Digital Library How-To: EBSCO Tips & Tricks

EBSCO databases can be accessed on the Montana State Library page at http://research.msl.mt.gov/resources. You will need to enter your Montana State Library card information if you are accessing the databases remotely. If you have questions or need assistance, please e-mail Jessica Edwards, Outreach and Electronic Resources Librarian.

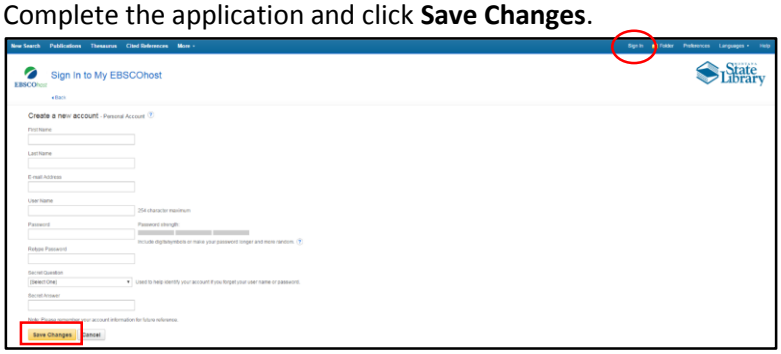
EBSCO accounts	Search alerts	Search history
Folders	Journal alerts	Permalinks
Notes	RSS alerts	

EBSCO accounts

Creating an account in EBSCO allows you to save articles, searches, and notes for later viewing. Note: If you do not sign in to EBSCO, any articles you save to folders and folders/notes you create will note be saved for future use.

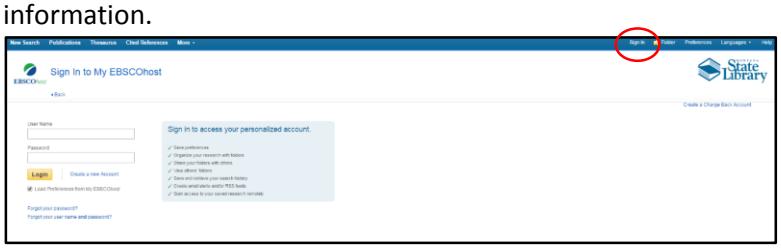
Creating an account

1. Click on the **Sign In** button at the top of the screen, then click on **Create a new Account**. Complete the application and click **Save Changes**.



Signing in

1. To sign in, click on the **Sign In** button at the top of the screen and sign in with your account information.



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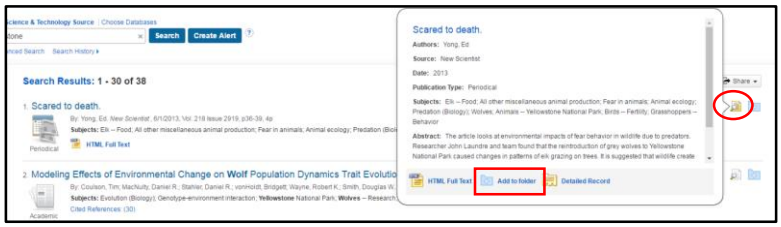
Folders

Folders allow you to collect search results, make notes, and share your research with others.

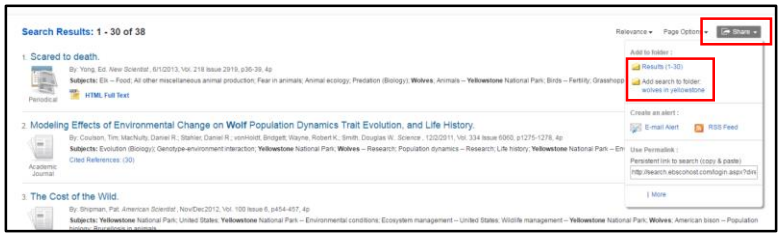
Saving to My Folder (4 ways)

1. Run a search. When you locate an article you want to save, click the **Add to Folder** button on the right-hand side of the page.

