



CREATING ALERTS IN EBSCO DATABASES

Trexler Library subscribes to a number of databases via EBSCO, including:

- Academic Search Premier
- America: History and Life
- Business Source Elite
- Communication & Mass Media Complete
- ERIC
- Historical Abstracts
- MLA
- Newspaper Source
- Philosopher's Index
- PsycINFO
- RILM

To access any of these databases, visit the library website, then choose the Articles A-Z link (in the Find box).

In the EBSCO databases, you can create alerts from searches or from publications' table of contents. This handout will provide information on both kinds of alerts.

A. CREATE ALERTS FROM SEARCHES

1. Enter your search terms in the database and click Search.

The screenshot shows the EBSCO Academic Search Premier interface. At the top, there are navigation links: New Search, Publications, Subject Terms, Cited References, and More. On the right, there are links for Sign In to My EBSCOhost, Folder, and New. The search bar is titled 'Searching: Academic Search Premier' and contains three rows of search terms: 'children', 'and nutrition', and 'and education'. Each row has a dropdown menu for 'Select a Field (optional)'. There are 'Search' and 'Clear' buttons. Below the search bar, there are links for Basic Search, Advanced Search, Visual Search, Search History/Alerts, and Preferences. The 'Search Options' section is visible below, showing 'Search modes' with 'Boolean/Phrase' selected, and 'Also search within the full text of the articles' checked.

2. From your results list, **choose the Alert/Save/Share link** on the right side. That will open an options box. Choose the **Create an alert** link in the box. Alternately, choose the Search History/Alerts link above your results list.

The screenshot shows the EBSCO Academic Search Premier interface. At the top, there are navigation tabs for 'Subject Terms', 'Cited References', and 'More'. Below this is the search bar with 'nutrition' and 'education' entered. The search results section shows 'All Results: 1-20 of 2328'. A red circle highlights the 'Alert / Save / Share' link next to the first result. A red arrow points to the 'Create an alert' option in the dropdown menu that appears.

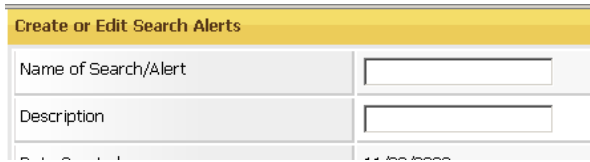
3. **Log in** to your account with your User Name and Password. If you do not yet have an account, **choose the I'm a new user link** to create your account.

The screenshot shows the EBSCOhost login page. At the top, there are navigation tabs for 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. Below this is the 'Sign In to My EBSCOhost' section. A red arrow points to the 'I'm a new user' link. The login form includes fields for 'User Name' and 'Password', a 'Login' button, and a checkbox for 'Load Preferences from My EBSCOhost'. Below the form, there is a section titled 'Sign in to access your personalized My EBSCOhost account.' and a list of features available with the account.

4. Once you have logged in (or created your account), you will have the option to **create your alert**. These are the specifications that will guide how the search is saved in your EBSCO account and how the email alert will arrive in your inbox.

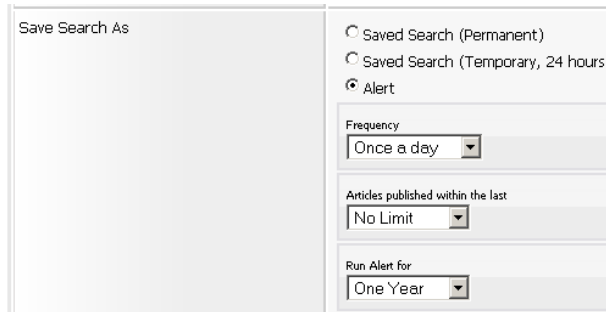
Fields of special note include:

The **Name of Search/Alert and Description** will display in your EBSCO account and can help you remember which alert does what.



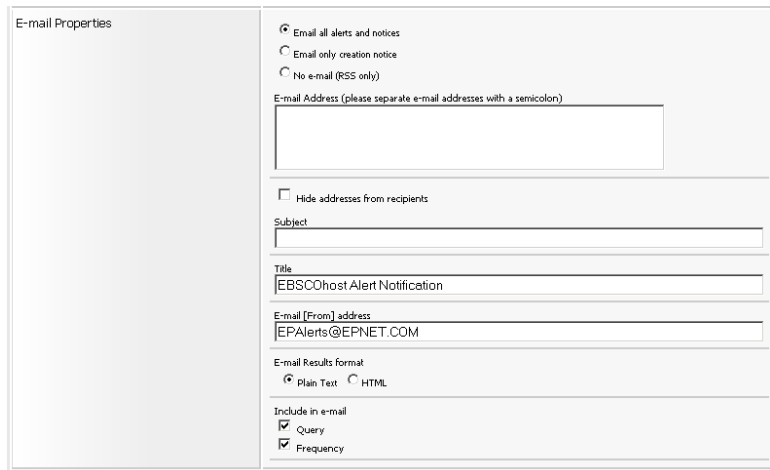
The screenshot shows the top portion of a web form titled "Create or Edit Search Alerts". It features two input fields: "Name of Search/Alert" and "Description".

