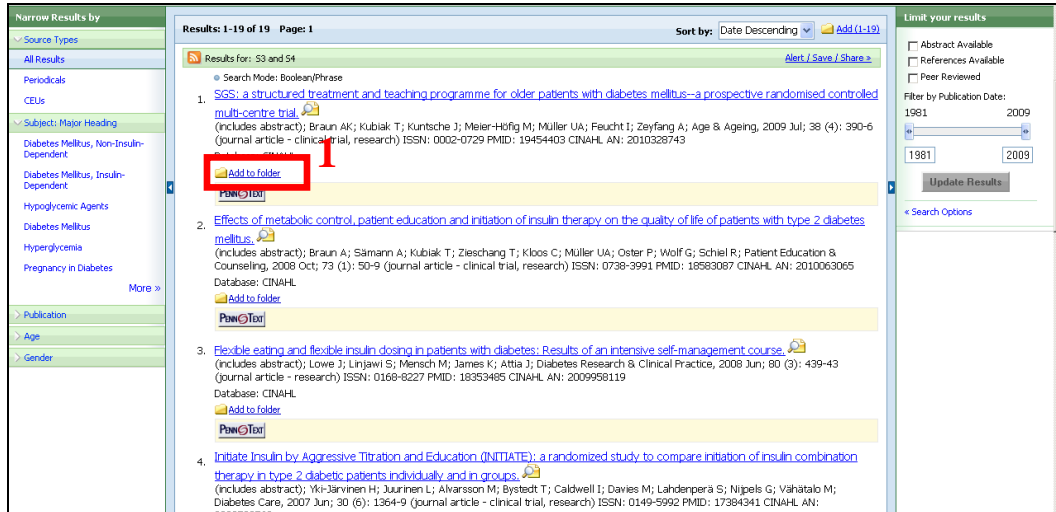


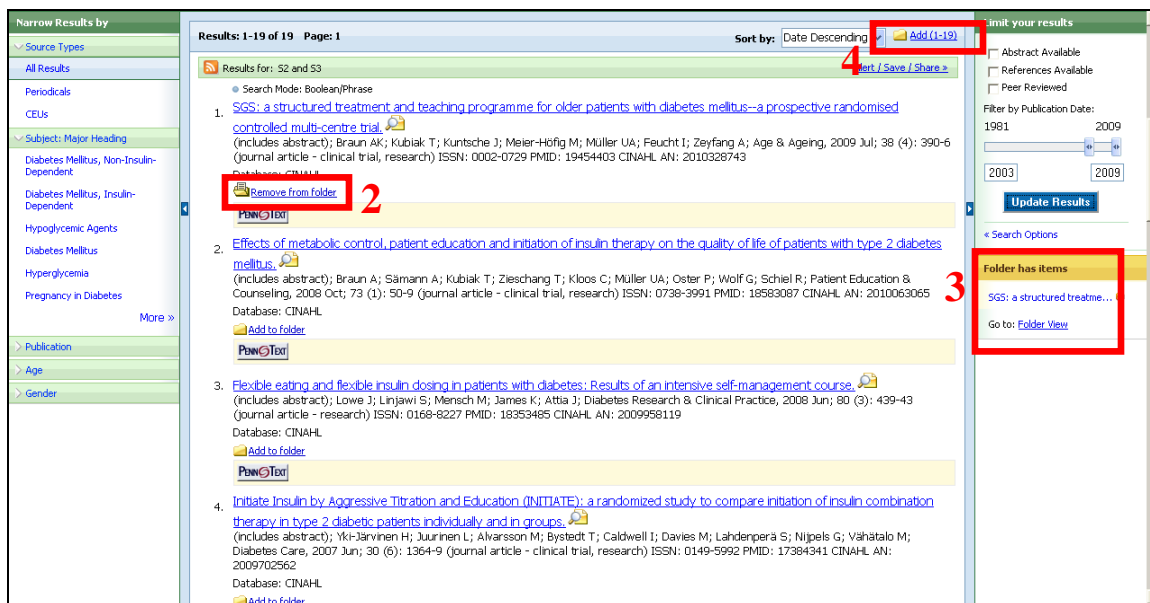
CINAHL Tutorial 2: Saving, Emailing, Printing, & Exporting to RefWorks

Adding citations to your folder (This step is necessary for saving, emailing, printing or exporting.):

1. To save citations as you search, click the “Add to Folder” button beneath the relevant citation to add it to the folder from which you can save, email, export, and print.



2. The “Add to folder” link will change to “Remove from Folder” beneath the citation added.
3. “Folder has items” will appear to the right, beneath the “Limit your results” section. The titles of up to the most recent 3 citations in your folder will be listed, with a link to “Folder view” to view all the items currently in your folder.
4. Click the Add (1-19) link from the upper right of the results section to add all the citations on the current page at once.



5. The “Folder Has Items” display will be updated. Click “Folder View” to view the items currently in your folder. (Note, you can perform multiple searches and build up the number of citations in your folder without losing those added from previous searches.)

The screenshot shows a search results page with the following elements:

- Narrow Results by:** Source Types, All Results, Periodicals, CEUs, Subject: Major Heading (Diabetes Mellitus, Non-Insulin-Dependent, Diabetes Mellitus, Insulin-Dependent, Hypoglycemic Agents, Diabetes Mellitus, Hyperglycemia, Pregnancy in Diabetes), Publication, Age, Gender.
- Results:** 1-19 of 19. Page: 1. Sort by: Date Descending. Add (1-19).
- Search Mode:** Boolean/Phrase.
- Results List:**
 - SGS: a structured treatment and teaching programme for older patients with diabetes mellitus--a prospective randomised controlled multi-centre trial. (includes abstract); Braun AK; Kubiak T; Kuntsche J; Meier-Höfig M; Müller UA; Feucht I; Zeyfang A; Age & Ageing, 2009 Jul; 38 (4): 390-6 (journal article - clinical trial, research) ISSN: 0002-0729 PMID: 19454403 CINAHL AN: 2010328743 Database: CINAHL. Remove from folder. Pdf icon.
 - Effects of metabolic control, patient education and initiation of insulin therapy on the quality of life of patients with type 2 diabetes mellitus. (includes abstract); Braun A; Sämann A; Kubiak T; Zieschang T; Kloos C; Müller UA; Oster P; Wolf G; Schiel R; Patient Education & Counseling, 2008 Oct; 73 (1): 50-9 (journal article - clinical trial, research) ISSN: 0738-3991 PMID: 18583087 CINAHL AN: 2010063065 Database: CINAHL. Remove from folder. Pdf icon.
 - Flexible eating and flexible insulin dosing in patients with diabetes: Results of an intensive self-management course. (includes abstract); Lowe J; Linjawi S; Mensch M; James K; Attia J; Diabetes Research & Clinical Practice, 2008 Jun; 80 (3): 439-43 (journal article - research) ISSN: 0168-8227 PMID: 18353485 CINAHL AN: 2009958119 Database: CINAHL. Remove from folder. Pdf icon.
 - Initiate Insulin by Aggressive Titration and Education (INITIATE): a randomized study to compare initiation of insulin combination therapy in type 2 diabetic patients individually and in groups. (includes abstract); Yki-Järvinen H; Juurinen L; Alvarsson M; Bystedt T; Caldwell I; Davies M; Lahnperä S; Nijpels G; Vähätalo M; Diabetes Care, 2007 Jun; 30 (6): 1364-9 (journal article - clinical trial, research) ISSN: 0149-5992 PMID: 17384341 CINAHL AN: 2009702562 Database: CINAHL. Remove from folder. Pdf icon.
- Limit your results:** Abstract Available, References Available, Peer Reviewed. Filter by Publication Date: 1991 to 2009. Update Results.
- Folder has items:** Effects of metabolic cont..., Diabetes mellitus diagnos..., An interactive model prog... Go to: **Folder View** (highlighted with a red box and a red '5').

