



## **EBSCOhost User Guide—Print/E-Mail/Save**

*Print, E-mail, Save, Export, and Cite Your Search Results*

**[support.ebsco.com](http://support.ebsco.com)**

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## Inside this User Guide

This guide is designed to cover printing, e-mailing and saving search results, as well as exporting citations to your bibliographic manager software. Additional user guides cover topics such as searching and finding results, browsing, searches and alerts, etc. All user guides can be downloaded from the EBSCO Support Site: [support.ebsco.com](http://support.ebsco.com).

## Printing Your Results

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 printing.

### To print one or more articles or citations:

1. From the open result or from the folder, click the **Print**  icon. The Print Manager displays.

online help. For information on using Citation Formats, see [online citation help](#)'. On the right, under 'Include when printing:', there are checkboxes for 'HTML Full Text (when available)' and 'Current Search History', both checked. Below that are three radio button options: 'Standard Field Format' (selected), 'Citation Format', and 'Customized Field Format'. Under 'Standard Field Format' is a dropdown menu showing 'Brief Citation'. Under 'Citation Format' is a dropdown menu showing 'MLA (Modern Language Assoc.)'." data-bbox="173 390 828 612"/>

2. If you are in the folder, **Remove these items from folder after printing** appears. Indicate whether you want to empty the folder of all selected items after printing.
3. **Include when printing** – 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) will be printed. (Most users will not need to use the "Customized Field Format" selections.)
4. **HTML Full Text** (when available) – Indicate whether the HTML Full Text of the article (if available) should be included.
5. **Current Search History** (when available) – Indicate whether the current search history should be printed with your Result List Items. (**Note:** It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you've edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)

6. **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 printed.
  - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be printed.
  - Detailed Citation and Abstract – Indicates that a detailed citation and an abstract should be printed.
7. **Citation Format** – If you would like to print 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
8. **Customized Field Format** - If you want to select which fields are included with your results, see "Custom Fields for Print/E-mail/Save. "
9. Click **Print**. The articles or citations are displayed in your browser window. Click the **Print** icon on the browser toolbar.
10. To return to the article or citation, click **Back**. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked **Remove these items from folder after printing**.

**Note:** If your library administrator has provided the ability to translate an article, you must print the translated article directly from your browser window.

#### **To print PDF Full Text:**

If you are printing an item that includes PDF Full Text, the PDF does not automatically format for printing from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

If the item includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

#### **To print Linked Full Text:**


If the results include Linked Full Text, the Linked Full Text cannot be delivered via the folder. If you are printing an item that includes Linked Full Text, you must follow the links directly to the Full Text and then print.

If the item includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to follow the links directly to the Full Text and then print.

## E-mailing Your Results

You can set the defaults for Standard Field Format, Citation Format, E-mail Format, and the default E-mail To address on the Preferences Screen. The selections that are set on Preferences will be applied when e-mailing.

### To e-mail one or more articles or citations:

1. From the open result or from the folder, click the **E-mail**  icon. The E-mail Manager displays.

Articles

Number of items to be e-mailed: 1

E-mail from:

E-mail to:   
Separate each e-mail address with a semicolon.

Subject:

Comments:

Format:  Rich Text  Plain Text

Remove these items from folder after e-mailing  
For information on e-mailing Linked Full Text, see [online help](#). For information on using Citation Formats, see [online citation help](#).

Include when sending:

HTML Full Text (when available)

Current Search History

Standard Field Format

Citation Format

Customized Field Format

2. **E-mail from** – Defaults to *ephost@epnet.com*, unless the library administrator sets a different default e-mail address.
3. **E-mail to** – To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com*).
4. **Subject** – Enter a subject to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40 character maximum.)
5. **Comments** – Enter any comments you would like to include with your e-mail.
6. **Format** – Select whether you want to send the e-mail in Rich Text or Plain Text format.
7. If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all selected items after e-mailing.

8. **Include when sending** – 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 PDF Full Text) will be sent. (Most users will not need to use the "Customized Field Format" selection.)

