

How to Use *EBSCO* Tools: Folders, E-mail, Cite, and Permalink



Webster University Library— October 2019

Note: Many database platforms (e.g. Proquest, Gale, etc.) have tools similar to EBSCO's

Using EBSCO folders to collect, save and organize your research.


These directions are for saving item records, not full text; Save the PDF/HTML text of documents to your computer or cloud storage.

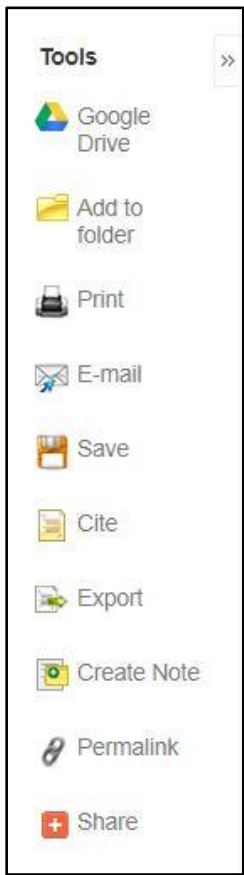
Temporary folders – **Caution: If you close the browser, they're erased!**

- **From a Results List:** Click the  icon to the right of the title, or
- **Click the item title to open its Detailed Record page:** Click the icon  **Add to folder** on the *Tools* menu (see at right).
- Open the folder from the blue menu bar at top right of the page. **Print, email or save** all the records in the temporary folder.



Sign in to save EBSCO folders for access later

- First, **create your My EBSCOhost account** or sign in with your Google account by clicking **Sign in** on the top, right menu bar.
- When searching any EBSCO database, **Sign in**
- Save items to My Folder, or create a  **New** folder under *My Custom*
- To view or organize items , click **Folder**
 - Click the plus (+) to open/expand a folder under My Custom.
 - Check the box for any item you want to **delete, copy or move** to/from My Folder or another custom folder you've created.




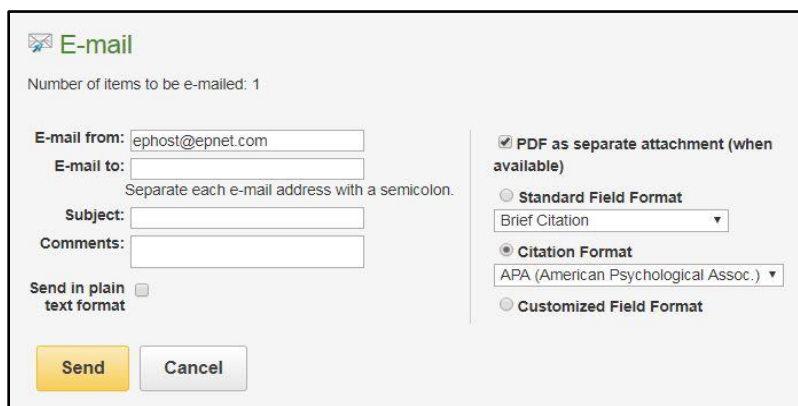
The screenshot shows the EBSCO interface with a folder named "My Folder" containing 43 articles. The article list shows the first two articles:

- 1. A taxonomy of resources for sustainable interrelationships and effects on business**
By: Yuen, Kum Fai; Li, Kevin X.; Xu, Gangyuan
Academic Search Complete
• A taxonomy of resources for sustainable shipping management (SSM) is identified. • Intrafirm (INR), relationship management (ITR) and organisational learning (OLR) • INR aids in the development...
- 2. An analysis of food waste from a flight catering business for sustainable food waste management: A case study of halal food production process.**
By: Thamagasorn, Metawe; Pharino, Chanathip. Journal of Cleaner Production, Aug2019, Vol. 228, pp.15-25. DOI: 10.1016/j.jclepro.2019.01.210. Database: Academic Search Complete

The interface includes a sidebar with "My Custom" folders (Management, Marketing, Business Research Plan) and a "Move To" dropdown menu that lists the folder structure.

Using EBSCO e-mail to share article(s) with yourself or someone else.

- Click the  E-mail icon on the **Tools** menu to right of a detailed item record or from a folder list.
- Enter the e-mail address(es), etc. as you wish.
- Attach the PDF and EBSCO will send a separate email for each.
- You may email a standard (brief or detailed records with the abstract) or in citation format (e.g. APA). The email will include a permalink to the item.
- Click **Send**.



*Note: Check your spam mail if the e-mail is not in your inbox.

Using EBSCO to cite in a variety of styles including APA, MLA, Chicago, etc. Ask your professor which style is preferred.

1. Click the item title to retrieve the item's detailed record.
2. Click the cite icon under the **Tools** menu (to the right).
3. From the pop-up window, scroll down to find the citation style you wish to use.
4. Copy and paste the citation into your document.
5. **Caution:** Double-check the citation's accuracy, particularly capitalization, dates, and the URL! For help, click the EBSCO Support Site link at the top of the citation format pop-up window.

*Note: EBSCO had not updated the APA citation format to the 7th edition as of October 2019.

Using EBSCO to retrieve a permalink -- a URL to a particular item/web page

Notes: 1) Do not copy the URL link at the top of the web browser because that link may not be accessible for later use. 2) You may be prompted to log in using your last name and Webster ID number before viewing the record retrieved by a permalink.

Click the title to open the item's detailed record. From the **Tools** menu, select **Permalink**. The permalink will appear above the item's title. Copy and paste.



If you have questions or need help, contact the Research Help Desk
 (314) 968-6950 or (800) 985-4279 or **24-hour Chat:** <http://libanswers.webster.edu/>