

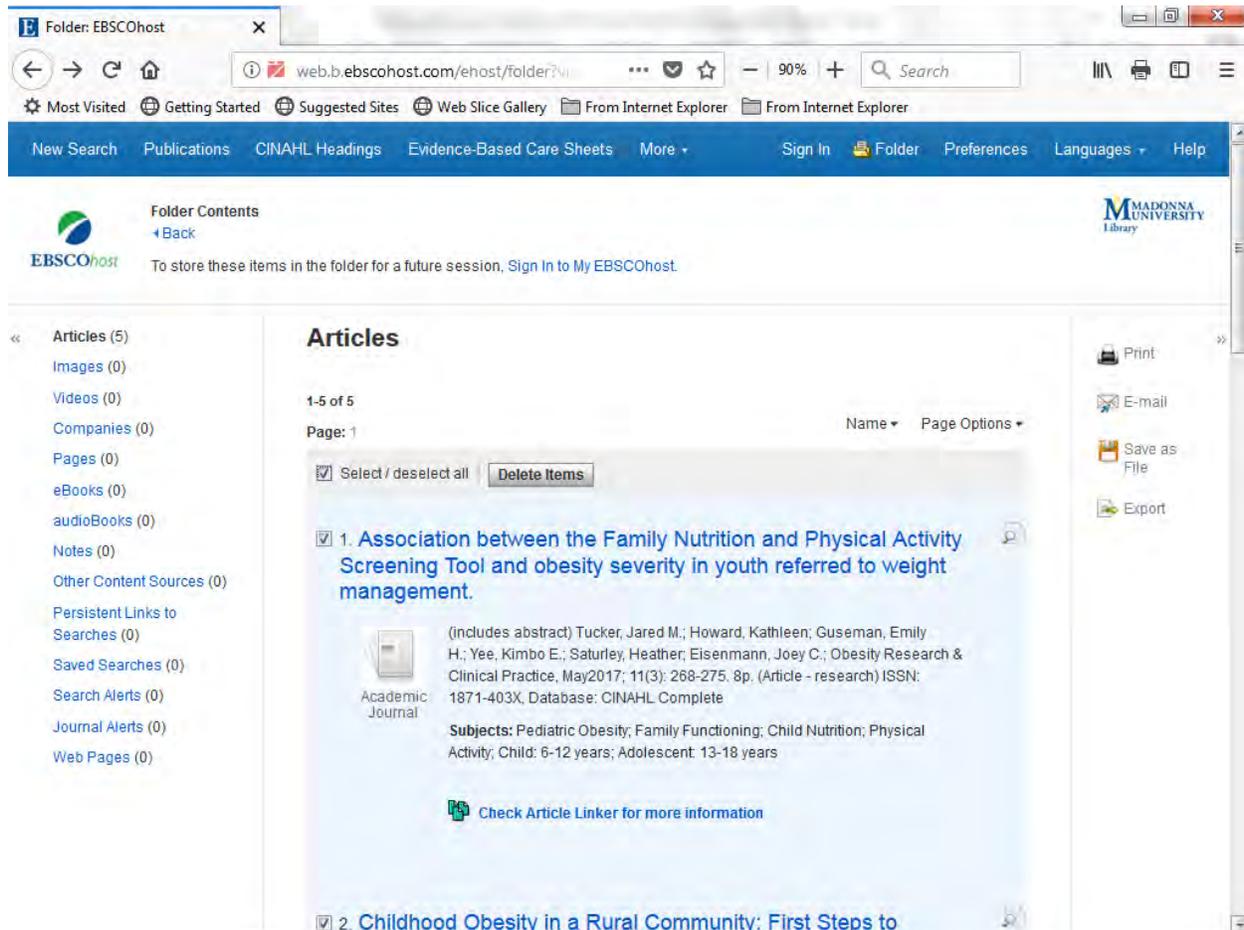
Adding Items to a Folder in EBSCOhost

When you are ready to sort through your results and start adding items to a folder, you can do so by clicking on the blue folder with the plus sign to the right of the citation in the results list. In this example, the search has retrieved 160 items and the first item has already been added to a folder. Note that the blue folder has turned yellow and there is a page inside the folder. This indicates that the item has been marked and is in the folder. In addition, a folder window has opened up next to the results, indicating that the folder has items.

The screenshot shows a web browser window displaying the EBSCOhost search results page. The browser's address bar shows the URL web.b.ebscohost.com/ehost/results. The search results are for the query "child nutrition AND obesity AND physical activity". The first result is titled "1. Physical Activity, Sedentary Behaviors, and Nutritional Risk Profiles and Relations to Body Mass Index, Obesity, and Overweight in Eighth Grade". The result is from the "Academic Journal" and includes the authors Berlin, Kristoffer S.; Kamody, Rebecca C.; Thurston, Idia B.; Banks, Gabrielle G.; Rybak, Tiffany M.; Ferry, Robert J.; Behavioral Medicine, Jan-Mar2017; 43(1): 31-39. 9p. (Article - research, tables/charts) ISSN: 0896-4289. The result is marked with a yellow folder icon, indicating it has been added to a folder. The "Folder has items" column on the right shows the folder name "Physical Activity, Sedentary Behaviors, and Nutritional Risk Profiles and Relations to Body Mass Index, Obesity, and Overweight in Eighth Grade" and a "Go to: Folder View" link. The "Refine Results" sidebar on the left shows the current search terms and various filters like "Published Date" and "Peer Reviewed".