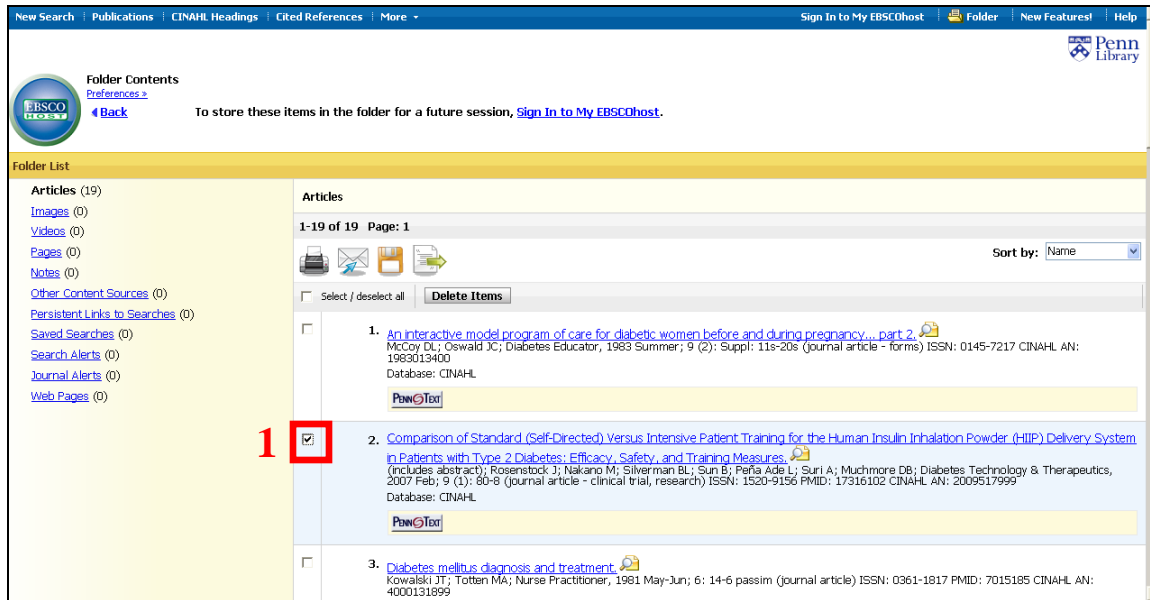
6. The folder view will be displayed. This is the view from which you can save, print, email, or export your citations.

The screenshot shows the 'Folder Contents' page with the following elements:

- Folder Contents:** Preferences, Back. To store these items in the folder for a future session, Sign In to My EBSCOhost.
- Folder List:** Articles (19), Images (0), Videos (0), Pages (0), Notes (0), Other Content Sources (0), Persistent Links to Searches (0), Saved Searches (0), Search Alerts (0), Journal Alerts (0), Web Pages (0).
- Articles:** 1-19 of 19. Page: 1. Sort by: Name. Select / deselect all. Delete Items.
- Articles List:**
 - An interactive model program of care for diabetic women before and during pregnancy... part 2. McCoy DL; Oswald JC; Diabetes Educator, 1983 Summer; 9 (2): Suppl: 11s-20s (journal article - forms) ISSN: 0145-7217 CINAHL AN: 1983013400 Database: CINAHL. Pdf icon.
 - Comparison of Standard (Self-Directed) Versus Intensive Patient Training for the Human Insulin Inhalation Powder (HIIP) Delivery System in Patients with Type 2 Diabetes: Efficacy, Safety, and Training Measures. (includes abstract); Rosenstock J; Nakano M; Silverman BL; Sun B; Perla Ade L; Suri A; Muchmore DB; Diabetes Technology & Therapeutics, 2007 Feb; 9 (2): 80-6 (journal article - clinical trial, research) ISSN: 1520-9156 PMID: 17316102 CINAHL AN: 2009517999 Database: CINAHL. Pdf icon.
 - Diabetes mellitus diagnosis and treatment. Kowalski JT; Totten MA; Nurse Practitioner, 1981 May-Jun; 6: 14-6 passim (journal article) ISSN: 0361-1817 PMID: 7015185 CINAHL AN: 4000131899

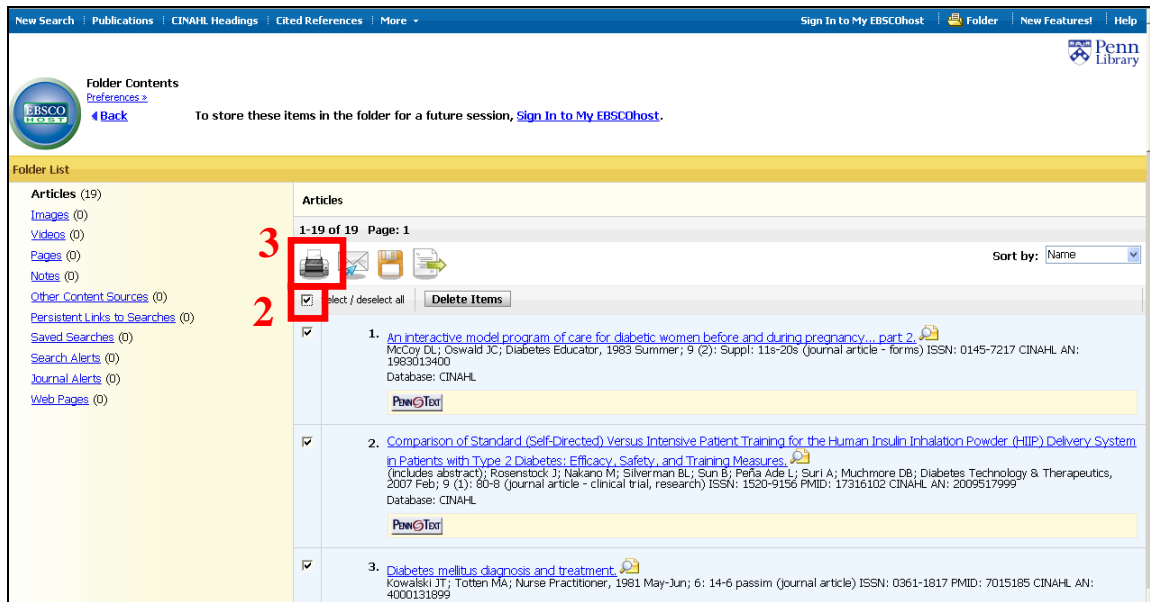
To Print:

1. From the folder view, click the check box beside the citations that you wish to print.



The screenshot shows the EBSCOhost interface. At the top, there are navigation tabs: "New Search", "Publications", "CINAHL Headings", "Cited References", and "More". On the right, there are links for "Sign In to My EBSCOhost", "Folder", "New Features!", and "Help". The Penn Library logo is in the top right corner. Below the navigation is a "Folder Contents" section with a "Back" link and a message: "To store these items in the folder for a future session, Sign In to My EBSCOhost." The main area is titled "Folder List" and contains a sidebar on the left with various content categories like "Articles (19)", "Images (0)", "Videos (0)", etc. The main content area shows a list of three articles. The second article, "Comparison of Standard (Self-Directed) Versus Intensive Patient Training for the Human Insulin Inhalation Powder (HIIP) Delivery System in Patients with Type 2 Diabetes: Efficacy, Safety, and Training Measures," has a red check box next to it, and a red number "1" is placed to its left.

2. To select all the citations on the current page at one time, click the "Select / deselect all" check box above the list of citations. You are limited to printing 250 citations at once.
3. With all the citations that you wish to print selected, click the printer icon.



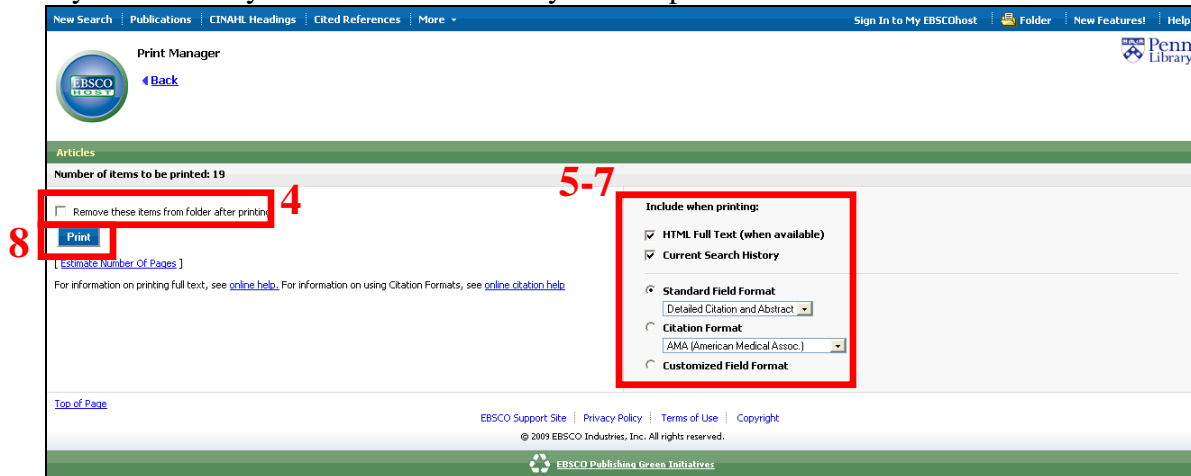
This screenshot shows the same EBSCOhost interface as the previous one, but with different actions highlighted. A red box highlights the printer icon and the "Select / deselect all" check box. A red number "2" is placed next to the "Select / deselect all" check box, and a red number "3" is placed next to the printer icon. The list of articles is the same as in the previous screenshot, but now all three articles have their individual check boxes checked.

4. Do not click the “Remove these items from folder after printing” check box if you plan to do anything else with the citations (emailing, saving, exporting to RefWorks).
5. Leaving “HTML Full Text (when available)” selected will print out the full article for any citations for which CINAHL has the full-text in HTML format. (This does not include citations for which CINAHL has the full-text in PDF format.)
6. Leaving “Current Search History” will print out the search history in addition to the citations.
7. Leaving “Standard Field Format: Detailed Citation and Abstract” selected will print out the all citation information and the article abstract.

Selecting “Citation Format” and a format from the drop down menu will allow you to print your citations in a specified bibliographic format (such as APA: American Psychological Association).

Selecting “Customize Field Format” will allow you to select individual fields from the citations to be printed.

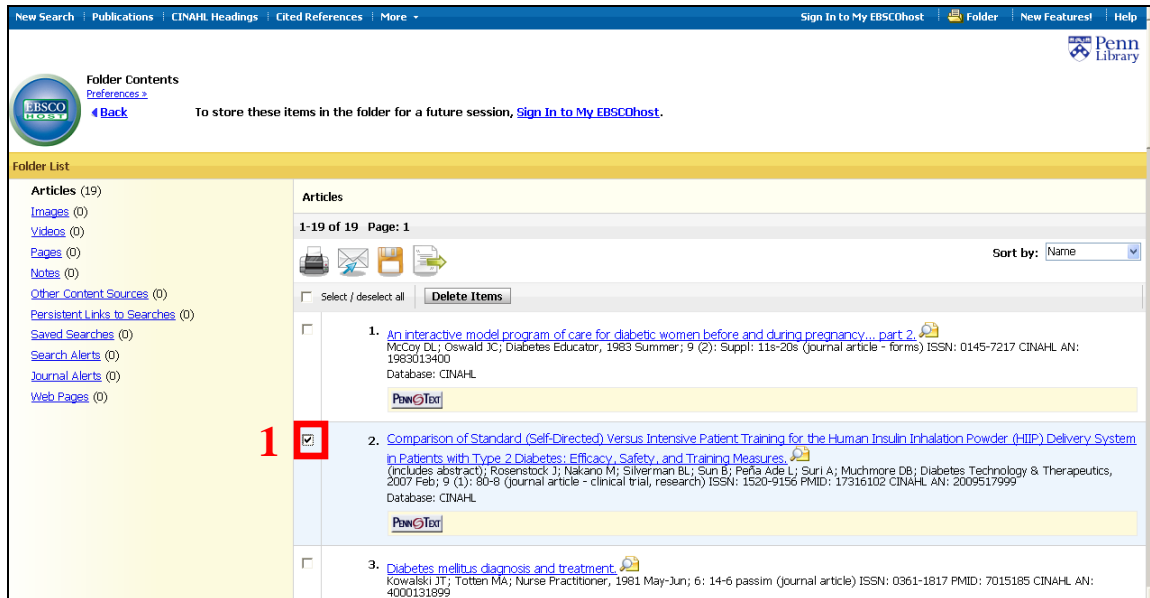
8. Select the “Print” button when you are satisfied with the output options selected, and print the document as you would any other document from your computer.



9. A print preview page will appear in your browser. Click the Back button to return to your Folder View.

To Email:

1. From the folder view, click the check box beside the citations that you wish to email.



The screenshot shows the EBSCOhost interface with a folder list of 19 articles. The first article is selected, and a red box highlights the check box next to it. A red number '1' is placed next to the check box.

Folder Contents
Preferences >
Back

To store these items in the folder for a future session, [Sign In to My EBSCOhost](#).