The **Frequency** option in the **Save Search As** area will determine how often the alert is sent to your inbox.



The screenshot shows the "Save Search As" section of the form. It includes three radio button options: "Saved Search (Permanent)", "Saved Search (Temporary, 24 hours)", and "Alert" (which is selected). Below these are three dropdown menus: "Frequency" set to "Once a day", "Articles published within the last" set to "No Limit", and "Run Alert for" set to "One Year".

The **E-mail Properties** section determines to what e-mail(s) the alert is sent, with what subject line, and more.

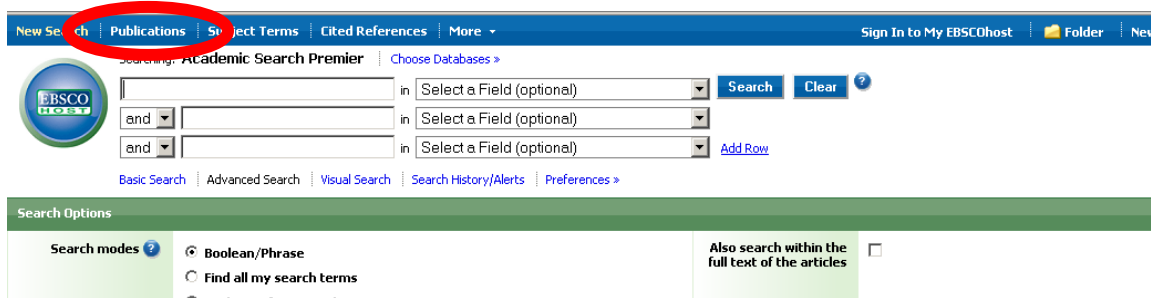


The screenshot shows the "E-mail Properties" section. It features three radio button options for email delivery: "Email all alerts and notices" (selected), "Email only creation notice", and "No e-mail (RSS only)". Below is a text field for "E-mail Address (please separate e-mail addresses with a semicolon)". There is a checkbox for "Hide addresses from recipients". The "Subject" field contains "EBSCOhost Alert Notification". The "E-mail [From] address" field contains "EPAlerts@EPNET.COM". There are two radio button options for "E-mail Results format": "Plain Text" (selected) and "HTML". At the bottom, there are two checked checkboxes: "Include in e-mail" for "Query" and "Frequency".

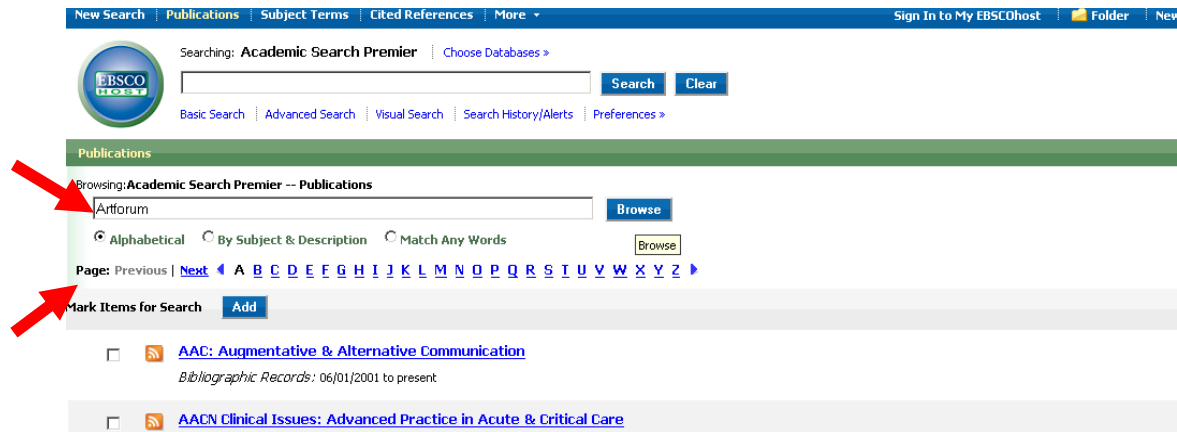
Click **Save** and your alert is ready!

