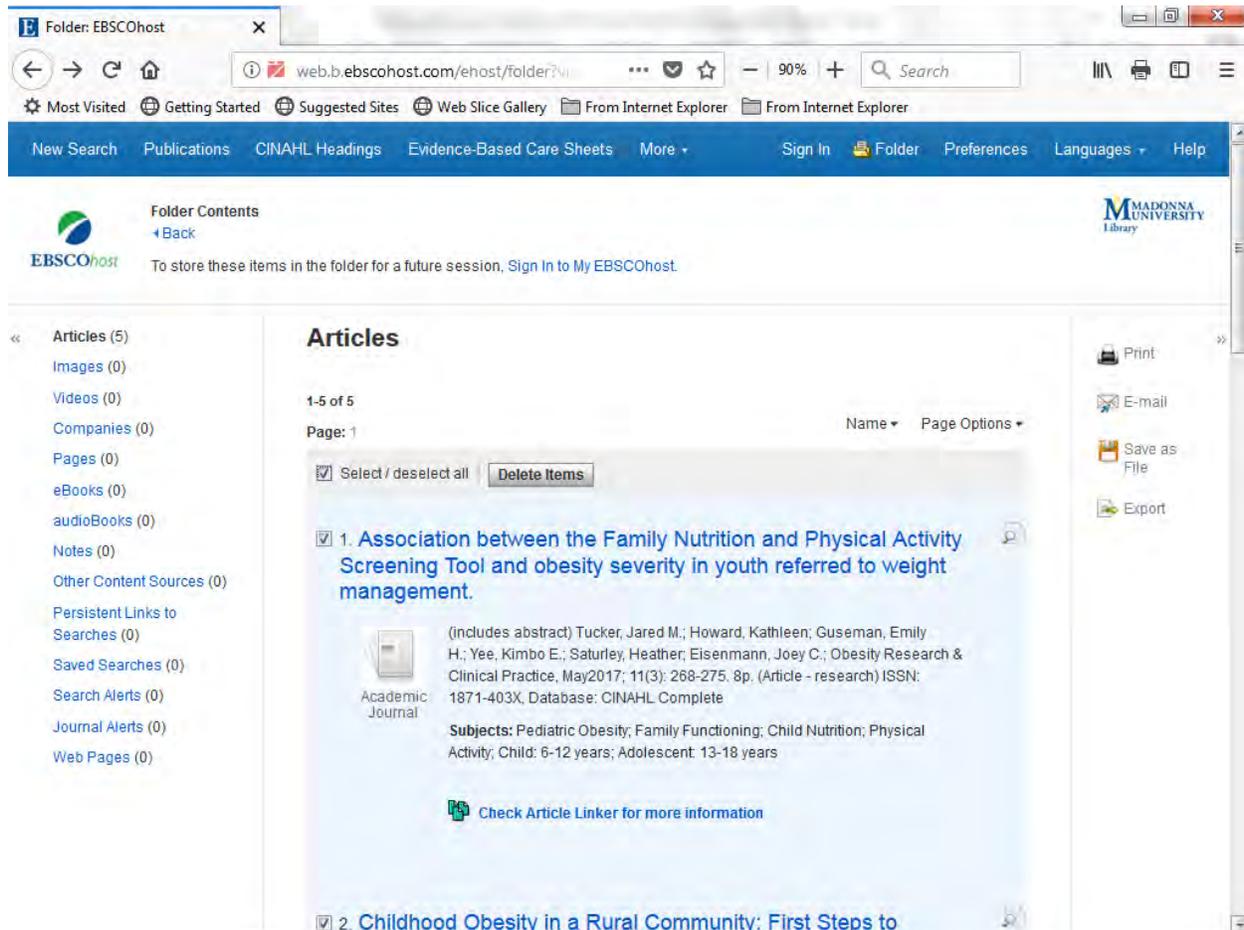# Adding Items to a Folder in EBSCOhost

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.

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.**

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.**

        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."