

First Steps

Setting up your personal “My EBSCOhost” folder

Step 1

- go to www.infohio.org and get to the EBSCOhost opening screen
- select a search (not Searchasaurus or Primary Search)



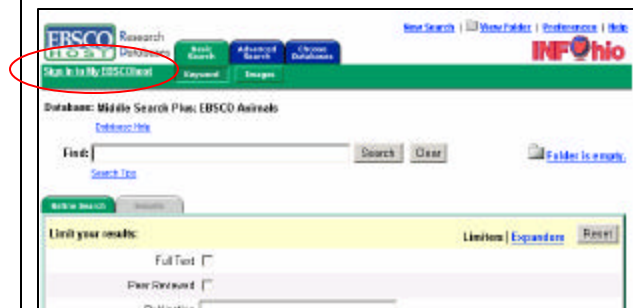
Step 2

- check the databases to search
- click Continue



Step 3

- click sign in to my EBSCOhost



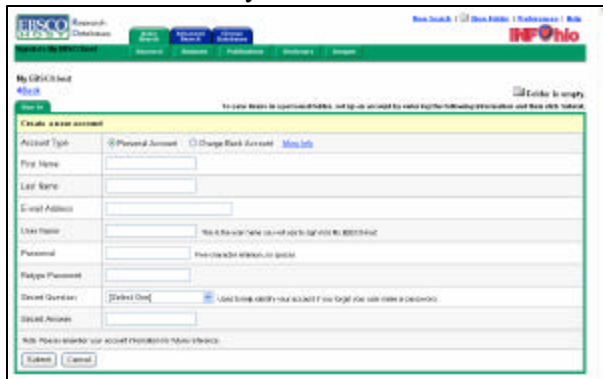
Step 4

- click I'm a New User



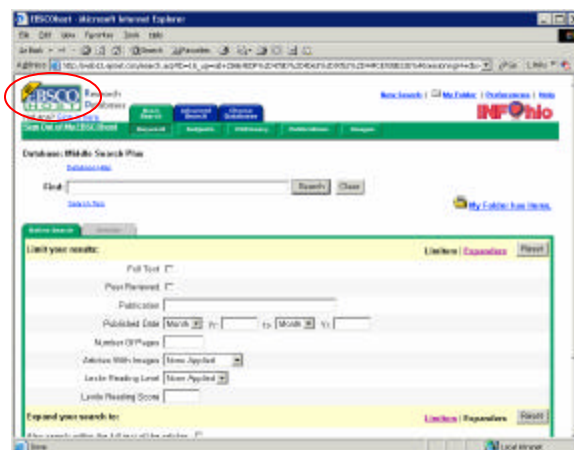
Step 5

- fill in the form
- your User Name may need to be a combination of letters and numbers (there are many, many users creating accounts)
- print the page for reference or write down the information
- click submit when you are finished

