

Tip #45 – Save articles, books, and notes in EBSCOHost Folders and Ebrary Bookshelf

When you find articles you like in the CCOL, do you print them out? Do you copy and paste them into a Word file?

Where do you put your notes about the article, if you don't print it out?

Did you know there's an easy way to save articles and notes online?

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 find the article again any time, and click right into the full-text if it is available.

You can also write notes to yourself about the article or in general about your paper, and save them in an online folder. The notes even contain all the info you need for APA. The notes look like this sample:

Close

Read Note



Maida's Preferences

- ADHD symptoms
 - Didn't I see another symptom in that more recent article? Check Folder for it
 - Last edited: 2011-03-15 11:43 AM
 - **Context** [Go to page](#)
- "ADHD Symptom Checklist-4"

Gadow, Kenneth D., Sprafkin, Joyce. January 1, 1997, Vol. 15
(AN TIP07000069)

Close

Delete

[Show Print / Email »](#)

For detailed instructions for saving articles and notes in My EBSCOHost, see the file "Save articles and notes in My EBSCOHost Folders" on <http://www.cambridgecollege.edu/library/instructions.cfm>

You can also save books and notes in Ebrary Electronic Books. For instructions go to <http://site.ebrary.com/help/en/help.htm> and choose the item "Using the Bookshelf"

from the Table of Contents on the left. The notetaking function is called “Adding Annotations.”

Warning: Only Internet Explorer and Firefox browsers will work for all these features! If you use Google Chrome or other browsers, you will get blank boxes. Sorry about that, technology just keeps progressing and we all struggle to keep up.