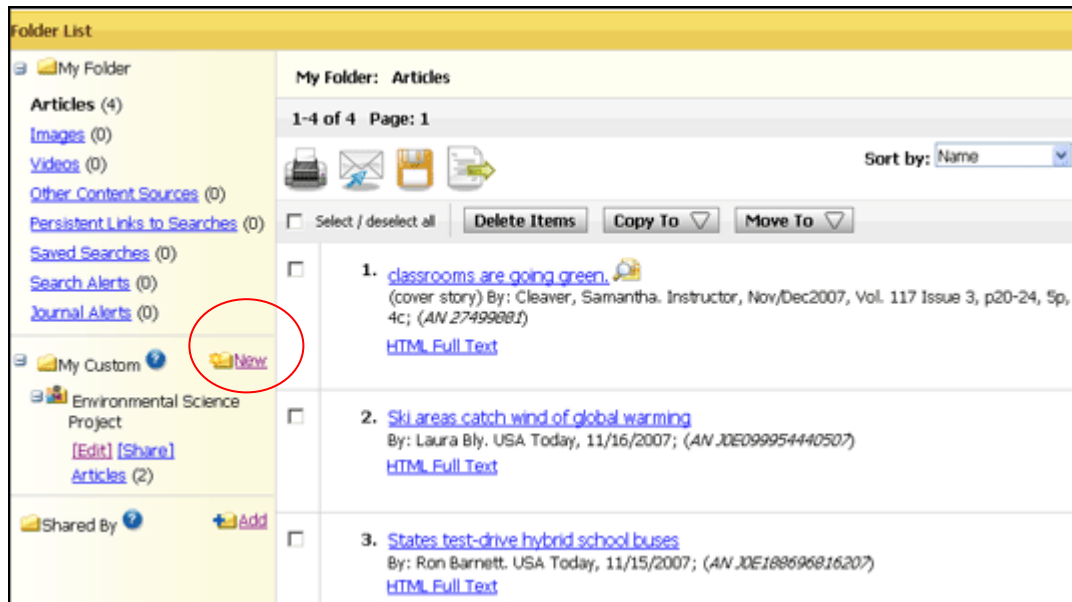
Managing Custom Folders

EBSCOhost allows you to create custom folders in your personal folder area. Using custom folders, you can better manage and access items saved to your personal folder area by organizing items according to topic, project, class, etc. Custom folders can contain articles, saved searches, search alerts, etc., as well as custom sub-folders.

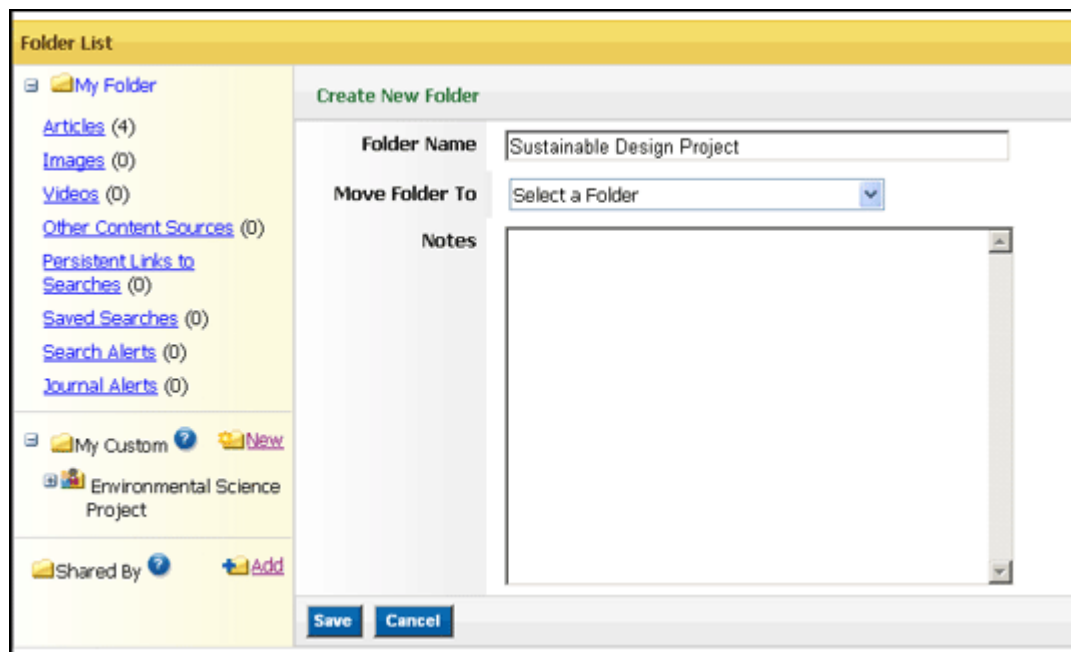
You must be signed in as a personal user (My EBSCOhost) to use the custom folder feature.