B. CREATE ALERTS FOR TABLES OF CONTENTS

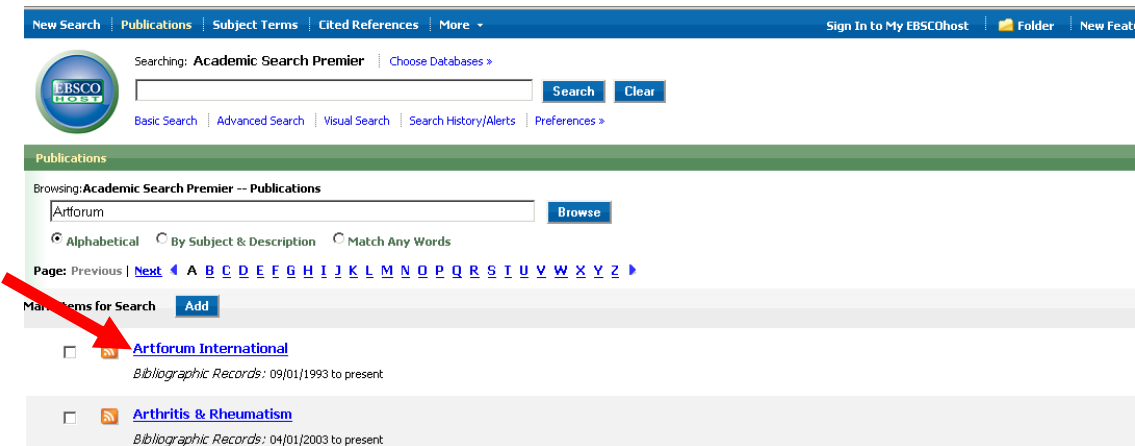
1. From the main page of the database, choose the **Publications** section in the upper left corner.



2. **Browse** the alphabetical list of publication titles, or **search** for the **title** you want.



3. **Choose** the publication title you want by clicking on it.



4. From the publication's record, **choose the Alert/Save/Share link** on the right side. That will open an options box. Choose the **Create an alert** link in the box.

Subject Terms | Cited References | More ▾ Sign In to My EBSCOhost Folder New Features! Ask a Librarian Help

MUHLBERG COLLEGE

Academic Search Premier -- Publications

Artforum International

Artforum International
1086-7058
Artforum International Magazine, Inc.
65 Bleecker Street
New York New York 10012

Alert / Save / Share ▾

- Create an alert
- Create RSS Feed
- Permalink: http://0-search.ebscohc
- BOOKMARK
- + 2006
- + 2005
- + 2004
- + 2003

5. **Log in** to your account with your User Name and Password. If you do not yet have an account, **choose the I'm a new user link** to create your account.

New Search | Publications | Subject Terms | Cited References | More ▾ Sign In to My EBSCOhost Folder New Fe

Sign In to My EBSCOhost

Back

I'm a new user | I forgot my password | I forgot my user name and password

User Name

Password

Login

Load Preferences from My EBSCOhost

Update My Account

Sign in to access your personalized My EBSCOhost account.

With this account, you can:

- Save preferences
- Organize your research with folders
- Share your folders with others
- View others' folders
- Save and retrieve your search history
- Create email alerts and/or RSS feeds
- Gain access to your saved research remotely

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6. Once you have logged in (or created your account), you will have the option to **create your alert**. These are the specifications that will guide how the search is saved in your EBSCO account and how the email alert will arrive in your inbox.

Fields of special note include:

The **E-mail Properties** section determines to what e-mail(s) the alert is sent, with what subject line, and more.

The screenshot shows the 'E-mail Properties' form. On the left is a large empty text area. On the right, there are several sections: 'Email all alerts and notices' with three radio buttons (selected: 'Email all alerts and notices', unselected: 'Email only creation notice', unselected: 'No e-mail (RSS only)'); 'E-mail Address (please separate e-mail addresses with a semicolon)' with an empty text box; 'Hide addresses from recipients' with an unchecked checkbox; 'Subject' with an empty text box; 'Title' with the text 'EBSCOhost Alert Notification'; 'E-mail [From] address' with the text 'EPAlerts@EPNET.COM'; 'E-mail Results format' with two radio buttons (selected: 'Plain Text', unselected: 'HTML'); and 'Include in e-mail' with two checked checkboxes ('Query' and 'Frequency').

Click **Save** and your alert is ready!