EBSCO Discovery Service (EDS)

Saving and Sharing Folders Guide

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Using Folders

Once you have created your personal My EBSCOhost account, you can use personal folders on Discovery to collect and store information such as articles, links to searches, images, etc. These items will remain in your folder until you remove them, so you can access them easily each time you use Discovery.

Saving Items to Your Folder

Firstly, sign into your My EBSCOhost account and conduct a search. Once you have found a resource you would like to save you need to add the item to your folder with one of the options as shown below.

Add one item

You can add one item to your folder by clicking on the folder symbol beside to the right of the title.

1. Linking altruism and organizational learning capability: A study from excellent human resources management organizations in Spain.

When you click the folder icon the item will be saved to your folder automatically unless you have already set up custom folders. If you have set up custom folders, you will be given a list of your folders to choose from to save the item in. *Note: you can find more information about creating custom folders further down in this document.

When an item has been saved to a folder, a yellow folder symbol will appear in place of the blue folder above.

Add All Items on Page

Discovery also allows you to save all of the items on your search results page at once. To do this, at the top of the results page click the Share button. Choose the Results (1-30) option. The icon beside all the items you have saved will switch to the yellow folder icon.

*Note: when you want to remove an item from your saved folders just press the yellow folder icon.

Figure 1. EDS – Adding item to folder.

Figure 2. EDS – Share menu.
From a Detailed Record
You can also add an item to your folder when you are on the item’s detailed record page. An **Add to Folder** option appears to the right of the detailed record in the **Tools** menu.

![Figure 3. EDS – Detailed record page.](image1)

From the PDF Full Text Viewer
You can add an item to your folder when you are viewing it in Discovery’s **PDF Full Text Viewer**. The yellow folder icon appears to the right of the PDF document in the **Tools** menu.

![Figure 4. EDS – PDF Full Text Viewer.](image2)
Viewing the Contents in Your Folder

To view your folders, make sure you are signed into your My EBSCOhost account and then choose the **Folder** button at the top of the **Discovery** search page.

![Folder icon on main page.](image)

**Figure 5. EDS – Folder icon on main page.**

The **Main Folder Page** will appear as below. Your folder contains groups such as articles, images, saved searches, etc. When you click on a specific group, the items in that group will appear in the middle panel. Click on the title of the item to display the **detailed record page** or click on the **PDF Full Text** or **Full Text Finder** to view the item.

![Main Folder Page.](image)

**Figure 6. EDS – Main Folder Page.**
Creating Custom Folders

Another saving feature on Discovery allows you to create and customise folders so you can organise and store your results as you wish. You can create many levels of folders and sub-folders up to a maximum of four levels.

To create a custom folder, click the New icon beside the My Custom folder on the left side of the main Folders page.

Choose a name for your new folder and you can add a description if needed as well. Select Save.

Once you have saved your new folder, it will appear under the My Custom folder.

When you have at least one custom folder created you will be given an option to put more custom folders in different levels. When you choose the New folder button, the option Move Folder To will appear on the Create New Folder page. From there you can choose the level where you wish to put your new folder.
Removing or Changing a Custom Folder

Folder details
To make changes to your customised folders go to your **Main Folder Page** and choose the small plus symbol beside the customised folder you wish to alter. The folder will be expanded with options appearing below.

Choose the **Edit** option to make changes to your folder including the **Title**, **Description** and **Level** of the folder.

Deleting a Folder
You can remove a folder by going to the **Edit** option of the folder like above and choosing the **Delete Folder** button on the **Edit Folder Page**.

A conformation box may appear, press **OK** and your folder will be removed.

Managing Folder Items

Moving Items between Folders
To move an item to a different folder first select the little box to the left of the item’s title and then go to the **Move To** menu at the top of the **Folder** page. Choose the folder you would like to move the item to.

Copy Items to another Folder
Select the item you would like to copy to another folder and go to the **Copy To** menu at the top of the page. Select the folder you would like to move the item to.

Deleting Items
To delete an item, select the item and choose the **Delete Items** button at the top of the page.

*Note: you can move, copy, and delete more than one item at a time by selecting the boxes to the left of the item’s title.

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![Figure 9. EDS – Move To menu, Copy To menu, and Delete folder menu.](image-url)
Sharing a Folder

Discovery provides a sharing service where customised folders can be shared between users.

Sharing a Folder with a User

You can share an existing custom folder you have created by clicking the Share option under the folder.

Once you select Share, the following box will appear.

![Sharing a folder](image)

To share your folder with another user fill in the above box with the user’s E-mail, choose your Subject line, and you can send a Message if you wish. Then choose your preferred E-mail Format.

Lastly, you can manage the passcode sent to users to access your folder by selecting or not selecting the Restrict Passcode to Single Use box. By selecting the Restrict Passcode box, a different passcode will be sent to each user you are sharing the folder with. If you do not select the Restrict Passcode box, the same passcode will be sent to all the users you are sharing your folder with.

Select Invite once you have filled in the appropriate fields.

*Note: Users at different institutions will have different access to the resources on EBSCO; therefore, if you are sharing your folder with a user from a different institution they may not have access to everything in your folder.

When a folder is shared, this symbol will appear beside the folder’s title in the left side menu.
Accepting a Shared Folder
To accept a shared folder from another user, you will receive an email with a passcode. Go to your Main Folder Page and choose the Add symbol beside the Shared By folder on the left side menu.

The following box will appear. Copy and paste the passcode from your email into the Passcode field below and select Submit.

Un-sharing a Folder
To un-share a folder with a user, select the Share option underneath the shared folder in the left side menu.

The page in Figure 10 will appear this time with a menu on the right side where you can Select and Deselect Subscribers.

Select the user you wish to un-share your folder with and select Delete.
Questions?

For any questions regarding EBSCO Discovery Service go to the EBSCO Help page. Also check out the Discovery LibGuide for further instructions on how to use the different features of Discovery.

You can also send an e-mail to the Library Help Centre with any queries.