Folder List

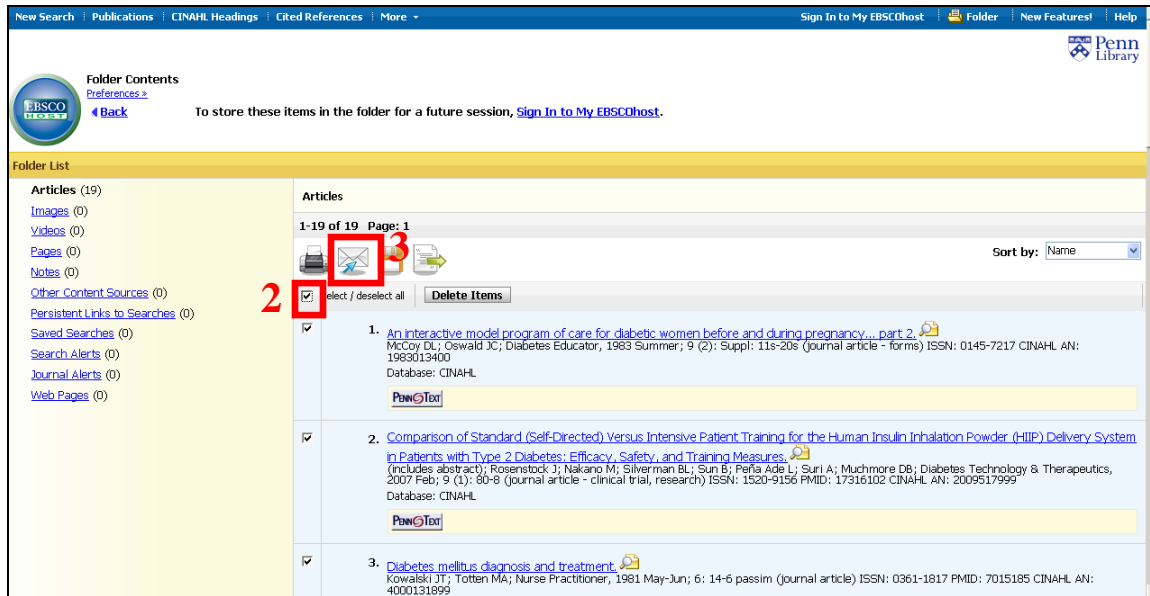
Articles (19)
Images (0)
Videos (0)
Pages (0)
Notes (0)
Other Content Sources (0)
Persistent Links to Searches (0)
Saved Searches (0)
Search Alerts (0)
Journal Alerts (0)
Web Pages (0)

Articles
1-19 of 19 Page: 1
Sort by: Name

Select / deselect all Delete Items

1. [An interactive model program of care for diabetic women before and during pregnancy ... part 2.](#)
McCoy DL, Oswald JC, Diabetes Educator, 1983 Summer; 9 (2): Suppl: 11s-20s (journal article - forms) ISSN: 0145-7217 CINAHL AN: 1983013400
Database: CINAHL
PawPrint
2. [Comparison of Standard \(Self-Directed\) Versus Intensive Patient Training for the Human Insulin Inhalation Powder \(HIIP\) Delivery System in Patients with Type 2 Diabetes: Efficacy, Safety, and Training Measures.](#)
(includes abstract); Rosenstock J; Nakano M; Silverman BL; Sun B; Peña Ada L; Suri A; Muchmore D8; Diabetes Technology & Therapeutics, 2007 Feb; 9 (1): 80-6 (journal article - clinical trial, research) ISSN: 1520-9156 PMID: 17316102 CINAHL AN: 2009517999
Database: CINAHL
PawPrint
3. [Diabetes mellitus diagnosis and treatment.](#)
Kowalski JT; Totten MA; Nurse Practitioner, 1981 May-Jun; 6: 14-6 passim (journal article) ISSN: 0361-1817 PMID: 7015185 CINAHL AN: 4000131899

2. To select all the citations on the current page at one time, click the “Select / deselect all” check box above the list of citations. You are limited to emailing 250 citations at once.
3. With all the citations that you wish to email selected, click the letter icon.



The screenshot shows the EBSCOhost interface with the same folder list of 19 articles. The 'Select / deselect all' check box is checked, and the letter 'I' icon is highlighted with a red box and a red number '3'.

Folder Contents
Preferences >
Back

To store these items in the folder for a future session, [Sign In to My EBSCOhost](#).

Folder List

Articles (19)
Images (0)
Videos (0)
Pages (0)
Notes (0)
Other Content Sources (0)
Persistent Links to Searches (0)
Saved Searches (0)
Search Alerts (0)
Journal Alerts (0)
Web Pages (0)

Articles
1-19 of 19 Page: 1
Sort by: Name

Select / deselect all Delete Items

1. [An interactive model program of care for diabetic women before and during pregnancy ... part 2.](#)
McCoy DL, Oswald JC, Diabetes Educator, 1983 Summer; 9 (2): Suppl: 11s-20s (journal article - forms) ISSN: 0145-7217 CINAHL AN: 1983013400
Database: CINAHL
PawPrint
2. [Comparison of Standard \(Self-Directed\) Versus Intensive Patient Training for the Human Insulin Inhalation Powder \(HIIP\) Delivery System in Patients with Type 2 Diabetes: Efficacy, Safety, and Training Measures.](#)
(includes abstract); Rosenstock J; Nakano M; Silverman BL; Sun B; Peña Ada L; Suri A; Muchmore D8; Diabetes Technology & Therapeutics, 2007 Feb; 9 (1): 80-6 (journal article - clinical trial, research) ISSN: 1520-9156 PMID: 17316102 CINAHL AN: 2009517999
Database: CINAHL
PawPrint
3. [Diabetes mellitus diagnosis and treatment.](#)
Kowalski JT; Totten MA; Nurse Practitioner, 1981 May-Jun; 6: 14-6 passim (journal article) ISSN: 0361-1817 PMID: 7015185 CINAHL AN: 4000131899

4. Click within the “Email to:” field and add in the email address where you want to send the citations. For multiple email addresses, separate each with a semi-colon.
5. Click within the “Subject:” to add a meaningful subject line for your citations.
6. Click within “Comments:” to add a message to the email being sent.
7. Do not click the “Remove these items from folder after e-mailing” check box if you plan to do anything else with the citations (printing, saving, exporting to RefWorks).
8. Leaving “HTML Full Text (when available)” selected will send emails of the full article as a part of your citation list, for any citations that CINAHL has the HTML full-text.