*Persistent links to articles are automatically included in the e-mail.*

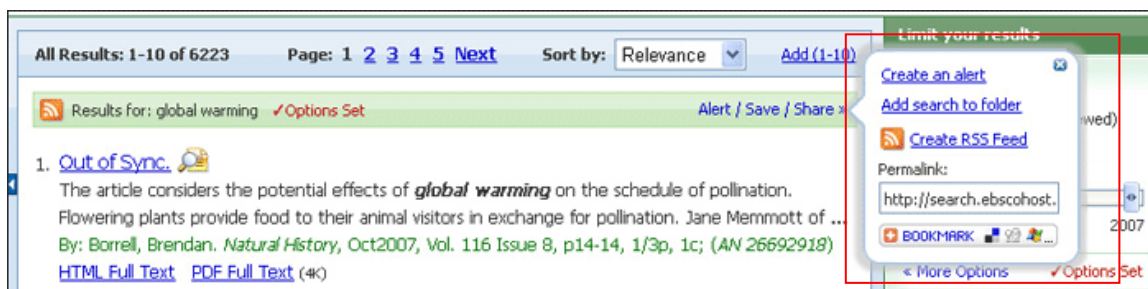
9. **HTML Full Text** (when available) – Include the HTML Full Text of the article, if available.
10. **PDF as a separate attachment** (when available) – Include all citation information and the article in Adobe PDF format, if available. If the PDF file is larger than 5 MB, a persistent link to the PDF is sent with the e-mail.
11. **Current Search History** (when available) – Indicate whether the current search history should be e-mailed with your Result List Items. The history will be delivered as a separate HTML attachment. (**Note:** It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you've edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)
12. **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 e-mailed.
  - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be e-mailed.
  - Detailed Citation and Abstract – Indicates that a detailed citation and abstract should be e-mailed.
13. **Citation Format** – If you would like to e-mail 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
14. **Customized Field Format** – If you want to select which fields are included with your results, see "Custom Fields for Print/E-mail/Save."
15. To send the e-mail, click **Send**; otherwise, click **Back**. A message appears when your e-mail has been sent. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked **Remove these items from folder after e-mailing**.

#### **To e-mail Linked Full Text:**

If the results include Linked Full Text, the Linked Full Text cannot be delivered via the folder. If you are e-mailing an item that includes Linked Full Text, you must follow the links directly to the Full Text and then e-mail it. Otherwise, only the citation and any available HTML Full Text will be sent. If you follow the links to the Full Text and it is PDF format, the PDF will be sent as an attachment to the e-mail.

## To e-mail a persistent link to a search:

1. Click the **Alert/Save/Share** link to the left 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 the **E-mail** icon. The **Links to Searches** area of the E-mail Manager displays.
4. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1 @address.com; name2 @address2.com.*)
5. Enter a **Subject** to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40 character maximum.)
6. Enter any **Comments** you would like to include with your e-mail.
7. If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all items after e-mailing.
8. Click **Send**; otherwise, click **Back**.
9. A message appears when your e-mail has been sent. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked **Remove these items from folder after e-mailing**.

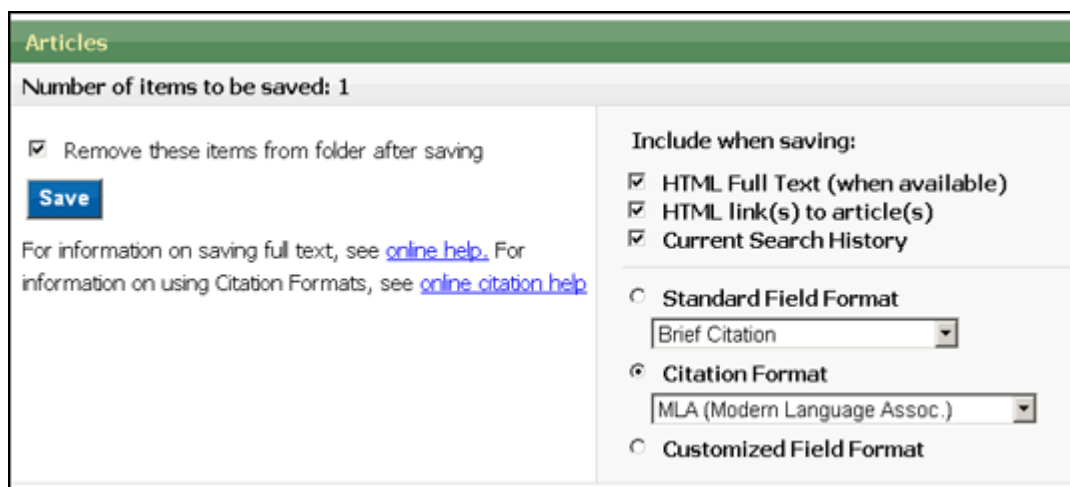
(The library administrator decides whether the persistent links feature is available.)