To create a new custom folder:

1. Click the **Folder** icon. My Folder is displayed.



2. Click the **New** link to the right of the **My Custom** link. The Create New Folder Screen displays.



3. In the **Folder Name** field, enter a name for the folder; up to 40 characters.
4. **Move Folder To** – You can select a “level” for the folder. (For example, you could create an “Environmental Science Project” folder, and then place a “Going Green” sub-folder within it.)
5. In the **Notes** field, you can enter information regarding the folder; up to 200 characters.
6. Click **Save**. You are returned to the Folder area, with your named folder displayed in the left-hand column.

To rename a folder:

1. Click the **Folder** icon then click on the **named folder** that you want to rename.
2. In the **Folder Name** field, enter the new name for the folder; up to 40 characters.
3. Click **Save**. You are returned to the Folder area, with your renamed folder displayed in the left-hand column.

To delete a folder:

1. Click the **Folder** icon then click the **plus sign** next to the **folder** that you want to delete.
2. Click the **Edit** link below the folder name.
3. Click the **Delete Folder** button. A confirmation message displays.
4. Select **Yes**. The folder and its contents are permanently deleted.

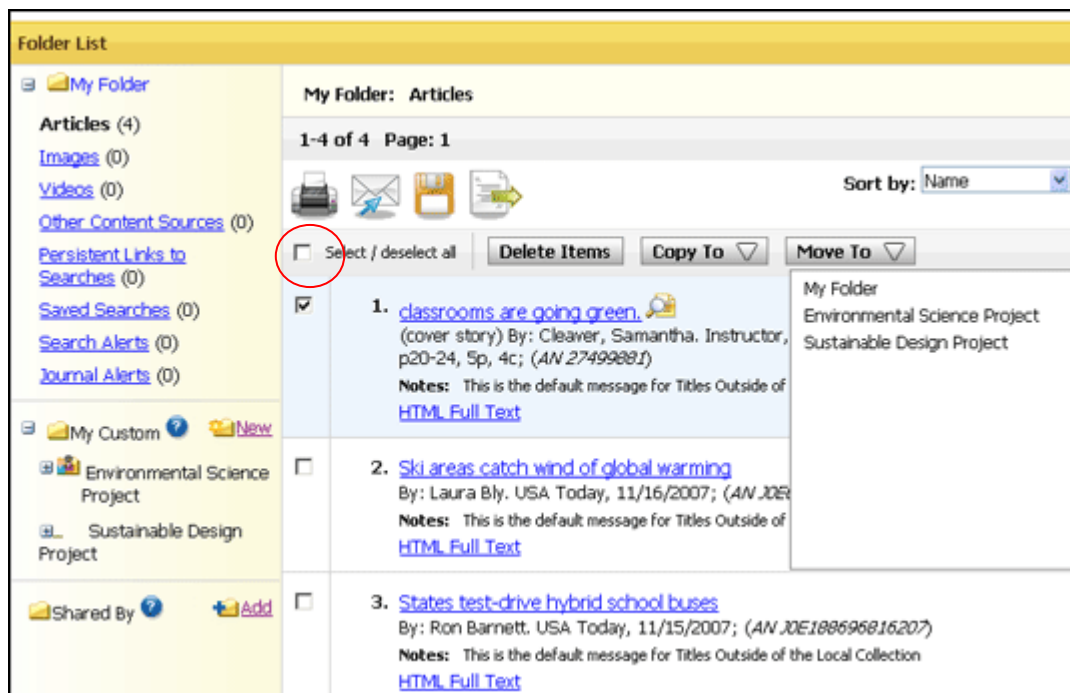
Note: the top-level folder (My Folder) can never be deleted.