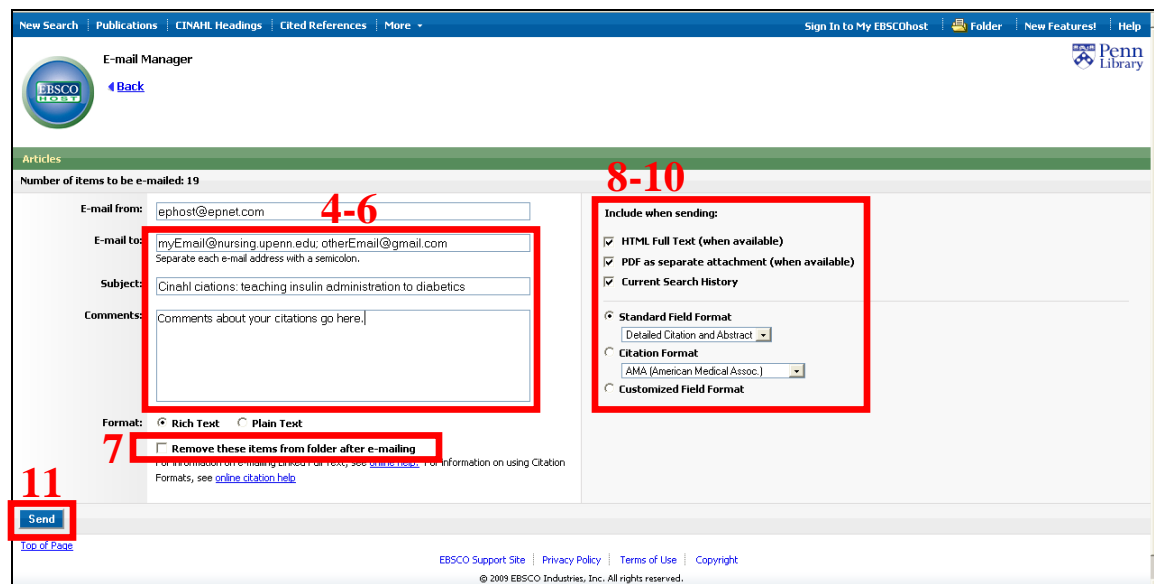
Leaving "PDF as separate attachment (when available)" selected file will generate a separate email with the full-text attached for each pdf that is available through CINAHL. Have care when using this feature with a large number of citations, because it can quickly fill up your Inbox.

9. Leaving “Current Search History” selected will include the search history in the email.
10. Leaving “Standard Field Format: Detailed Citation and Abstract” selected will email most important citation information and the article abstract.

Selecting “Citation Format” and a format from the drop down menu will allow you to email your citations in a reference list of a specified bibliographic format (such as APA: American Psychological Association).

Selecting “Customize Field Format” will allow you to select individual fields from the citations to be emailed.

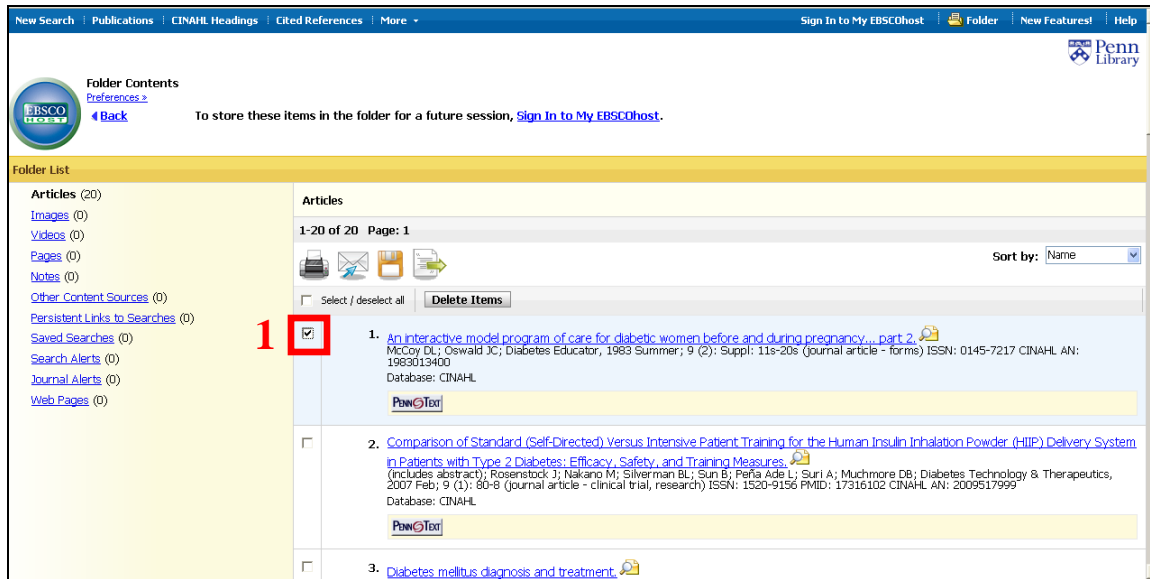
11. Click the “Send” button when you are satisfied with the output options selected. You should receive the emailed citations in your Inbox shortly.



12. An email confirmation will pop up. Clicking “Continue” will bring you back to your Folder View.

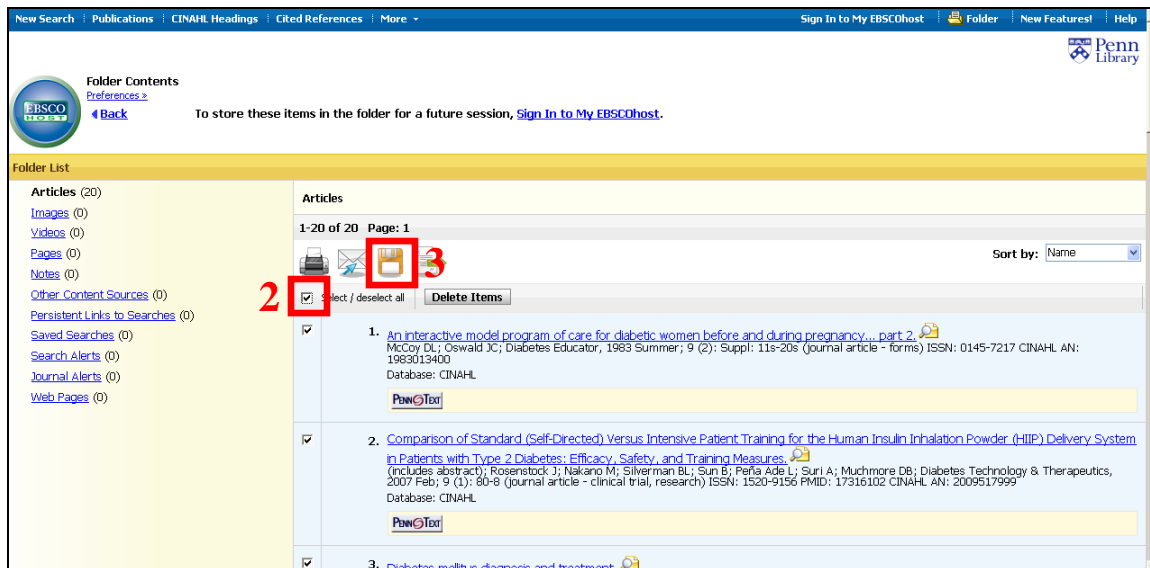
To Save:

1. From the folder view, click the check box beside the citations that you wish to save.



The screenshot shows the EBSCOhost interface. At the top, there are navigation tabs: "New Search", "Publications", "CINAHL Headings", "Cited References", and "More". On the right, there are links for "Sign In to My EBSCOhost", "Folder", "New Features!", and "Help". The Penn Library logo is in the top right corner. Below the navigation, there is a "Folder Contents" section with a "Back" link and a message: "To store these items in the folder for a future session, Sign In to My EBSCOhost." The main area is titled "Folder List" and contains a list of articles. The first article is "An interactive model program of care for diabetic women before and during pregnancy... part 2" by McCoy DL, Oswald JC. A red box highlights the check box next to this article. The second article is "Comparison of Standard (Self-Directed) Versus Intensive Patient Training for the Human Insulin Inhalation Powder (HIP) Delivery System in Patients with Type 2 Diabetes: Efficacy, Safety, and Training Measures" by Rosenstock J, Nakano M, Silverman BL, Sun B, Peña Ade L, Suri A, Muchmore DB. The third article is "Diabetes mellitus diagnosis and treatment".