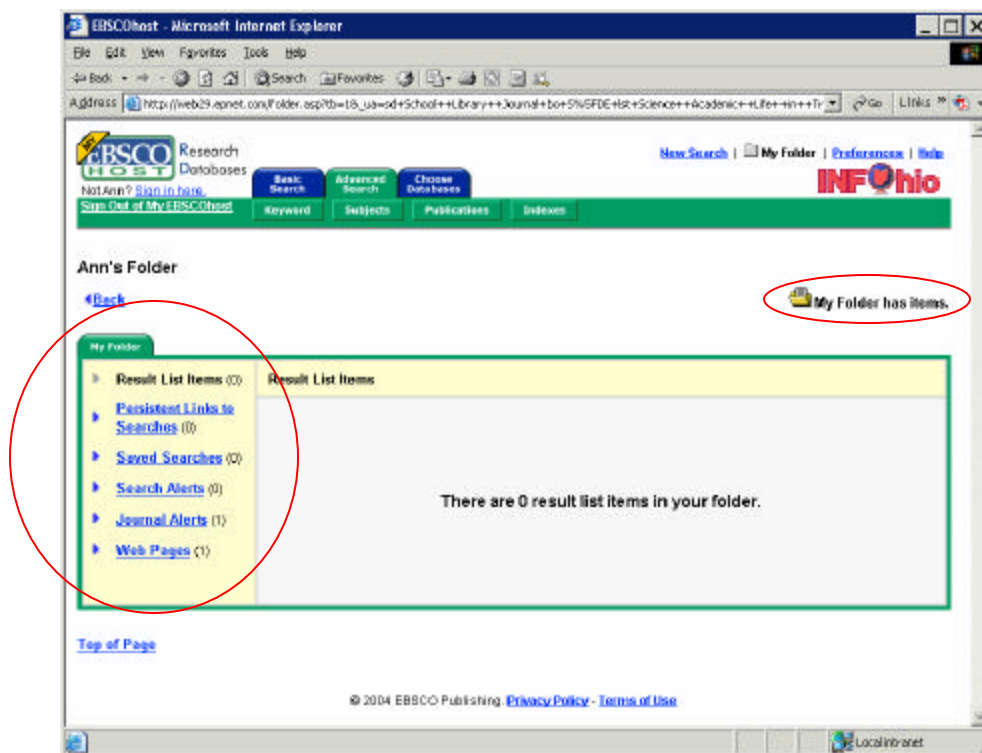


Step 6

- EBSCO will tell you your account has been created
- click okay and you are ready to go
- when you are in your personal area of EBSCO you will see a little yellow tag on the EBSCO logo



- Once you have saved some items to your folder you can access them by clicking on My Folder
- Saved searches, Alerts and Page Composer pages under construction are stored in your folder



Helpful Resources for Page Composer and Alert



The INFOhio web site has Help Resources for EBSCOhost. Click on the EBSCOhost entry page or under Core Resources. Or go directly to

<http://www.infohio.org/ER/EBSCOhelp.html>

You will find these helpful resources....

Page Composer Resources

[Creating a Web Page with EBSCO Page Composer.](#) By Sheila Benedum, Bay Village High School Library Media Specialist; Linda Ehrnschwender, LEECA; and Mary Nemeth, MEC, March 2004 [PPT 34 slides]

[EBSCOhost Page Composer Tip Sheet.](#) By Sheila Benedum, Bay Village High School Library Media Specialist; Linda Ehrnschwender, LEECA, March 2004. [[MS Word](#) OR [PDF](#) 1 pg]

[Page Composer on EBSCOhost User Guide, August 2003.](#) [PDF 14 pgs]

[Sample Page Composer applications,](#) created by INFOhio users.

[My EBSCOhost Users Guide, August 2003.](#) Last 11 pages cover Page Composer. [PDF 22 pgs]

Alert Resources

[Keeping Up: EBSCOhost's "Alert" Feature.](#) By Ann Tepe, INFOhio Consultant, revised September 2003 [16 slides]

[Saving a Search as an Alert,](#) September 8, 2003. [[MS Word](#) OR [PDF](#) 1 pg]

This excellent PowerPoint walks you through setting up your EBSCOhost account and shows you how to get started with Page Composer.

Be sure to read these great tips from an experienced Page Composer user.

If you like to have printed manuals, this will be worth printing.

If you create Page Composer web pages, please consider submitting them to INFOhio to be shared.

Most of this information is the same as what is in the Page Composer User Guide.

This PowerPoint will help you get started with Alerts.

One page guide for one type of Alert.

To provide access to your Page Composer pages it is best to work with your technology people to store the pages on your school/district server and link them to your library or school web page. If this option is not available, you may want to check out <http://geocities.yahoo.com> and <http://www.tripod.lycos.com/> These sites have a free option but may include advertising. They also have fee based options with no advertising.

For help with web page design, hosting, etc. check out this site.

http://www.somers.k12.ny.us/intranet/Web_des/tools/extended_resources.html