

EBSCO DATABASES CREATING A FOLDER

**Academic Search Premier
Business Source Premier
CINAHL
Communication and Mass Media Complete
Education Research Complete
ERIC
International Security & Counter Terrorism Reference Center
Literary Reference Center
Mental Measurement Yearbook
PsychInfo
Regional Business News
SocIndex Full Text**

An account must be established with EBSCO in order to create folders that can be retrieved for future reference.

CREATING AN EBSCO ACCOUNT

- 1. Click on "sign into my EbscoHost" found at the middle of the page.**
- 2. Under the "sign in tab" click on "I am a new user."**
- 3. Fill in the information under "create a new account."**
- 4. Click on "submit."**

CREATING EBSCO FOLDERS

- 1. Click on "sign in" found at the top right of the page to enter your personal EBSCO account.**
- 2. Enter your Username and Password and click on "log in."**
- 3. The EBSCOHost banner (at the top left of the screen) should have a yellow banner with "MY" written on it.**
- 4. Click on the "folder link" found at the top right of the screen.**
- 5. Click on "New" link located on the left side bar.**

6. Assign a name to your folder. You may enter "Notes" at this time in the space provided.
7. Click on "save."
8. You have created a folder. Repeat this process to create other folders.

SAVING ARTICLES TO YOUR FOLDER

1. Go to the EBSCOHost search screen.
 - If you have just completed making a folder you may click on the "New Search" link found on the green bar under EBSCOHost.
2. Enter your search terms.
3. An "Add to Folder" link is attached to every screen
 - The search results screen has an "Add" link under the citation.
 - The citation screen has a "Folder" icon in the upper right of the screen.
 - The full-text record has the "Folder" icon in the upper right of the screen.

Click on the appropriate "Add to Folder" link.
4. The record will be added to "My Folder."
5. Click on "Folder" link found at the top right of the screen.
6. Check the boxes next to the articles that you would like to move into a folder.
7. Go to the "Move to: Select a Folder" box, use the drop down bar and click on the folder you would like to add the article/s to.
8. Screen will blink and article/s will be added.

***NOTE:** You can add a folder at any time by using the "New" link & icon.