## Saving Your Results

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 one or more articles or citations:

1. From an open result or from the folder, click the **Save**  icon. The Save Manager displays.



2. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of the selected items after saving.
3. **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.
4. **HTML Full Text** (when available) – Indicate whether the HTML Full Text of the article (if available) should be included.
5. **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.)
6. **Current Search History** (when available) – Indicate whether the current search history should be saved with Result List Items. (*Note:* It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you've edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)

7. **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.
8. **Citation Format** - If you would like to print 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
9. **Customized Field Format** – If you want to select which fields are included with your results, see “Custom Fields for Print/E-mail/Save.”
10. To save the results, click **Save**; otherwise, click **Back**.
11. From your browser menu, click **File>Save As**. Enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file.
12. Click **Save**. To return to the open article or to the folder, click **Back**.

#### **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 the results include Linked Full Text, the Linked Full Text cannot be delivered via the folder. 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.

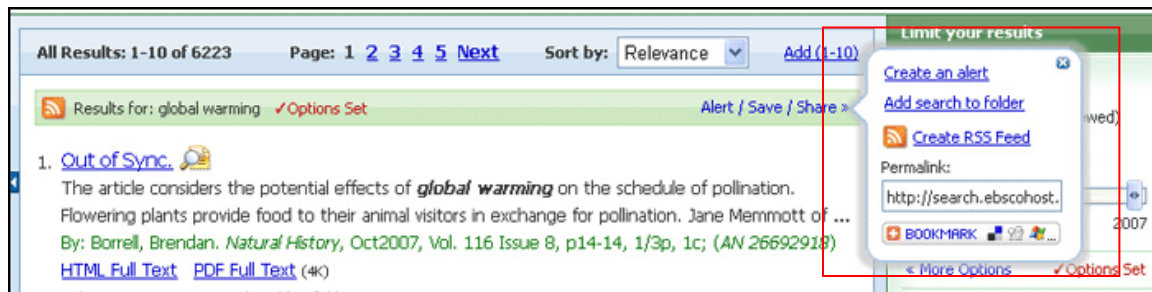
If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to follow the links directly to the Full Text, and then save it.

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

1. Click the **Alert/Save/Share** link to the left 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 **Alert/Save/Share** link to the left 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 the **Save** icon. 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:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file.

