



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

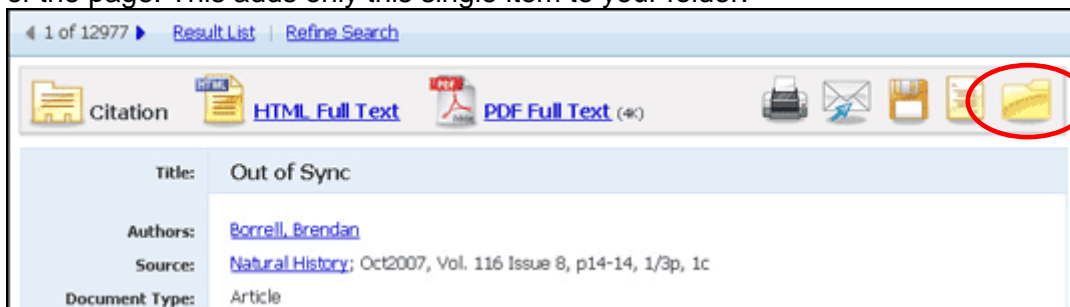
1. Sign in to your My EBSCOhost account.
2. Search for the **information** that you want to save in your folder. You can save all types of search results to your folder. (For example, articles, links to searches, images, etc.)
3. Add the items to your folder in any of the following ways:
 - Add one item – 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.
 - 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.



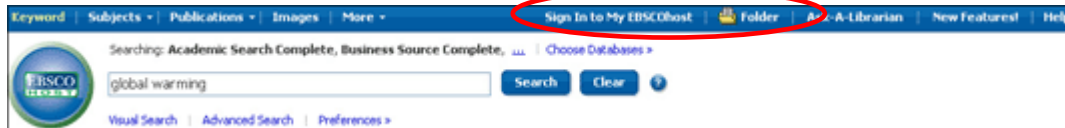
- From the Detailed View page, you can add one item. Click the Folder icon link at the top of the page. This adds only this single item to your folder.



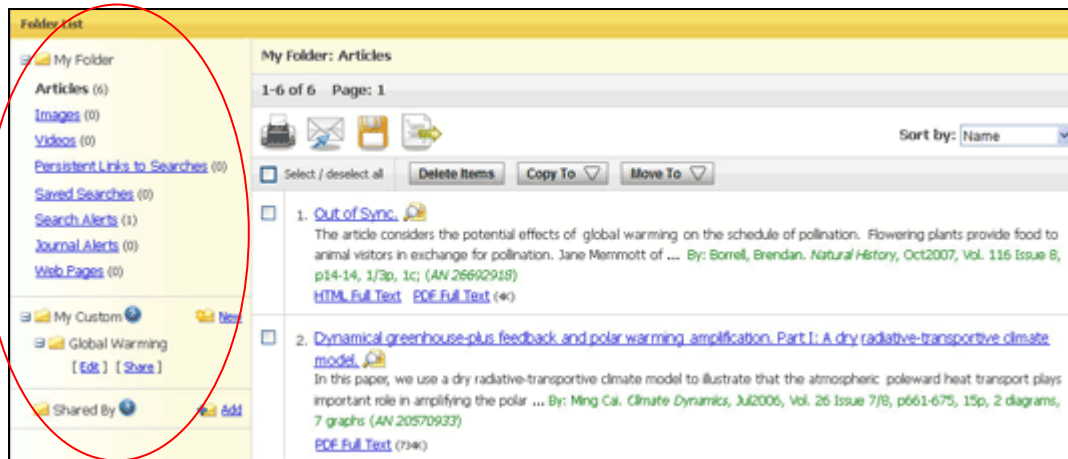


Viewing the Contents of Your My EBSCOhost Folder

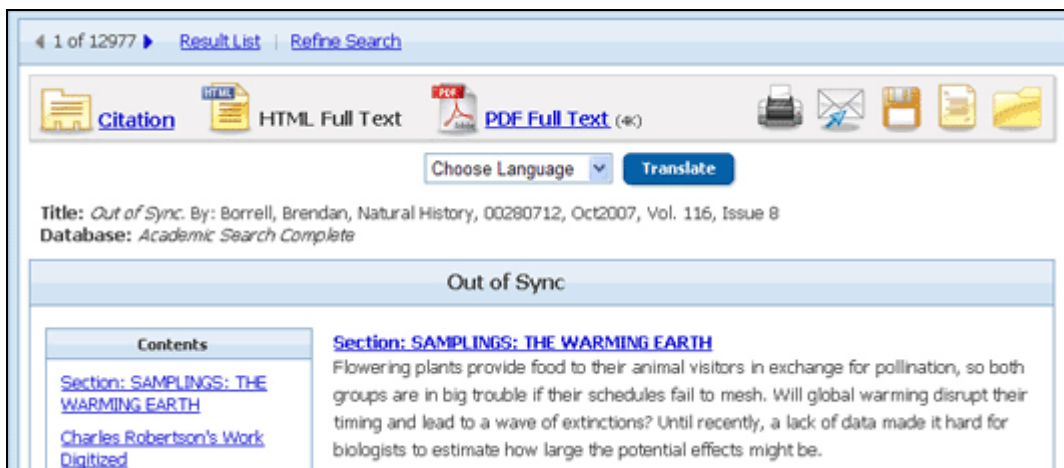
1. Sign in to Your My EBSCOhost account and then click the **Folder** link at the top of the page.



2. 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.
3. Click a **folder location** to see the items in a group.



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





Removing Items from Your My EBSCOhost Folder

You can remove all the items displayed in a group (for example, Articles) or remove an individual item.

1. Display the items that you want to remove from your folder.

The screenshot shows the EBSCOhost interface. On the left is a 'Folder List' with categories like 'My Folder', 'Articles (6)', 'Images (0)', 'Videos (0)', 'Persistent Links to Searches (0)', 'Saved Searches (0)', 'Search Alerts (1)', 'Journal Alerts (0)', 'Web Pages (0)', 'My Custom', 'Global Warming', and 'Shared By'. The main area is titled 'My Folder: Articles' and shows '1-6 of 6 Page: 1'. It contains a list of two articles. The first article is 'Out of Sync' and the second is 'Dynamical greenhouse-plus feedback and polar warming amplification. Part I: A dry radiative-transportive climate model'. The 'Delete Items' button is visible in the toolbar.

2. Mark the check box for any **folder item** that you want to remove, and then click the **Delete Items** button.

This screenshot is identical to the previous one, but with red circles highlighting the 'Delete Items' button in the toolbar and the check box next to the second article, 'Dynamical greenhouse-plus feedback and polar warming amplification. Part I: A dry radiative-transportive climate model'.