2. Run a search. When you locate an article you want to save, click the **Preview** button , then **Add to Folder**.



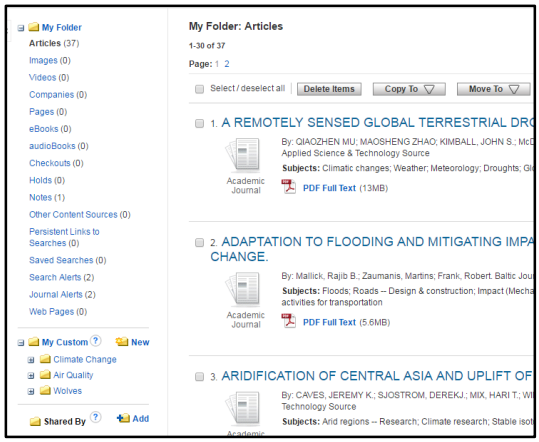
3. Run a search. Click on **Share**, then choose an option under **Add to Folder**.



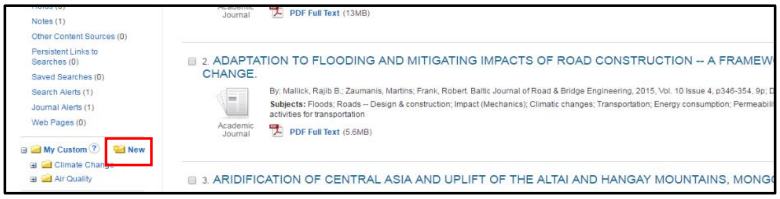
4. Click on an article title, then click **Add to Folder**.

Creating custom folders

1. Click on the **Folder** button on the top of the screen to access the My Folder menu.



2. Click on **New** next to **My Custom**.



3. Enter a folder title and click **Save**.

Sharing folders

1. Click on the folder you want to share, then click on **Share**.

2. Enter an e-mail address and a message, then click on **Invite**.

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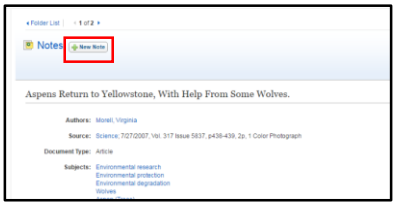
Notes

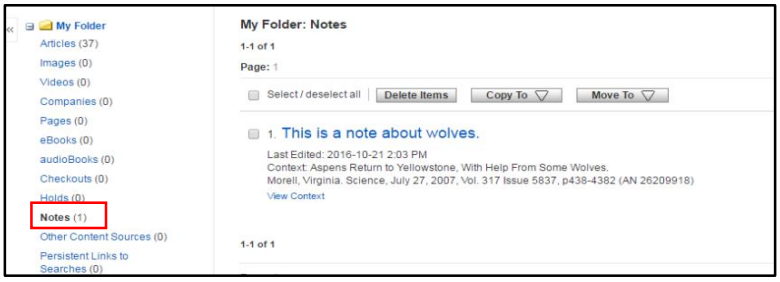
Notes allow you to annotate articles for your research and save them for later viewing.

1. Click on an article, then click on **Create Note**.

2. Click on **New Note**, add your note, then click **Save**.



3. To view notes, navigate back to the **Folder** menu, then click on **Notes**.



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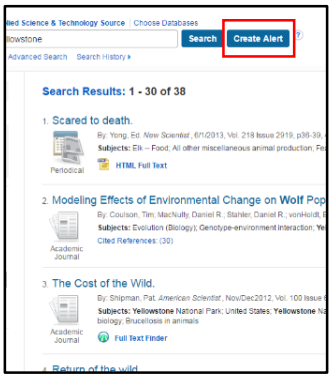
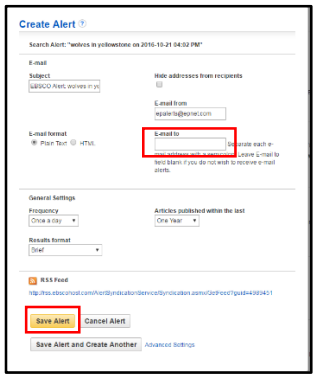
Search Alerts

Search Alerts can provide automatic e-mail notification alerting you when specific search results are available.