To move a folder and its contents to different folder:

1. From within the Folder, click the **Edit** link below the folder that you want to move.
2. From the **Move Folder to** drop-down list, select the folder to which you want to move the items (the “target” folder).
3. Click **Save**. The folder and its contents are moved to the target folder.

To move items to a different folder:

1. From within the **Folder**, mark the check box to the left of the items that you want to move. (For example, articles, images, videos, etc.) To select all, mark the **Select All** checkbox to the left of the Delete Items button.



2. Click the **Move To** button. Select the folder to which you want to move the items (the “target” folder). The items will be moved to the target folder.

To copy items to a different folder:

1. From within the Folder, mark the check box to the left of the items that you want to copy. (For example, articles, images, videos, etc.) To select all, mark the **Select All** checkbox to the left of the Delete Items button.
2. Click the **Copy To** button. Select the folder to which you want to copy the items (the “target” folder). The items will be copied to the target folder.

To delete items from a folder:

1. From within any folder, mark the check box to the left of the items that you want to delete. (For example, articles, images, videos, etc.) To select all, mark the **Select All** checkbox to the left of the Delete Items button.
2. Click the **Delete Items** button. The items are automatically deleted.

Sharing Folders

The Shared Folder feature lets you add articles to your personal folders and share them with other EBSCOhost users such as fellow students, professional colleagues, or anyone interested in a specific topic.

When you sign in to My EBSCOhost, there are now three folder areas for use:

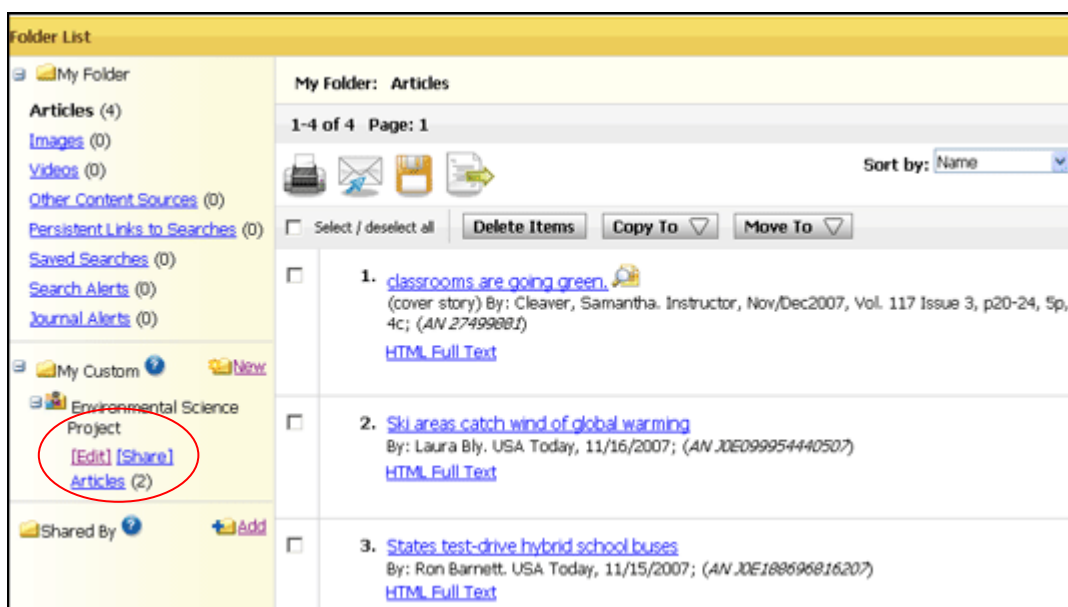
- **My Folder** – this area holds the items that you have collected during your current session. This folder cannot be shared.
- **My Custom** – custom folders you create, and then move result items into. You can share custom folders with other EBSCOhost users, if desired.
- **Shared by** – custom folders that another user creates and then shares with you.

You must be signed into My EBSCOhost to access custom or shared folders. In order to share a folder, it must be at the “top level” of the folders. If you have multiple levels of custom folders, the sub-folders cannot be shared.

Your library administrator decides whether shared folders will be available.

To share a folder:

1. Run a search on EBSCOhost, and save one or more articles or saved searches to a custom folder that you previously created. (For example, you created an Environmental Science Project folder and added two articles to it.)



