

# Bryan Wildenthal Memorial Library Research Guide

## *A Short Guide to Using My EBSCOhost*

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My EBSCOhost provides a secure place to store and manage EBSCOhost search results and persistent links to searches beyond the current EBSCOhost session and features multiple, customizable folders, allowing users to efficiently sort and manage all types of saved items.

### 1.) Create a My EBSCOhost account

1. In the upper right hand corner of the EBSCOhost screen, click "Sign In to my EBSCOhost."
2. To create a new account, click "I'm a new user" and create an account.
3. Once an account is created, sign in with the chosen username and password.

### 2.) Using the FOLDER

1. Adding Items
  - a. Click on "Add to Folder" under the citation to save citations to a personal folder for future reference.
  - b. Click on "Folder" in the top right hand corner of the screen to see saved citations.
2. Organizing Items
  - a. Click "New" next to the "My Custom" folder on the left side of the screen to organize citations, searches, and/or journal alerts into folders.
  - b. Select the citations, searches, and/or journal alerts to move to the new folder.
  - c. Drop down the "Move to" menu and choose the desired folder.

### 3.) Saving Searches

1. Persistent Links to Searches – use this feature to generate a URL for a particular search so that it can be run at will.
  - a. Run the search.
  - b. Click "Save" in the green bar directly above the search results.
  - c. Click "Add search to Folder."
    - a. Access the FOLDER and click "Persistent Links to Searches."
    - b. Copy and paste the URL into the browser's address bar.
2. Saved Searches – use this feature to save a search string for future use.
  - a. Begin with a clear search history. (If necessary, choose the "Search History/Alerts" tab and click "Clear Search History.")
  - b. Run the search.
  - c. Choose the "Search History/Alerts" tab.
  - d. Click "Save Searches/Alerts."
  - e. Name the search.
  - f. Click Save.
    - a. Return to the FOLDER.
    - b. Click "Saved Searches."
    - c. Click "Retrieve Saved Search" for the desired search.
    - d. Under the "Actions" column, click "Rerun" to run the search as is. Choose "Revise Search" to add search terms or refine the search before clicking "Search."