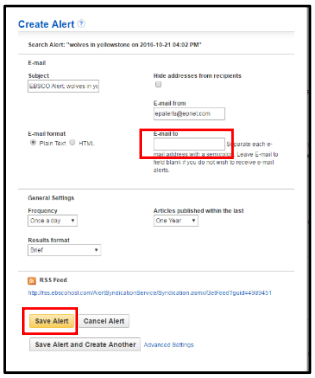
Creating a Search Alert (2 ways)

1. Run the search that you want to track, then click on the **Create Alert** button. Fill in your e-mail address, choose formatting options, and click **Save Alert**.



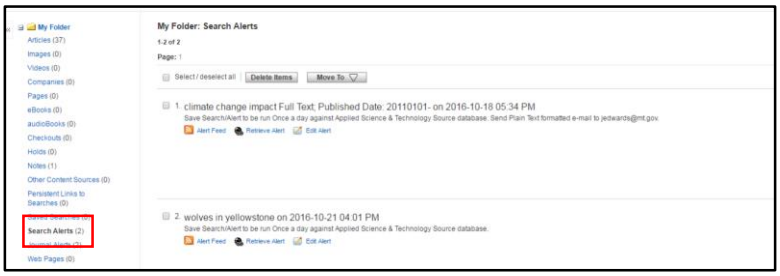


2. Run the search that you want to track. Click on the **Share** button, then **E-mail Alert**. Fill in your e-mail address, choose formatting options, and click **Save Alert**.



View/edit Saved Alerts

1. Click on the **Folder** button at the top of the screen, then choose **Search Alerts** from the My Folder menu.



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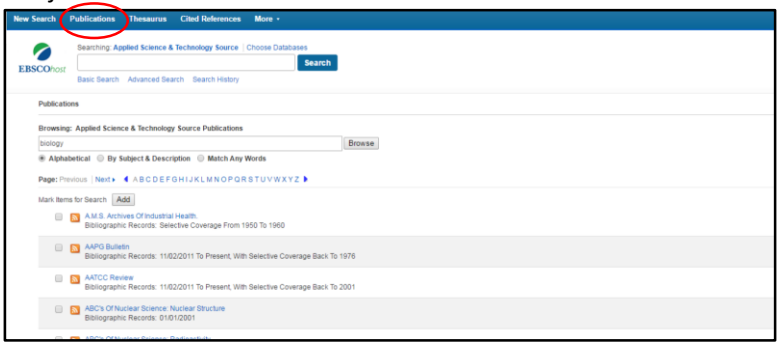
Journal Alerts

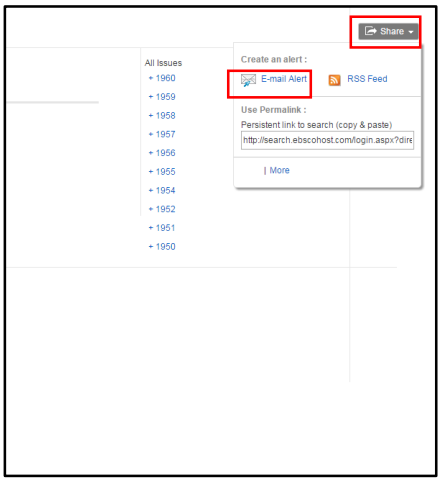
Journal Alerts can provide automatic e-mail notification alerting you when a new issue of a journal is available.