2. From the Folder Screen, click the **Share** link below the folder name. The Sharing Options Screen displays.

- **E-mail To** – enter the e-mail addresses of the people that you want to share the folder with. (Recipients must have EBSCOhost access to share the folder.)
- **Subject** – you can accept the default message or enter a new one.
- **Message** – you can enter a personal message or leave this field blank.
- **E-mail Format** – you can send your e-mail message in either plain text or HTML format.
- **Restrict Passcode to Single Use** – included in the e-mail sent to the people you are sharing the folder with, will be a “passcode” that lets the recipient 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. If all users are sent the same passcode, it is possible that it might be sent to other users you may not want to share with, or who may not have access to EBSCOhost.

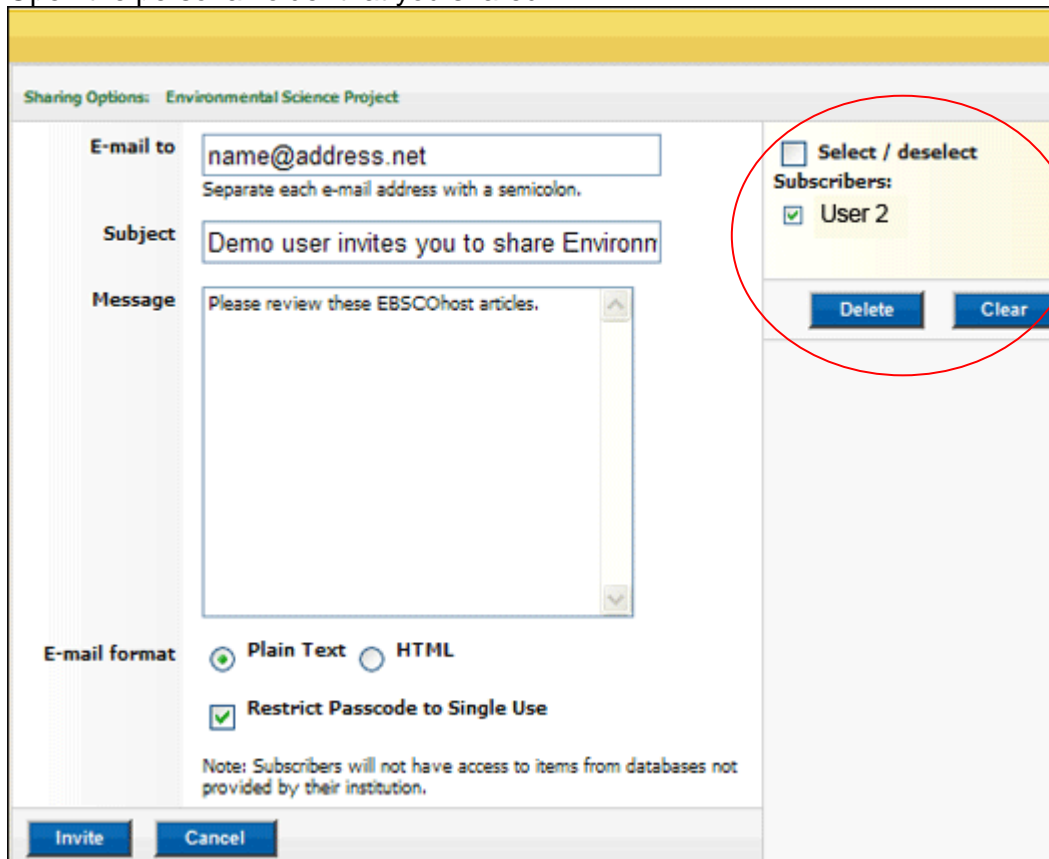
3. Click **Invite**. An e-mail message is sent to each recipient that a shared folder is available.

“Unsharing” a Folder

Once those you have invited to share a personal folder accept your invitation, they are listed in the Accepted area of the Sharing Options Screen. You may decide that you no longer want to share a folder with one or more users you previously invited to share.

To “unshare” a personal folder:

1. Open the personal folder that you shared.



The screenshot shows the 'Sharing Options' window for 'Environmental Science Project'. It includes fields for 'E-mail to' (name@address.net), 'Subject' (Demo user invites you to share Environn), and 'Message' (Please review these EBSCOhost articles.). There are radio buttons for 'Plain Text' (selected) and 'HTML', and a checked checkbox for 'Restrict Passcode to Single Use'. A note at the bottom states: 'Note: Subscribers will not have access to items from databases not provided by their institution.' On the right side, there is a 'Subscribers:' list with a 'Select / deselect' checkbox and a checked checkbox next to 'User 2'. Below this list are 'Delete' and 'Clear' buttons. A red circle highlights the 'Subscribers:' section.

