

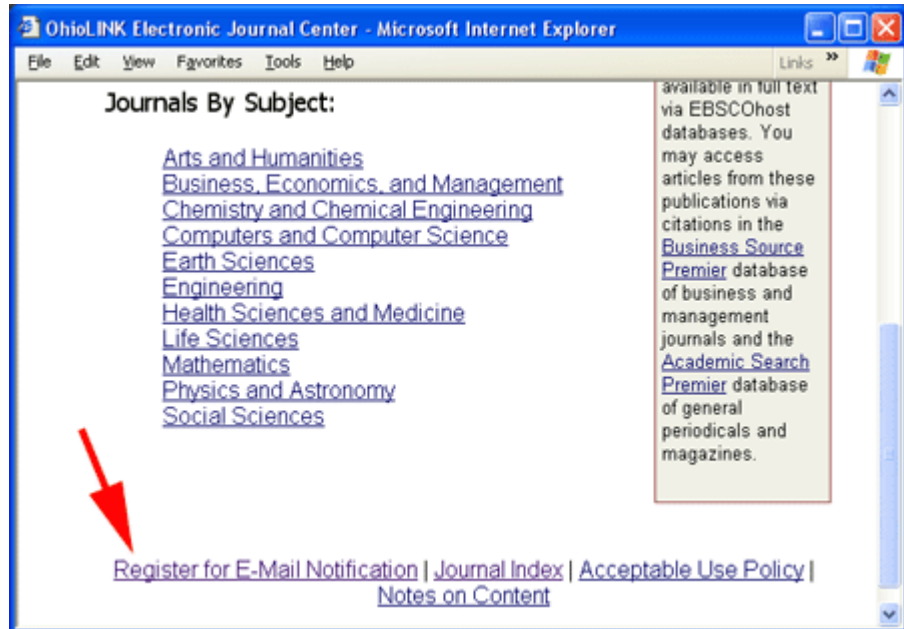
How to Automatically Receive EJC Search Results by Email in 13 Steps

Registering for Email Notification

1. Go to the Electronic Journal Center:

http://libproxy.xu.edu/cgi-bin/proxy.cgi?Electronic_Journal_Center::http://journals.ohiolink.edu/

Click *Register for E-mail Notification* at the bottom of the EJC Homepage.



2. Fill out the registration form.

Then click the *Register Me* button.



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3. If registration was completed correctly, you will receive a *Registration Confirmation* page.

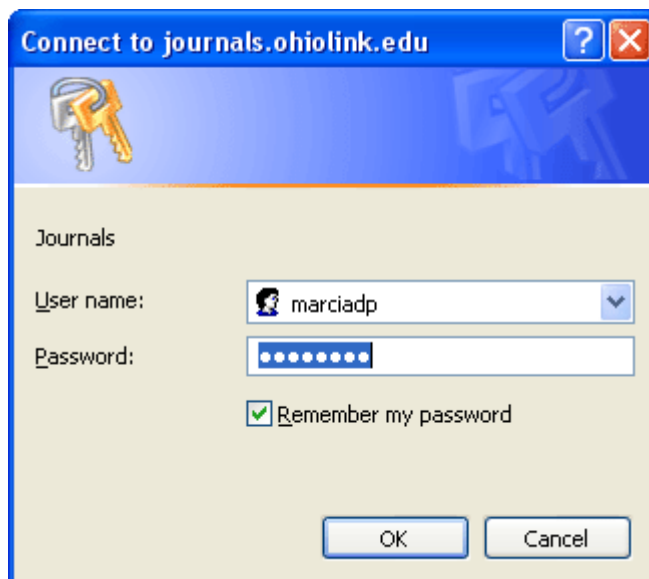
Click where directed on the *Registration Confirmation* page to enter the EJC.



4. In the *Connect to* dialog box, enter your newly created user name and password.

Then click *OK*.

This picture was taken from Windows XP and will look different on machines running other versions of Windows.