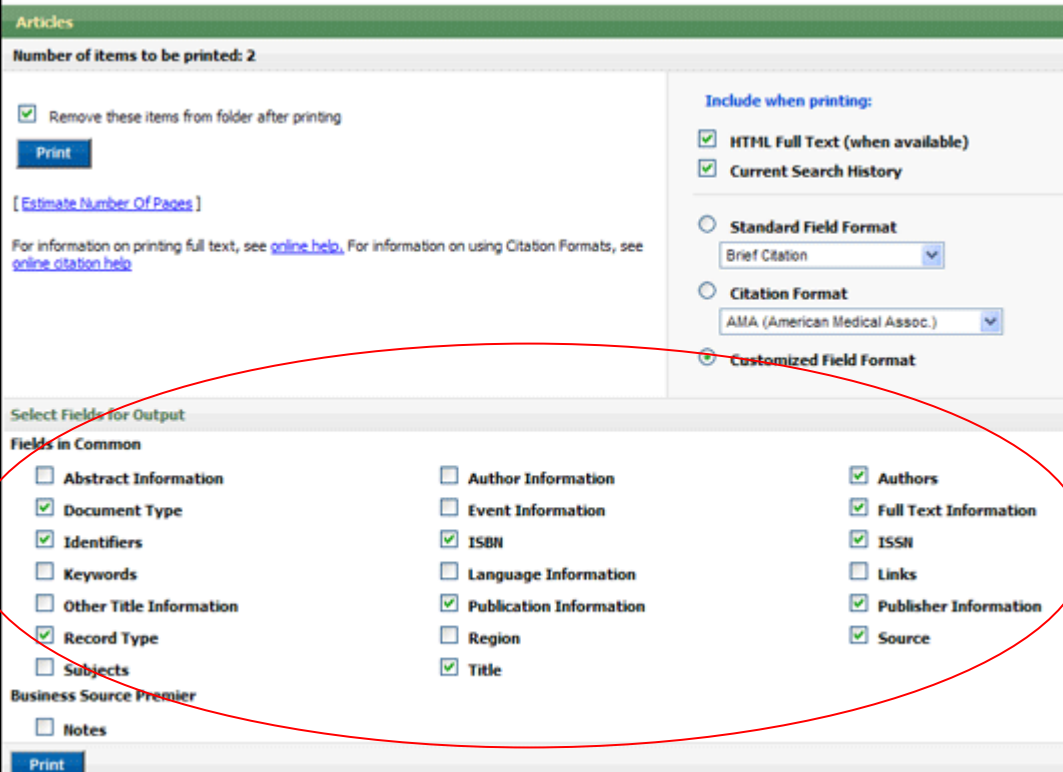
(The library administrator decides whether the persistent links feature is available.)

## Custom Fields for Print/E-mail/Save

Most users will want to include the Standard Fields for the database being searched when printing, e-mailing or saving search results. If you would like to select the fields to be included within your print, e-mail or save output, you can make these selections in the Customized Field Format area of the Print/E-mail/Save Managers.

**To customize which fields are included with print/e-mail/save:**

1. From the Print, E-mail or Save Manager, select **Customized Field Format**. The Select Fields for Output area displays.



The screenshot shows the 'Articles' print manager interface. At the top, it indicates 'Number of items to be printed: 2'. There is a 'Print' button and a link to '[ Estimate Number Of Pages ]'. Below this, there are links for 'online\_help' and 'online\_citation\_help'. The 'Include when printing:' section has three checked options: 'HTML Full Text (when available)', 'Current Search History', and 'Customized Field Format'. The 'Standard Field Format' is set to 'Brief Citation' and 'Citation Format' is set to 'AMA (American Medical Assoc.)'. The 'Select Fields for Output' section is titled 'Fields in Common' and contains a grid of checkboxes for various fields. A red oval highlights this section. The fields and their selection status are as follows:

Field	Selected
Abstract Information	<input type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Identifiers	<input checked="" type="checkbox"/>
Keywords	<input type="checkbox"/>
Other Title Information	<input type="checkbox"/>
Record Type	<input checked="" type="checkbox"/>
Subjects	<input type="checkbox"/>
Author Information	<input type="checkbox"/>
Event Information	<input type="checkbox"/>
ISBN	<input checked="" type="checkbox"/>
Language Information	<input type="checkbox"/>
Publication Information	<input checked="" type="checkbox"/>
Region	<input type="checkbox"/>
Title	<input checked="" type="checkbox"/>
Authors	<input checked="" type="checkbox"/>
Full Text Information	<input checked="" type="checkbox"/>
ISSN	<input checked="" type="checkbox"/>
Links	<input type="checkbox"/>
Publisher Information	<input checked="" type="checkbox"/>
Source	<input checked="" type="checkbox"/>

At the bottom of the 'Fields in Common' section, there is a 'Business Source Premier' section with a 'Notes' checkbox and a 'Print' button.

2. Mark the check boxes to the left of the fields you want to include. The fields shared by all the databases you are searching appear in the Fields in Common area at the top of the screen. The individual databases are displayed in alphabetical order, with a maximum of five databases per page. You can use the page numbers or navigation arrows to view additional lists of database fields.
3. Click the **Print**, **Send**, or **Save** button. Your selections will be retained throughout the session for all print, e-mail, or save activity. If you want your selections retained for a future session, be sure to Sign in to My EBSCOhost.
4. Continue printing, e-mailing or saving your search results.