2. Mark the **check boxes** to the left of each **user** that should no longer have access to the folder.
3. Click the **Delete** button. The list of users you share with will be updated, and those users will no longer appear.

Note: Another way to “unshare” a folder you have created is simply to delete the folder. It will automatically be removed from the Subscription area of users you share it with.

Accepting a Shared Folder

When an EBSCOhost user sends you an e-mail invitation to a folder, he or she wants to share EBSCOhost search results with you. To access the shared folder, you log into EBSCOhost and “accept” that folder. You will need the passcode included in the e-mail invitation.

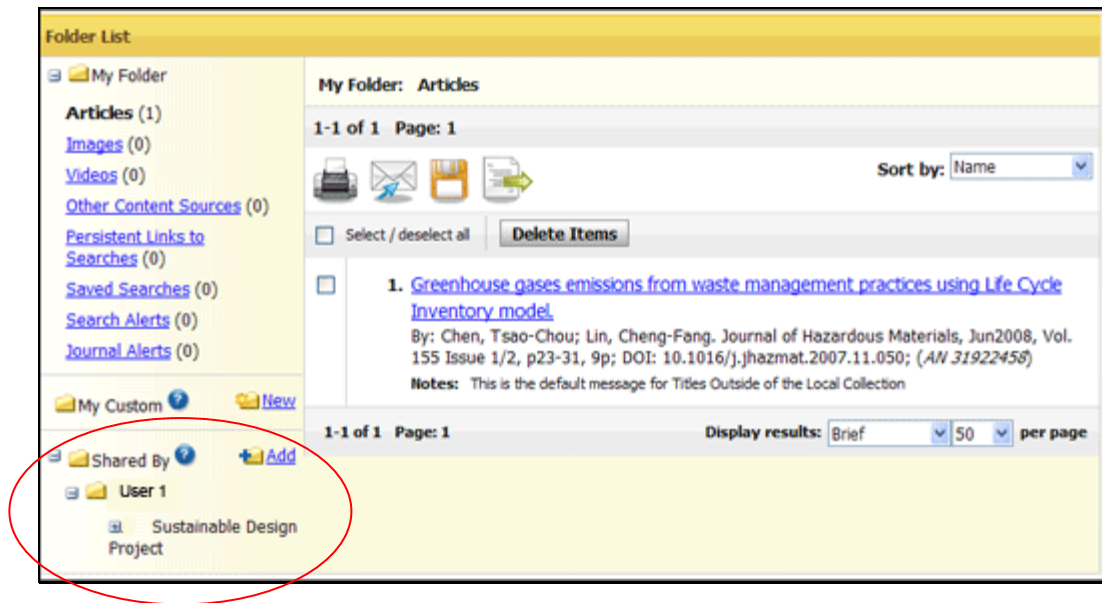
To accept a shared folder:

1. Sign into My EBSCOhost and click the **Folder** icon.
2. Scroll down to the **Shared by** area of the folder, and click the **Add** link. The Add Shared Folder Screen displays.

The screenshot shows the 'Add Shared Folder' dialog box. The 'Passcode' field contains the text '80577de3-bb9a-4989-b0b2-f24fea693532'. Below the field is a note: 'Note: When an EBSCOhost user sends you an e-mail invitation to a shared folder a passcode will be included in the e-mail. Copy and paste the passcode into the entry box provided above.' At the bottom of the dialog are 'Submit' and 'Cancel' buttons. The background shows a 'Folder List' with a 'Shared By' section circled in red, containing an 'Add' button also circled in red.

3. Copy the **passcode** included in the e-mail that invited you to share a folder, and paste it right into the **Passcode** field.
4. Click **Submit**. The shared folder will display in the **Shared by** area under the name of the user who has shared the folder with you.

5. In the **Shared by** area, click on the name of the folder that is being shared (for example, Sustainable Design Project), and the Folder items (search results, etc.) are displayed.



Notes:

- You can copy an item from a Shared by Folder to a different folder. (You must copy items rather than move them.)
- You can “unshare” from the shared folder at any time by deleting the folder from your list.
- Since the folder belongs to someone else, you cannot modify a shared folder in any way.