To access the folder, click on the link **Folder View**. You will be able to see all your marked items. (**NOTE:** If you only see double arrows to the right of your results list, you need to click on these to open the **Folder has items** column.) You can also access the folder, by clicking on the folder icon in the top menu bar.

From the folder you can print, email and save your items. To print, click in the box next to **Select/deselect all** and click on the **Print** icon to the right of the folder items. Click on the **Print** button. **Note that when you are printing from the Folder, you are not printing the full-text of the item (unless it is .HTML) but are printing only the citation and abstract. To print the full-text of a .PDF article, click on the individual .PDF link and print directly from the Adobe Acrobat Reader window.**



The screenshot shows a web browser window displaying the EBSCOhost interface. The address bar shows the URL web.b.ebscohost.com/ehost/folder?vid=.... The page title is "Folder: EBSCOhost". The main content area is titled "Articles" and shows a list of 5 items. The first item is selected and its details are displayed:

- 1. Association between the Family Nutrition and Physical Activity Screening Tool and obesity severity in youth referred to weight management.**
- Academic Journal**
- (includes abstract)** Tucker, Jared M.; Howard, Kathleen; Guseman, Emily H.; Yee, Kimbo E.; Saturley, Heather; Eisenmann, Joey C.; Obesity Research & Clinical Practice, May2017; 11(3): 268-275. 8p. (Article - research) ISSN: 1871-403X, Database: CINAHL Complete
- Subjects:** Pediatric Obesity; Family Functioning; Child Nutrition; Physical Activity; Child: 6-12 years; Adolescent: 13-18 years
- [Check Article Linker for more information](#)

The interface includes a navigation menu on the left with categories like "Articles (5)", "Images (0)", "Videos (0)", etc. On the right, there are action icons for "Print", "E-mail", "Save as File", and "Export".

To email, click in the box next to **Select/deselect all** and click on the **Email** icon to the right of the folder items. Click on the **Send** button. **When you email from the folder, you will receive the full-text. If the full-text is .PDF it will come as an attachment. If it is .HTML, it will either be printed in the body of the email or there will be a link back to the .HTML full-text.**

To save to a USB drive or a hard drive, click in the box next to **Select/deselect all** and click on the **Save as file** icon to the right of the folder items. Click on the **Save** button. **Note that when you are saving from the Folder, you are not saving the full-text of the item (unless it is .HTML) but are saving only the citation and abstract and an HTML link back to the .PDF full-text. To save the full-text of a .PDF article, click on the individual .PDF link and save directly from the Adobe Acrobat Reader window.**

The screenshot shows the EBSCOhost interface. On the left is a sidebar with navigation options: Articles (5), Images (0), Videos (0), Companies (0), Pages (0), eBooks (0), audioBooks (0), Notes (0), Other Content Sources (0), Persistent Links to Searches (0), Saved Searches (0), Search Alerts (0), Journal Alerts (0), and Web Pages (0). The main area is titled 'Articles' and shows '1-5 of 5' items. Below this is a 'Page: 1' indicator and a 'Name' dropdown. A toolbar contains a 'Select / deselect all' checkbox and a 'Delete Items' button. Two articles are listed:

1. **Association between the Family Nutrition and Physical Activity Screening Tool and obesity severity in youth referred to weight management.**
 (includes abstract) Tucker, Jared M.; Howard, Kathleen; Guseman, Emily H.; Yee, Kimbo E.; Saturley, Heather; Eisenmann, Joey C.; Obesity Research & Clinical Practice, May2017; 11(3): 268-275. 8p. (Article - research) ISSN: 1871-403X, Database: CINAHL Complete
Subjects: Pediatric Obesity; Family Functioning; Child Nutrition; Physical Activity; Child: 6-12 years; Adolescent: 13-18 years
[Check Article Linker for more information](#)
2. **Childhood Obesity in a Rural Community: First Steps to Cultivating Change.**
 (includes abstract) Turner Johnson, Paige; Montgomery, Michele; Clark, Melissa; Taylor, Caitlin; Online Journal of Rural Nursing & Health Care, 2017; 17(2): 126-147. 22p. (Article - research, tables/charts) ISSN: 1539-3399, Database: CINAHL Complete
Subjects: Pediatric Obesity Prevention and Control; Health Promotion In Infancy and Childhood; Health Behavior In Infancy and Childhood; Behavioral Changes In Infancy and Childhood; Rural Health In Infancy and Childhood; Adult: 19-44

On the right side of the interface, there are utility icons: Print, E-mail, Save as File, and Export.

You can choose to only print, email or save a few of your folder items. To do so, simply click in the boxes next to the desired items and then click on the Print, Email or Save as file icons. You can also choose to delete items from your folder. Simply put check marks in the boxes next to the items you want to remove and then click on the **Delete Items** button.

To see how to print or save a search history, continue to the next tutorial entitled “Printing or Saving the Search History in EBSCOhost.”