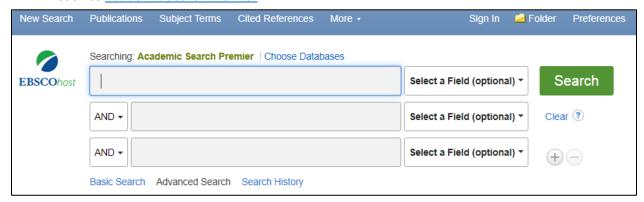
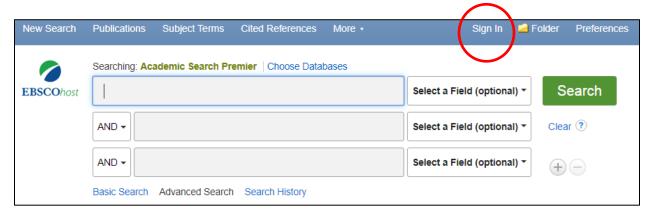
Using MyEbsco Folder Tools

To conveniently save and organize articles for future access, try using the Ebsco's Folder Tools. To begin, users will need to claim a 'MyEbsco' account.

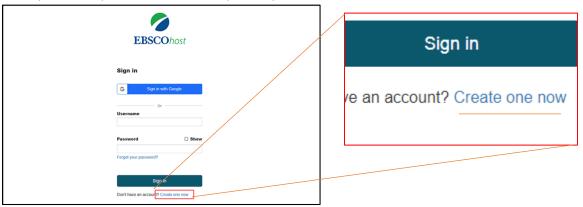
1. Begin by opening a database relevant to your research or the information you are interested in such as Academic Search Premier.



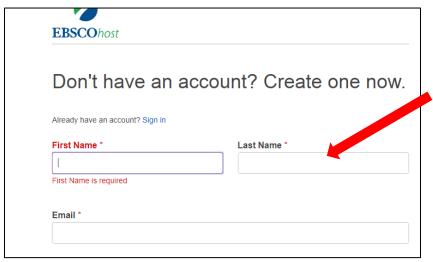
2. Click the 'Sign In' link on the toolbar at top of the Ebsco database page.



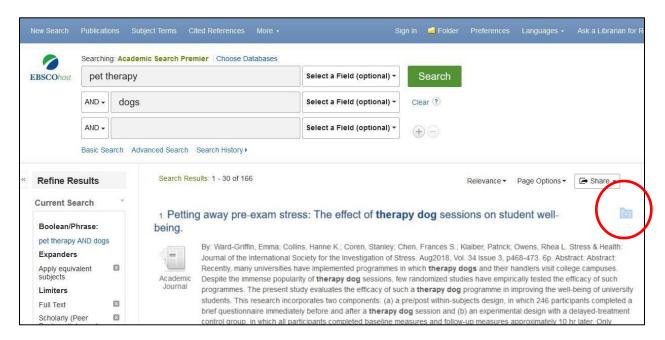
3. If you do not have a login, scroll to the bottom of the login page and click 'Create one now'. (If you already have an account skip to step 6)



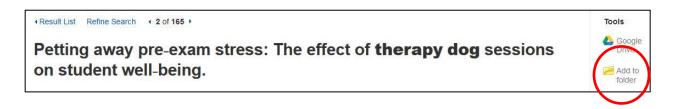
4. Populate all fields with required information (email, PW, etc.). Note: Please be sure that your PW meets Ebsco's strength requirements.



- 5. Once completed, click continue. Users will be directed to re-login and will be free to use and access the Folder tool.
- 6. Once you have located an article you'd like to save, you can now add it to your folder for future review in the following ways:
 - a. By clicking on the folder icon next to each entry on the search results page.

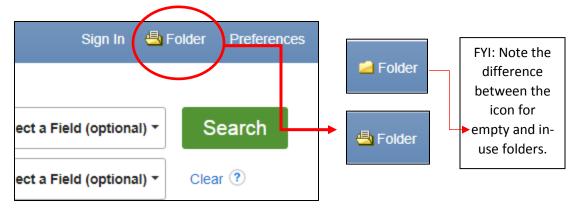


b. Or by clicking on the 'Add to folder' icon on any individual entry's record.

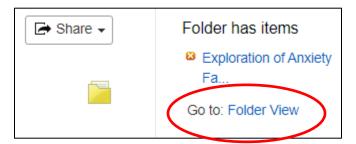


The article will now be saved in a folder which can be accessed in two ways:

Click the folder icon in the toolbar at the top of the screen next to the Sign-In tab:



Or click the 'Go to: Folder View' link to the right of your search results:



- 7. You will now be able to manage folders and associated saved content. A variety of media, including eBooks, videos, and permalinks can be saved for future use as well.
- 8. To create new folders, select 'New' next to the 'My Custom' folder icon. Once you create a new folder, you'll have additional options to copy or move articles to folders.