**Note:** The Customized Field selections do not apply to output using the Export Manager.

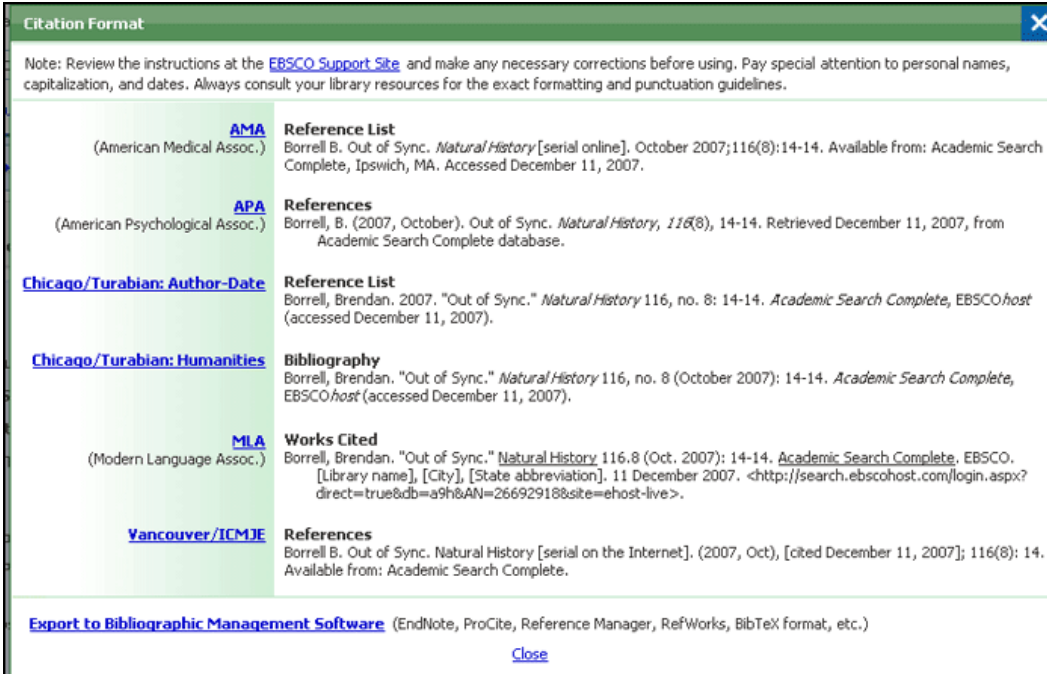
## Saving and Copying Article Citations

While you are viewing an article detail, you can see how the citation for that article should be formatted in a variety of popular citation formats.

To view citation formats for an article:

1. Run a search on EBSCOhost and view a search result. From the article details, click the

 **Cite** icon.



**Citation Format**

Note: Review the instructions at the [EBSCO Support Site](#) and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.

<a href="#">AMA</a> (American Medical Assoc.)	<b>Reference List</b> Borrell B. Out of Sync. <i>Natural History</i> [serial online]. October 2007;116(8):14-14. Available from: Academic Search Complete, Ipswich, MA. Accessed December 11, 2007.
<a href="#">APA</a> (American Psychological Assoc.)	<b>References</b> Borrell, B. (2007, October). Out of Sync. <i>Natural History</i> , 116(8), 14-14. Retrieved December 11, 2007, from Academic Search Complete database.
<a href="#">Chicago/Turabian: Author-Date</a>	<b>Reference List</b> Borrell, Brendan. 2007. "Out of Sync." <i>Natural History</i> 116, no. 8: 14-14. <i>Academic Search Complete</i> , EBSCOhost (accessed December 11, 2007).
<a href="#">Chicago/Turabian: Humanities</a>	<b>Bibliography</b> Borrell, Brendan. "Out of Sync." <i>Natural History</i> 116, no. 8 (October 2007): 14-14. <i>Academic Search Complete</i> , EBSCOhost (accessed December 11, 2007).
<a href="#">MLA</a> (Modern Language Assoc.)	<b>Works Cited</b> Borrell, Brendan. "Out of Sync." <i>Natural History</i> 116.8 (Oct. 2007): 14-14. <i>Academic Search Complete</i> . EBSCO. [Library name], [City], [State abbreviation]. 11 December 2007. < <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=a9h&amp;AN=26692918&amp;site=ehost-live">http://search.ebscohost.com/login.aspx?direct=true&amp;db=a9h&amp;AN=26692918&amp;site=ehost-live</a> >.
<a href="#">Vancouver/ICMJE</a>	<b>References</b> Borrell B. Out of Sync. <i>Natural History</i> [serial on the Internet]. (2007, Oct), [cited December 11, 2007]; 116(8): 14. Available from: Academic Search Complete.