2. To select all the citations on the current page at one time, click the “Select / deselect all” check box above the list of citations. You are limited to saving 250 citations at once.
3. With all the citations that you wish to save selected, click the floppy disk icon.



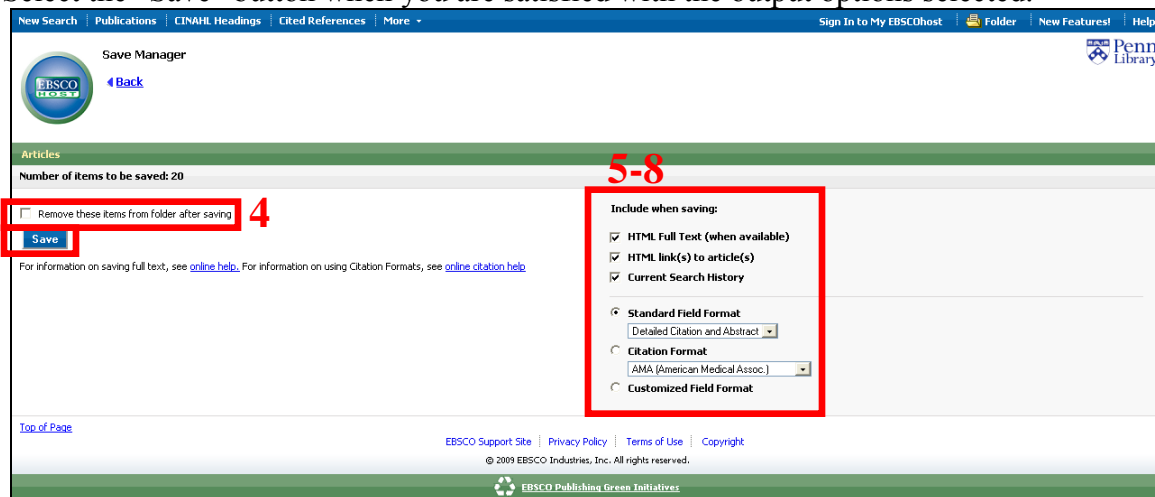
The screenshot shows the EBSCOhost interface. At the top, there are navigation tabs: "New Search", "Publications", "CINAHL Headings", "Cited References", and "More". On the right, there are links for "Sign In to My EBSCOhost", "Folder", "New Features!", and "Help". The Penn Library logo is in the top right corner. Below the navigation, there is a "Folder Contents" section with a "Back" link and a message: "To store these items in the folder for a future session, Sign In to My EBSCOhost." The main area is titled "Folder List" and contains a list of articles. The first article is "An interactive model program of care for diabetic women before and during pregnancy... part 2" by McCoy DL, Oswald JC. A red box highlights the check box next to this article. The second article is "Comparison of Standard (Self-Directed) Versus Intensive Patient Training for the Human Insulin Inhalation Powder (HIP) Delivery System in Patients with Type 2 Diabetes: Efficacy, Safety, and Training Measures" by Rosenstock J, Nakano M, Silverman BL, Sun B, Peña Ade L, Suri A, Muchmore DB. The third article is "Diabetes mellitus diagnosis and treatment". A red box highlights the "Select / deselect all" check box above the list of citations. A red box highlights the floppy disk icon in the toolbar above the list of citations.

4. Do not click the “Remove these items from folder after printing” check box if you plan to do anything else with the citations (emailing, printing, exporting to RefWorks).
5. Leaving “HTML Full Text (when available)” selected will save the full-text article for any citations for which CINAHL has the full-text in HTML format. (This does not include the citations for which CINAHL has the full-text in PDF format.)
6. Leaving “HTML Link(s) to Article(s)” selected will include a hyperlink directly to the citation in your saved results.
7. Leaving “Current Search History” will save the search history in addition to the citations.
8. Leaving “Standard Field Format: Detailed Citation and Abstract” selected will save all citation information and the article abstract.

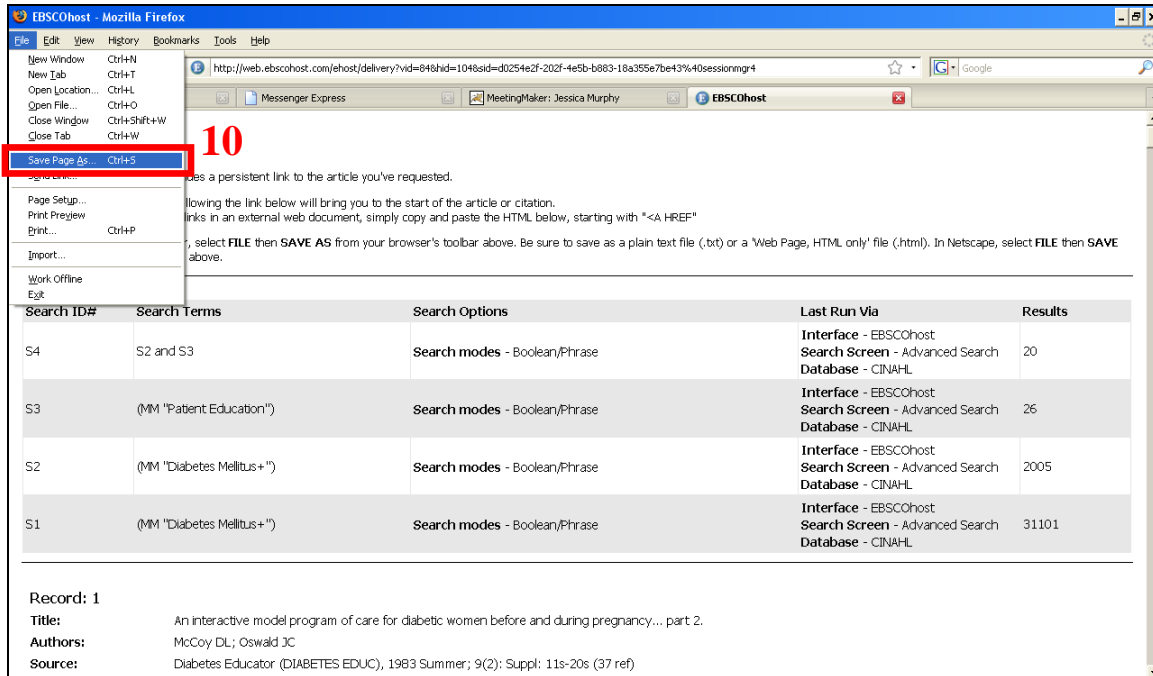
Selecting “Citation Format” and a format from the drop down menu will allow you to save your citations in a specified bibliographic format (such as APA: American Psychological Association).