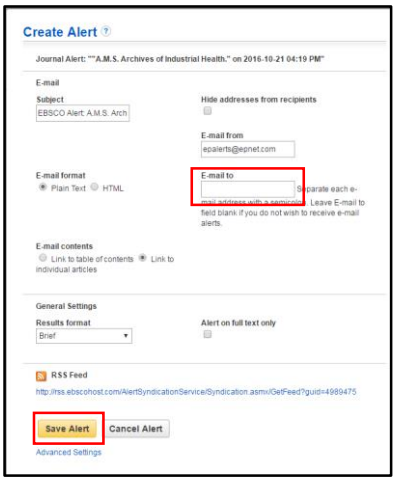
Creating a Journal Alert

1. Click on **Publications** on the top of the screen and locate the journal you want to track. Click on the journal title.



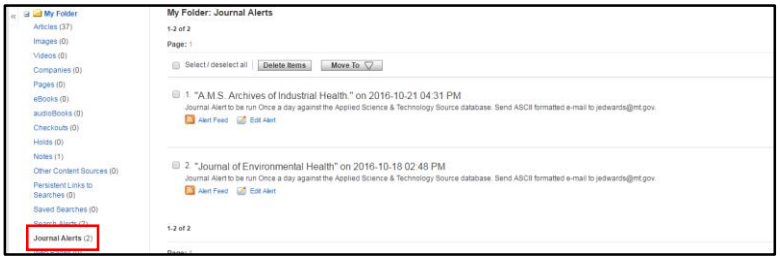
2. Click on the **Share** button, then **E-mail Alert**. Fill in your e-mail address, choose formatting options, and click **Save Alert**.





View/edit Saved Alerts

1. Click on the **Folder** button at the top of the screen, then choose **Journal Alerts** from the My Folder menu.



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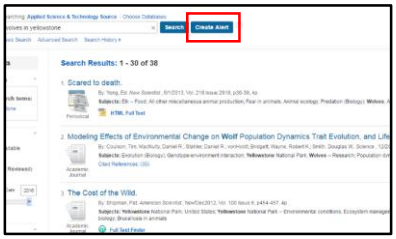
RSS Alerts

You can set up RSS feeds for Search Alerts and Journal Alerts. The feeds can be set up through your RSS reader of choice so you can be notified when specific searches or journals are available.

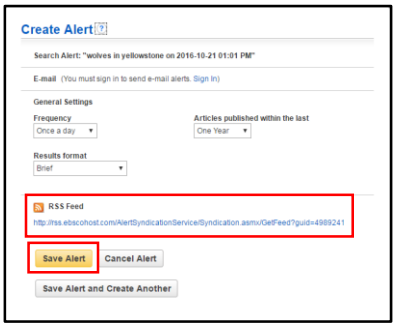
Creating an RSS Search Alert

1. After conducting a search, click on **Create Alert** <u>or</u> click on **Share**, then **RSS Feed**.



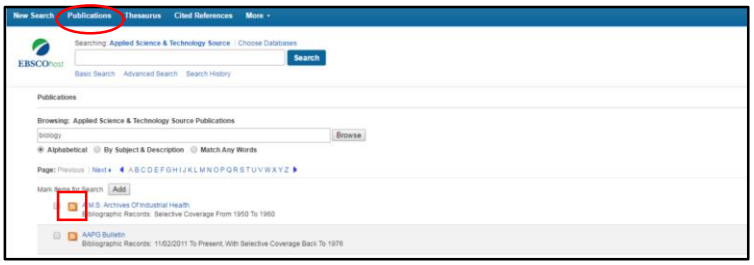
OR

2. Copy the RSS Feed URL into your RSS reader and click **Save Alert**.

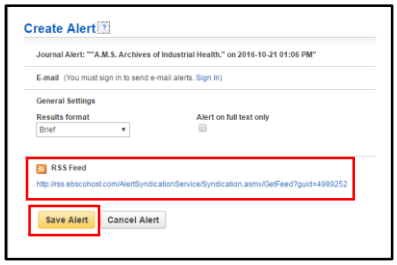


Creating an RSS Journal Alert

1. Click **Publications** on the top of the screen to locate a journal. Click the **RSS alert** button next to the journal title.