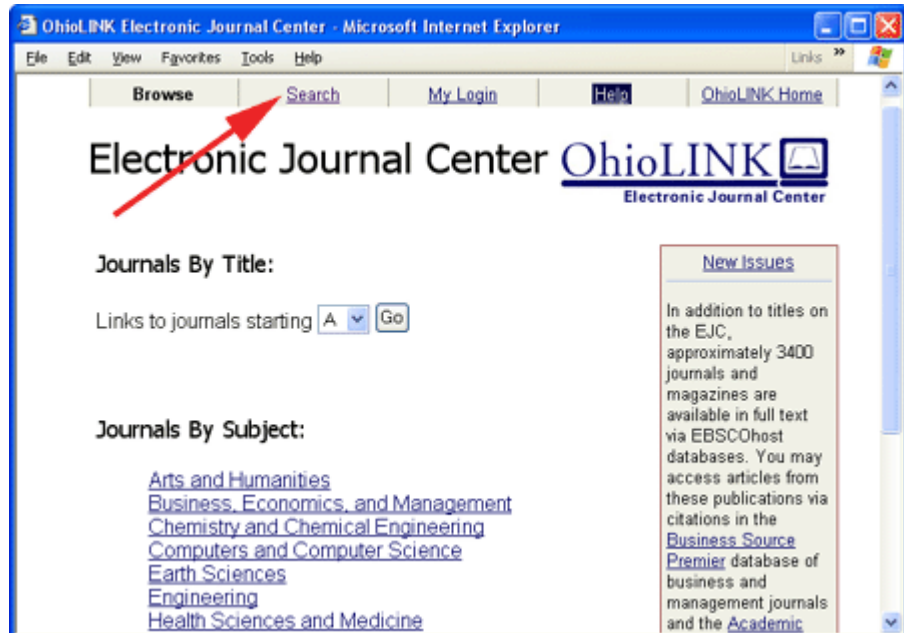


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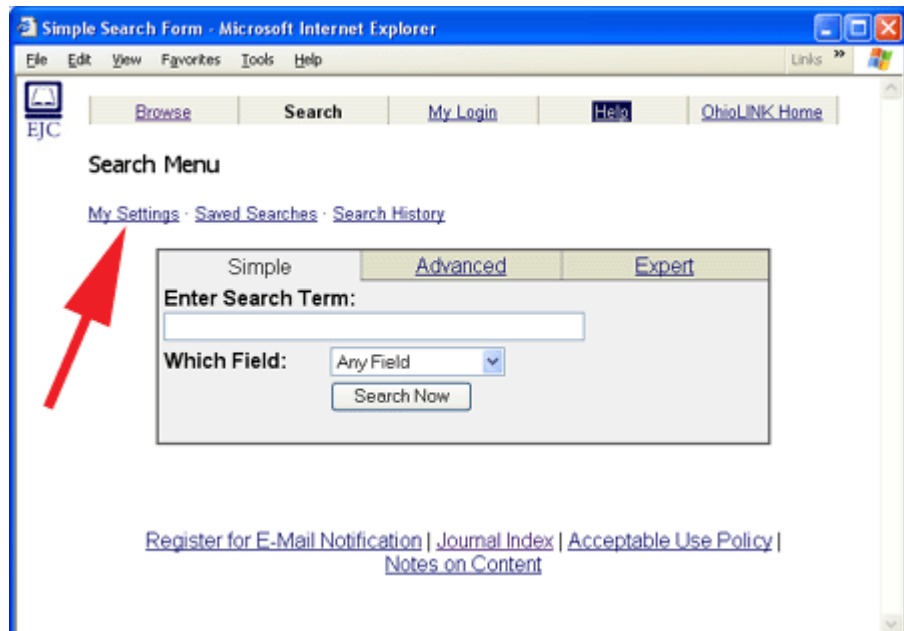
Setting Up Account Preferences

5. You will return to the EJC homepage.

In the top menu bar, click *Search*.



6. In the default search form, click *My Settings*.



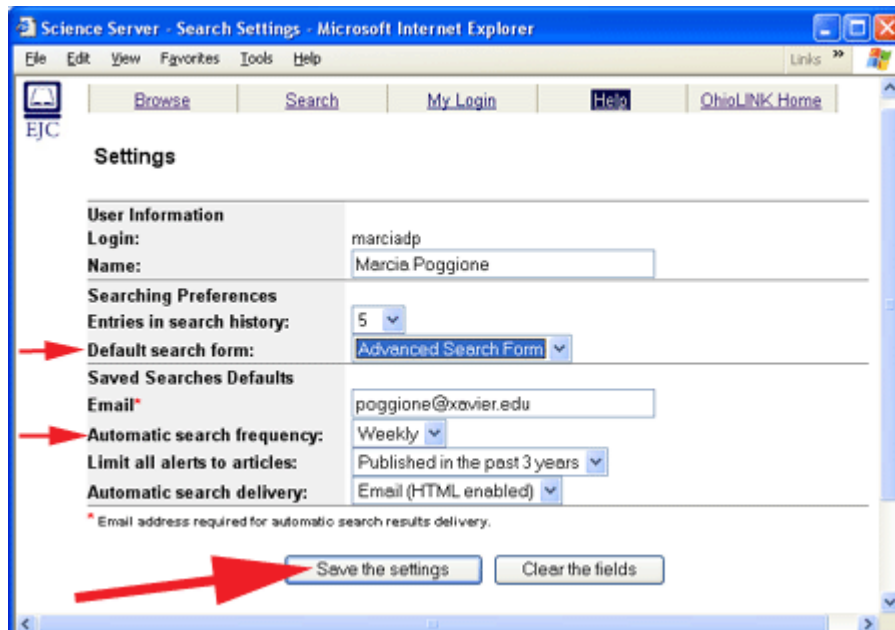
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7. Make changes, if necessary, to the default settings.