[Export to Bibliographic Management Software](#) (EndNote, ProCite, Reference Manager, RefWorks, BibTeX format, etc.)

[Close](#)


2. When you have decided which citation format you want for the article, copy and paste the citation directly into the Works Cited or References page of a document created in a word processing program such as Word.
3. Be sure to consult your library resources for the exact formatting and punctuation guidelines for the citation format you are using.

## Exporting Your Results

From the Export Manager, you can save or e-mail citations in a format compatible with your bibliographic management software. Your library administrator decides whether the Export feature is displayed.

You can set the defaults for your preferred Export Settings on the Preferences Screen. The selections that are set on Preferences will be applied when exporting.

### To save citations in bibliographic manager format:

1. From the open result or from the folder, click the **Export**  icon. The Export Manager displays.



2. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of the selected items after exporting.
3. **Save citations to a file formatted for** - select one of the following:
  - **Direct Export to RefWorks** - exports citations directly to RefWorks web-based bibliographic management software. (Your library must have a subscription to RefWorks to use this option. You must also set your browser to accept pop-ups.)
  - **Direct Export to EndNote, ProCite, or Reference Manager** - includes those fields supported by ISI's Direct Export technology. (This would be useful if you are at a remote location and have bibliographic management software such as ProCite® or EndNote® on your home or office computer. You could save your citations at a school or public library and import them into your citation library at home.)
  - **Generic bibliographic management software** - includes all fields available with a citation.
  - **Citations in BibTeX format** - includes citation fields in BibTeX format.
  - **Citations in MARC21 format** - includes citation fields in MARC21 format.

4. To save the results, click **Save**.
  - If you saved your citations in a format that can be uploaded to bibliographic management software, the articles and citations are displayed in your browser window. Save from your browser window. Be sure to enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as an HTML or text file. Click **Save**.
  - If you saved in Direct Export format and bibliographic management software (such as ProCite® or EndNote®) is installed on your computer, that software should automatically open. You should be able to indicate whether to add the citations in the export.txt file to a new or existing citation library.

**Notes:**

- For more information, you should review the bibliographic software documentation.
- Some browser versions include a pop-up blocking feature. If you are using RefWorks, you should enable your browser to allow pop-ups from *epnet.com* servers.

**To e-mail citations in bibliographic manager format:**

1. From the open article or citation, or from the folder list, click the **Export** icon. The Export Manager displays.

2. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com*).
3. Enter a **Subject** to appear on the e-mail subject line. (For example, *Citations for topic ABC*.) (40 character maximum.)

4. Enter any **Comments** you would like to include with your e-mail.
5. If you are in the folder, the **Remove these items from folder after e-mailing** option is displayed. Indicate whether you want to empty the folder of the selected items after exporting.
6. **E-mail a file with citations in** - select one of the following:
  - **EndNote, ProCite, or Reference Manager format** - includes those fields supported by ISI's Direct Export technology. (This would be useful if you are at a remote location and have bibliographic management software such as ProCite® or EndNote® on your home or office computer. You could e-mail yourself citations at a school or public library and import them into your citation library at home.)
  - **Generic bibliographic management software format** - includes all fields available with a citation.
  - **Citations in BibTeX format** - includes citation fields in BibTeX format.
  - **Citations in MARC21 format** - includes citation fields in MARC21 format.

**Note:** Persistent links to the records are automatically included in the e-mail and the export file.

7. To e-mail the results, click **Send**.

**Notes:**

- For more information on exporting files to bibliographic management software, you should review that product's documentation.
- The Export Manager does not support the Customized Fields feature.