

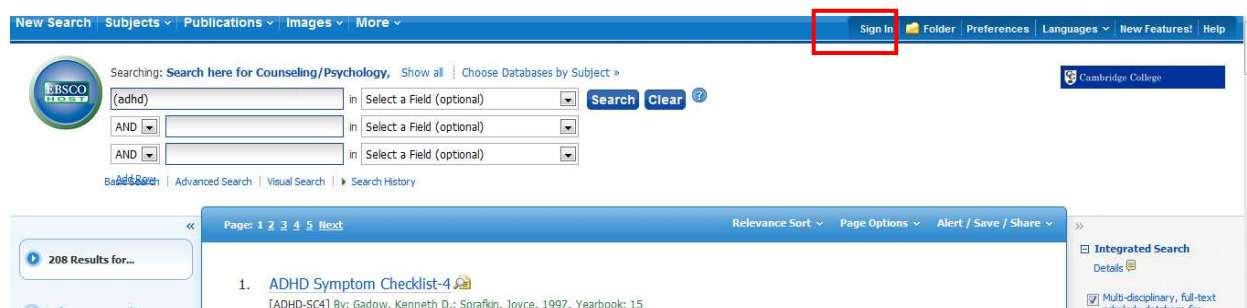
Save Articles and Notes in My EBSCOHost Folders

When you find an article you like in the CCOL, you can save it in a convenient online folder. It stays there permanently. You don't have to print anything out or keep a list of what you liked.

You can also write notes to yourself about the article or in general about your paper, and save them in the folder.

Here's how to do it:

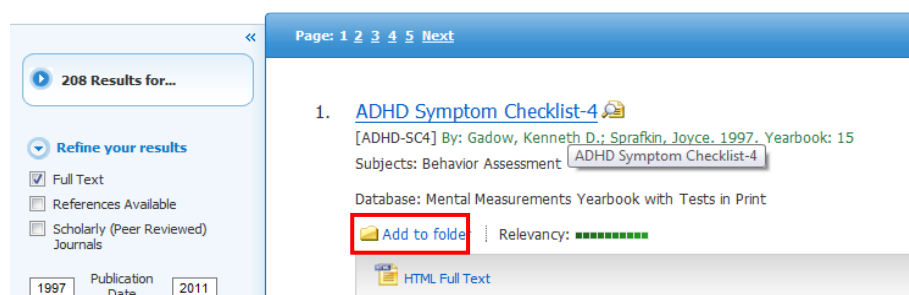
- Log into CCOL
- Do a search and find an article you like
- For EBSCO to remember who you are and what you saved, **you must Sign In to your individual MyEBSCOHost account.** For instructions, see http://support.ebsco.com/help/index.php?help_topic_id=95



- When you are signed in, the screen will show it like this, but with your name, not mine:



- In the article result, click Add to Folder



- To see your Folder, click Folder:

