



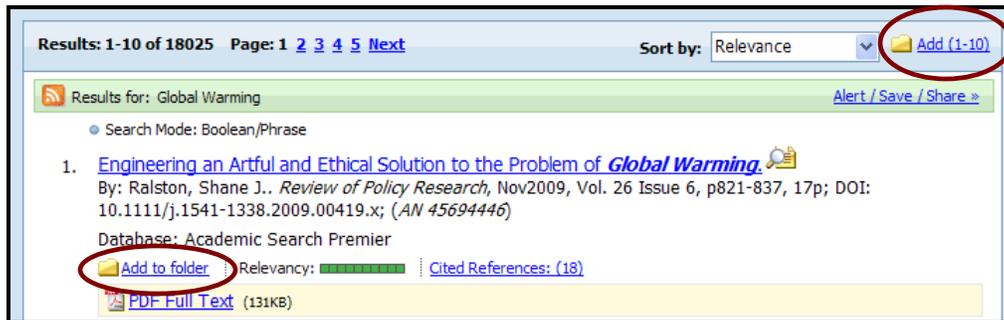
My EBSCOhost Folder Help Sheet

When you have an account on EBSCOhost, 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.

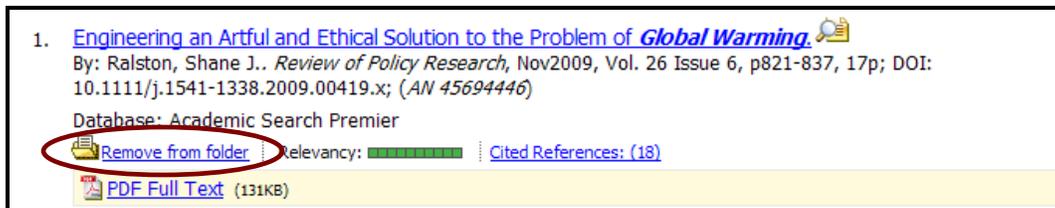
Saving Items to Your My EBSCOhost Folder

- Sign in to your My EBSCOhost account.
 - 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.)
- Add the items to your folder in any of the following ways:

- Add one item – Click the Add to folder link located next to the relevancy bar at the bottom of the article result. 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 Add (1-10) link at the top of the page. This adds all items listed on the page to your folder.



- When the article result is added to the folder, the Add to folder link will change to read Remove from folder. Clicking this link will remove the result from your folder.



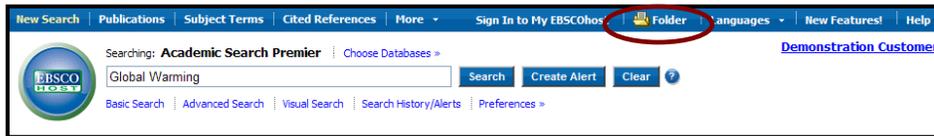
- From the Detailed View page, you can add one item. Click the Folder icon link at the top of the page. This adds only this single item to your folder.



Viewing the Contents of Your My EBSCOhost Folder

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

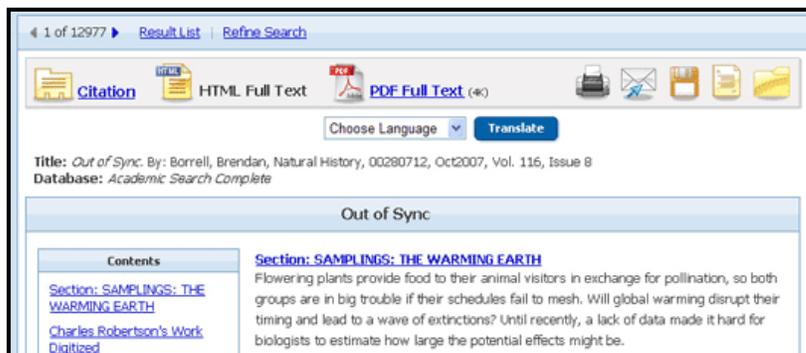
Click a **folder location** to see the items in a group.



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.



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



Saving 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 **Add to Folder** link.



The article is added to the folder you specify.