Selecting “Customize Field Format” will allow you to select individual fields from the citations to be saved.

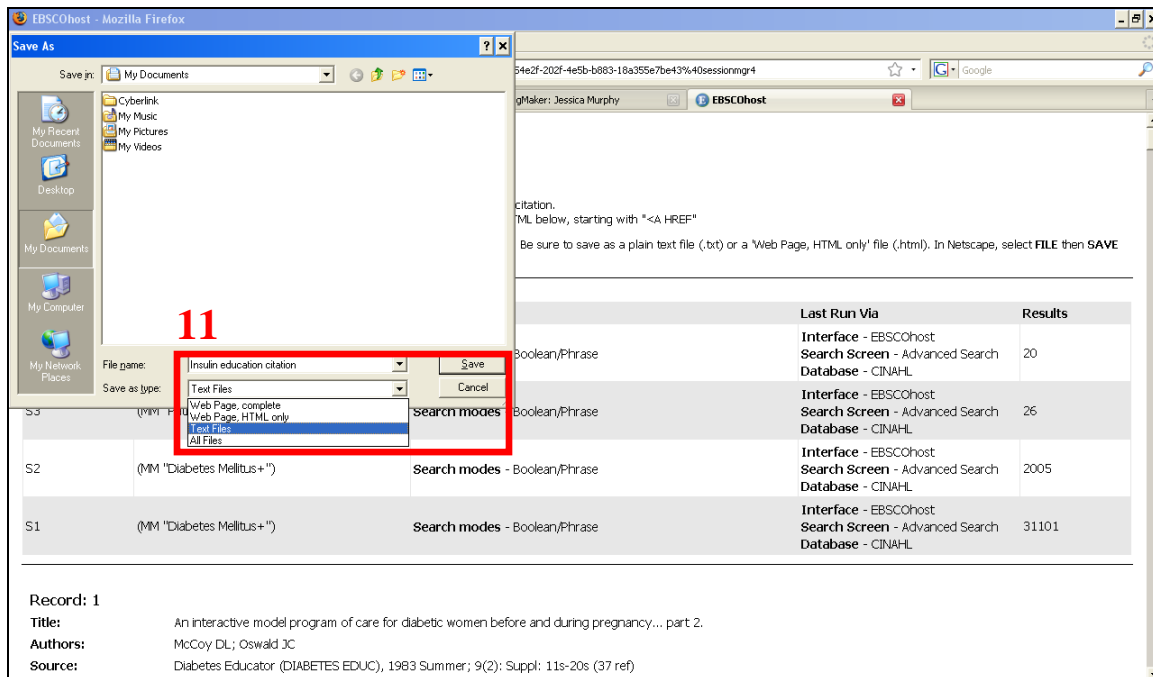
9. Select the “Save” button when you are satisfied with the output options selected.



10. A preview page of the records to be saved will appear in your browser. Click File > Save As to save the page.



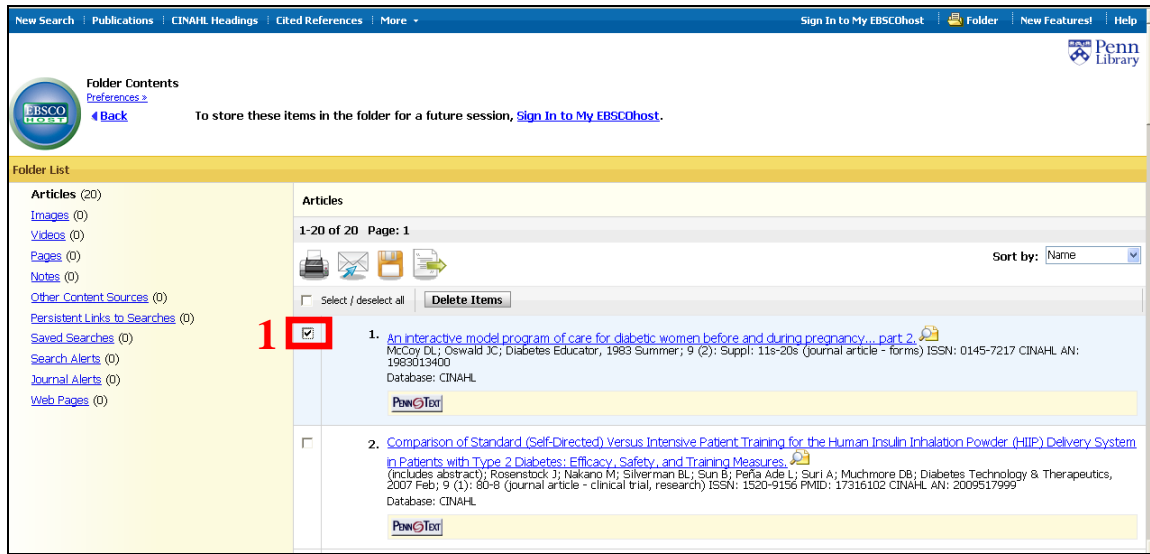
11. From the Save As menu, select the "Save in" location, give the file a meaningful name, and then set the "Save as type" field to "Text Files."



12. Your citations will have been saved as a text file.

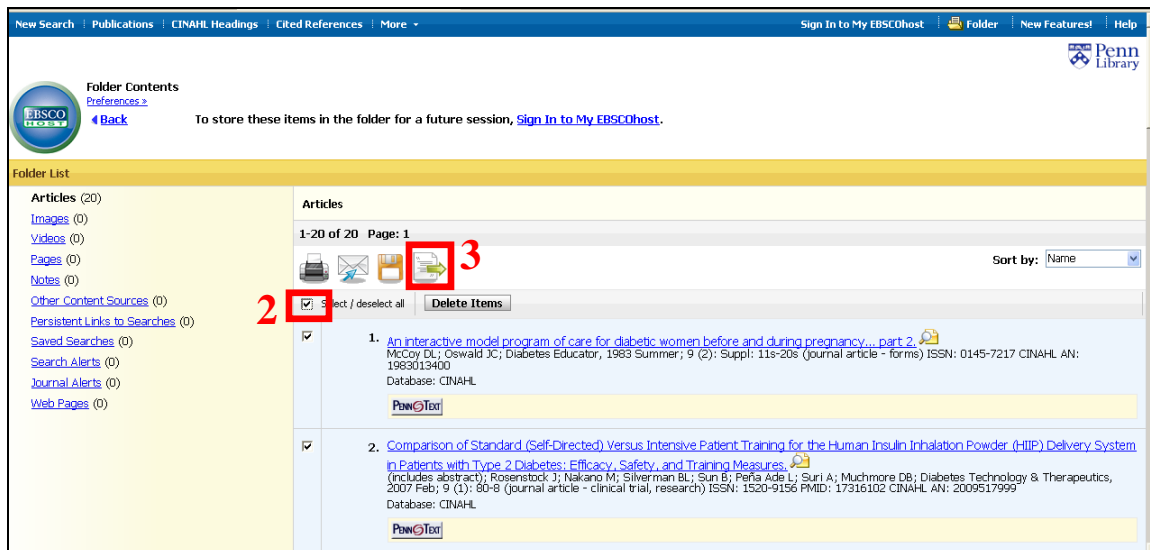
To Export to RefWorks:

1. From the folder view, click the check box beside the citations that you wish to export.



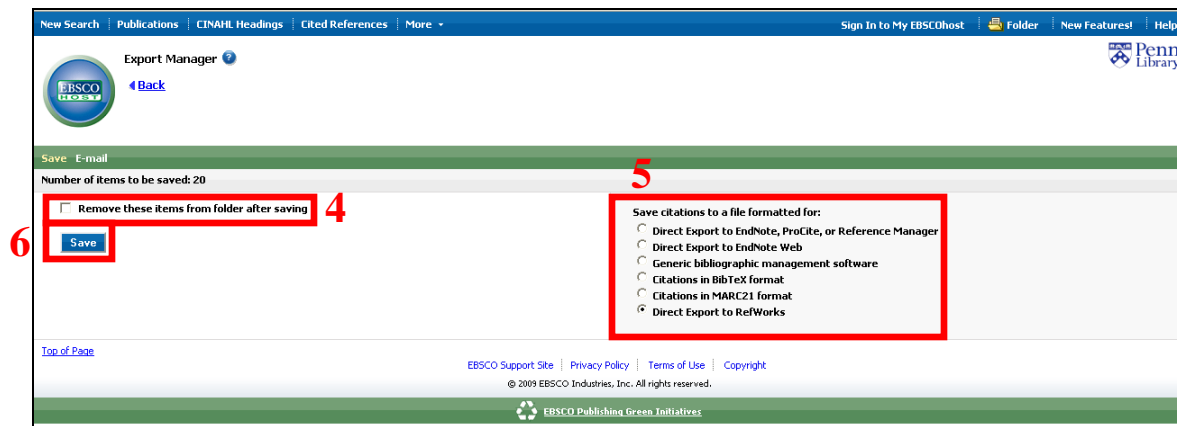
The screenshot shows the EBSCOhost interface. At the top, there are navigation tabs: "New Search", "Publications", "CINAHL Headings", "Cited References", and "More". On the right, there are links for "Sign In to My EBSCOhost", "Folder", "New Features!", and "Help". The main content area is titled "Folder Contents" and includes a "Back" link and a message: "To store these items in the folder for a future session, Sign In to My EBSCOhost." Below this is a "Folder List" section with a sidebar containing various content types: Articles (20), Images (0), Videos (0), Pages (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 displays a list of articles. The first article is "An interactive model program of care for diabetic women before and during pregnancy... part 2" by McCoy DL, Oswald JC, Diabetes Educator, 1983 Summer; 9 (2): Suppl: 11s-20s (journal article - forms) ISSN: 0145-7217 CINAHL AN: 1963013400 Database: CINAHL. The second article is "Comparison of Standard (Self-Directed) Versus Intensive Patient Training for the Human Insulin Inhalation Powder (HIP) Delivery System in Patients with Type 2 Diabetes: Efficacy, Safety, and Training Measures" by Rosenstock J, Nakano M, Silverman BL, Sun B, Peña Ade L, Suri A, Muchmore DB, Diabetes Technology & Therapeutics, 2007 Feb; 9 (1): 80-8 (journal article - clinical trial, research) ISSN: 1520-9156 PMID: 17316102 CINAHL AN: 2009517999 Database: CINAHL. A red box highlights the check box next to the first article, and a red number "1" is placed next to it.

2. To select all the citations on the current page at one time, click the “Select / deselect all” check box above the list of citations. You are limited to exporting 250 citations at once.
3. With all the citations that you wish to export selected, click the icon of a document with a green arrow.

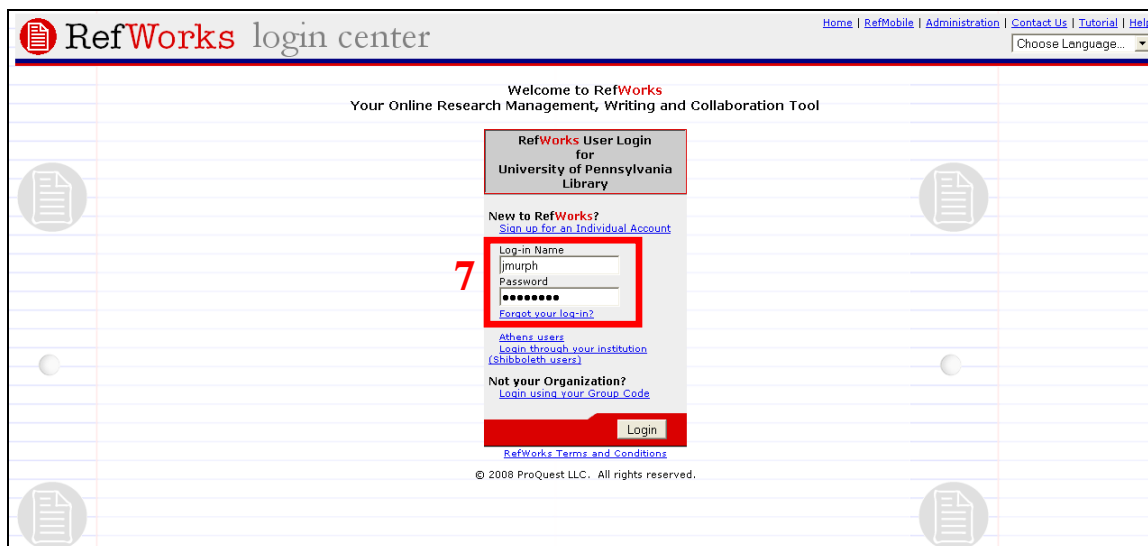


The screenshot shows the same EBSCOhost interface as the previous screenshot. In this view, the "Select / deselect all" check box is checked, and a red box highlights it with a red number "2" next to it. The "Export" icon (a document with a green arrow) is also highlighted with a red box and a red number "3" next to it. The list of articles remains the same as in the previous screenshot.

4. Do not click the “Remove these items from folder after printing” check box if you plan to do anything else with the citations (emailing, printing, saving).
5. “Direct Export to RefWorks” should be automatically selected, do not change this selection if you use RefWorks. If you are using another reference management program, you can select the most appropriate option from the list provided.
6. Select the “Save” button to begin to export.



7. You will be taken to the RefWorks login page. Login with the username and password of the account to which the citations should be added.



8. Your citations will be added to the “Last Imported Folder” in RefWorks.