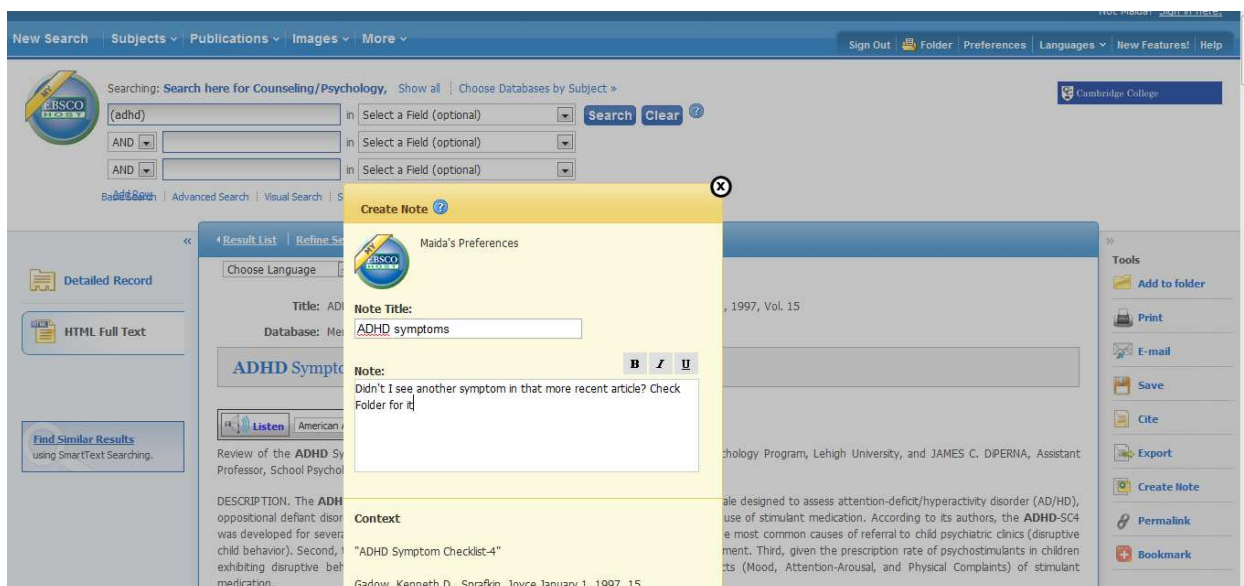


- For instructions for using the Folder, setting up multiple Folders for your different papers and courses, and more, see http://support.ebsco.com/help/index.php?help_topic_id=166

Would you like to save a note about the article, or any other thoughts you have while reading it? You can Create Note from most results. Look for the Create Note option on the right menu of the citation or full-text result page.



The note looks like this:



The note gets saved to your Folder. To see all your saved notes, just click Notes in the left menu:

The screenshot shows the EBSCOhost interface. At the top, there are navigation tabs: 'New Search', 'Subjects', 'Publications', 'Images', and 'More'. Below this is the 'Maida's Folder' header with a 'Back' button. The left sidebar menu includes 'My Folder' with sub-items: 'Articles (20)', 'Images (0)', 'Videos (0)', 'Pages (0)', 'Notes (5)' (highlighted with a red box), 'Other Content Sources (1)', 'Persistent Links to Searches (1)', 'Saved Searches (0)', 'Search Alerts (0)', 'Journal Alerts (0)', and 'Web Pages (15)'. The main content area is titled 'My Folder: Notes' and shows a list of two 'Untitled' notes. The first note has a context of 'Childhood Traun' by Falasca, Tony, Caulfield, T. The second note has a context of 'BULLYING: A CC' by Green, Gregory. Education.

For more instructions about the Notes feature, go to http://support.ebsco.com/help/index.php?help_id=3409

Just one last thing: Because some of our databases are not supplied by EBSCOHost, the results will go into a different folder. If you save articles from

- Wilson OmniFile Full Text Select Edition
- Ebrary Electronic Books
- Proquest Dissertations and Theses Abstracts
- Oceano Medicina y salud
- Oceano Universitas

They will be saved in the folder “Other Content Sources.”

The screenshot shows the EBSCOhost interface. At the top, there are navigation tabs: 'New Search', 'Subjects', 'Publications', 'Images', and 'More'. Below this is the 'Maida's Folder' header with a 'Back' button. The left sidebar menu includes 'My Folder' with sub-items: 'Articles (20)', 'Images (0)', 'Videos (0)', 'Pages (0)', 'Notes (5)', 'Other Content Sources (1)' (highlighted with a red box), 'Persistent Links to Searches (1)', 'Saved Searches (0)', 'Search Alerts (0)', 'Journal Alerts (0)', and 'Web Pages (15)'. The main content area is titled 'My Folder: Other Content Sources' and shows a single article titled 'ADHD: From Intervention to Implementation'. The article is a 'Feature Article' by Chaban, Peter, from Education Canada, Jan 1, 2010, Vol. 50, Issue 2, p32-5, -26p. The article describes a training intervention package for teachers who deal with students who suffer from attention deficit/hyperactivity disorder (ADHD). The package comprises a manual, an inter... The database is Wilson OmniFile Full Text, Select Edition. There is a 'Retrieve Full Text' button below the article.

That's it, so save time and save trees by using the Folder and Notes features in My EBSCOHost in the CCOL.