2. Copy the RSS Feed URL into your RSS reader and click **Save Alert**.



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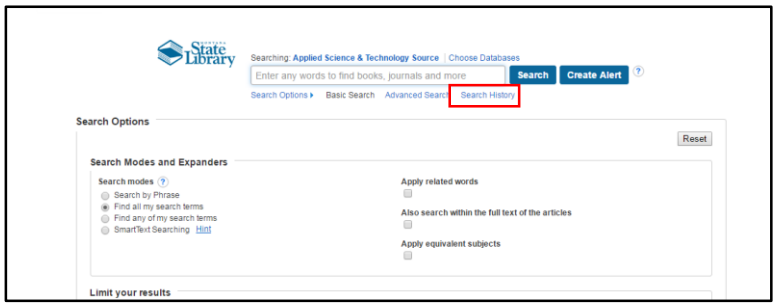
Search history

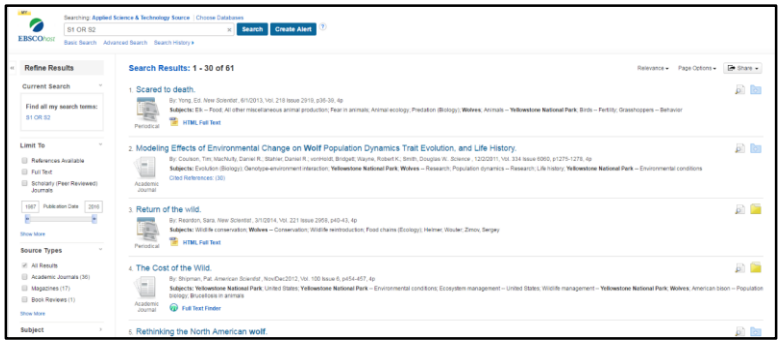
You can view your search history and use it to create new searches.

1. Click on the **Search History** link on the Basic Search page.



2. To create a new search, select searches and then click on **Search with AND** or **Search with OR**.

3. The chosen search strings will be combined into a new search.



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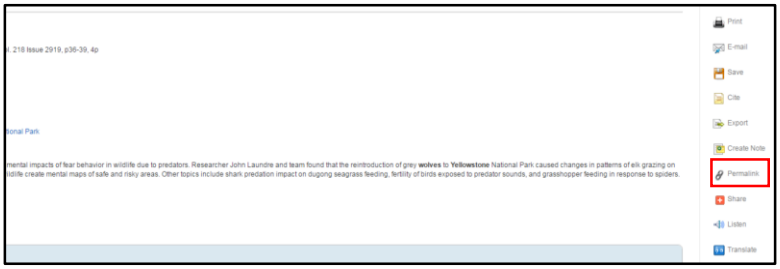
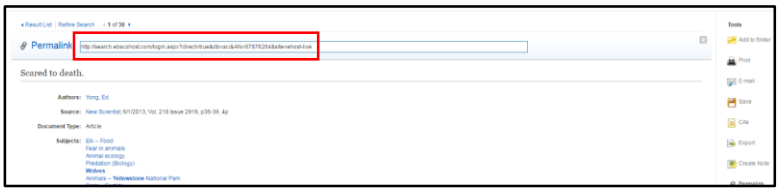
Permalinks

Permalinks allow you to directly access an article and share it with others. Links are active as long as the content linked to is available. Note: Permalinks are only accessible by patrons on the Montana State Library network or using a Montana State Library card.

1. Choose an article. Click **Permalink** in the right-hand menu.



2. Copy and paste the link into an e-mail, webpage, or document.



3. Choosing **E-mail** from the right-hand menu also allows you to e-mail a permalink. Complete the form and click **Send**.

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