Change the *Default search form* from *Simple* to *Advanced*.

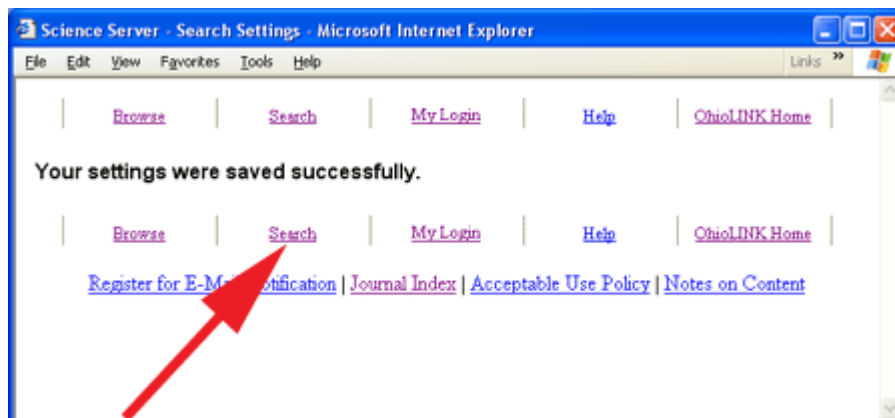
Change the *Automatic search frequency* from *Daily* to *Weekly*

Then click the *Save the settings* button.



8. You will receive a *Settings Confirmation* page.

Click *Search*.



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Creating a Saved Search

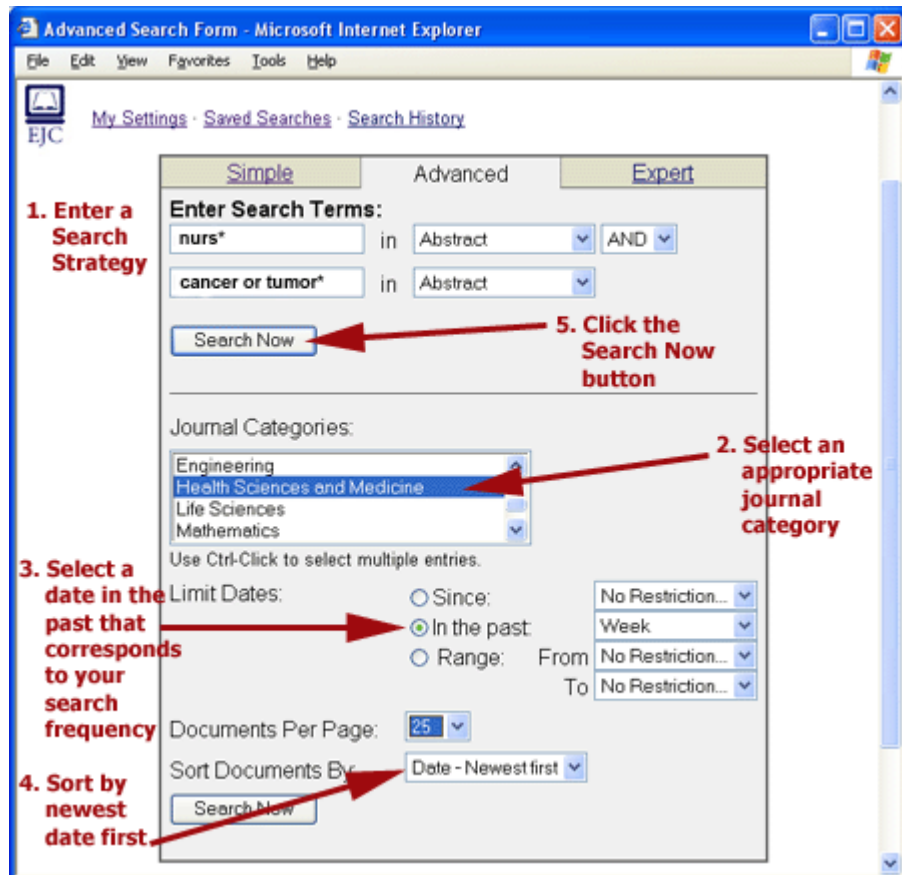
9. Enter your search terms and then select an appropriate journal category from the list.

