

Searching EBSCOhost Part 2: Working with Articles in Your Folder



- ❖ For help with searching EBSCOhost and placing articles in a folder, see Help Sheet, no. 20: "Searching EBSCOhost, Part 1: Placing Relevant Articles into a Folder."

[New Search](#) | [View Folder](#) | [Preferences](#) | [Help](#) | [Exit](#)

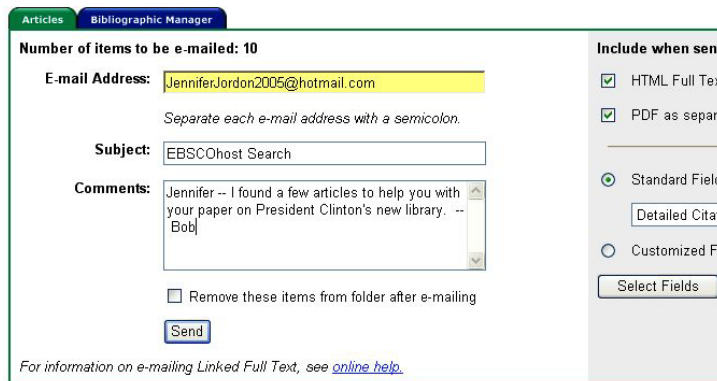
- ❖ Once you have several articles in your folder, click on View Folder at the top of the screen.

[Print](#) [E-mail](#) [Save to Disk](#)

- ❖ Click on Print to print the citations and, optionally, the full text of the articles.



- ❖ Click on Estimate Number of Pages to see how many pages will print.
- ❖ Click to un-check "HTML full text" if you do not want to print the full text of each article.
- ❖ Click to un-check "Remove these items from folder after printing" if you want to continue to use these citations.
- ❖ Click on Print.
- ❖ After printing, click on Back to return to the folder (if you want to continue to work with the articles you found).



- ❖ Click on E-mail to send the citations to yourself or to someone else.
- ❖ Type the E-mail Address.
- ❖ Type a Subject for your message.
- ❖ Type any Comments you want added to the message.
- ❖ Click to un-check "Remove these items from folder after e-mailing" if you want to continue to work with these articles.
- ❖ Click on Send.

E-mail Manager



- ❖ Click on Back to return to the folder (if you want to continue to work with the articles you found).

- ❖ Click on Save to Disk if you want to save the citations and, optionally, the full-text articles to a file.
- ❖ Click to un-check "Remove these items from folder after saving" if you want to continue to work with these articles.
- ❖ Click on Save.

[Back](#)

5 article(s) will be saved.

The link information below provides a persistent link to the article you've requested.

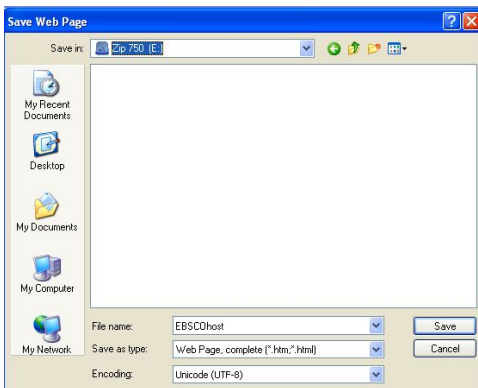
Persistent link to this record: Following the link below will bring you to the start of the article c
Cut and Paste: To place article links in an external web document, simply copy and paste the

To continue, in Internet Explorer, select **FILE** then **SAVE AS** from your browser's toolbar above (.html).

In Netscape, select **FILE** then **SAVE AS** from your browser's toolbar above.

If you have any problems or questions, contact Technical Support at <http://support.epnet.com>

- ❖ EBSCOhost will display the citations and articles.
- ❖ Click on File, Save As on the Internet Explorer toolbar.



- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name: text box and click on Save.
- ❖ When you are finished searching in EBSCOhost, click on Exit in the upper-right corner or close the browser window.