To have new articles automatically emailed to you each week, select *Weekly* from the drop-down box adjacent to *In the past*.

You can optionally change *Documents per page* to a number of your choice.

Change *Sort Documents By* to *Date - Newest first*.

When finished, click the *Search Now* button.



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10. The system will display a *Search Results* page.

Click the *Save Search* link.

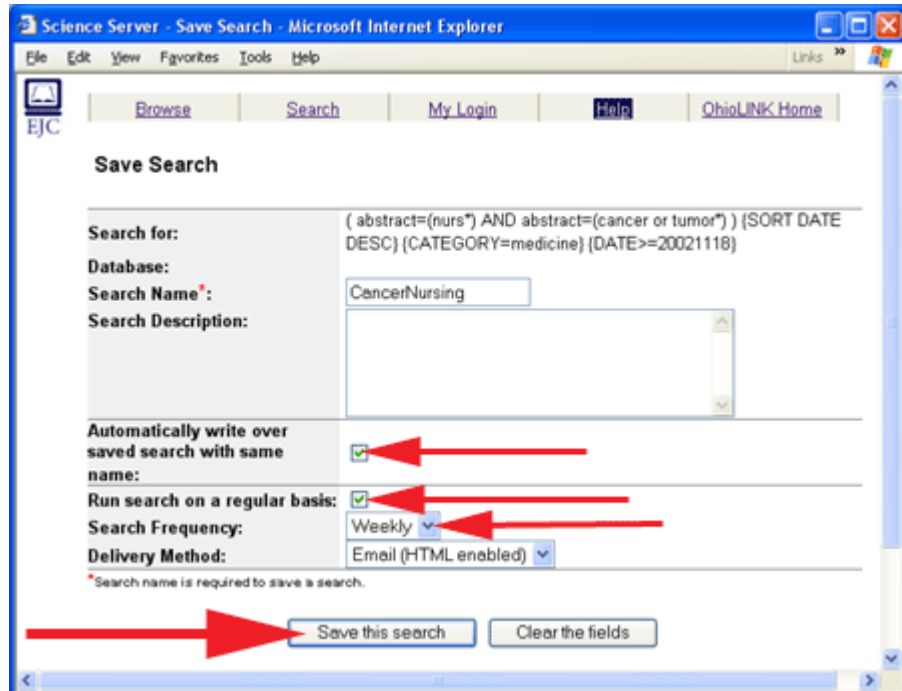


11. In the *Save Search* page, enter a search name (required) and description (optional).

Make necessary changes to other default settings. For example,

- Check *Automatically write over*
- Check *Run search on a regular basis*
- Select *Weekly* as the *Search frequency*

Click the *Save this search* button.



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12. You will receive a confirmation page indicating that your search was successfully saved.



13. To receive search results in your email, just sit back and wait a week or whatever amount of time you set as your search frequency. They will come!

Subsequent Visits to the EJC

14. During subsequent visits to the EJC, click the *My Login* link.



How to Automatically Receive EJC Search Results by Email in 13 Steps

15. In the *Connect to* dialog box, enter your user name and password.

Then click *OK*.



The image shows a Windows-style dialog box titled "Connect to journals.ohiolink.edu". It features a blue header with a question mark and a close button. Below the header is a yellow background with a key icon. The main area is white and contains the following elements: a "Journals" label, a "User name:" field with a dropdown menu showing "marciadp", a "Password:" field with a masked password of ten dots, and a checked checkbox labeled "Remember my password". At the bottom are "OK" and "Cancel" buttons.

16. You will return to the EJC homepage.

In the top menu bar, click *Search*.



The image shows a screenshot of the OhioLINK Electronic Journal Center homepage in a Microsoft Internet Explorer browser window. The browser title is "OhioLINK Electronic Journal Center - Microsoft Internet Explorer". The address bar shows "OhioLINK Electronic Journal Center". The page has a blue header with the "Electronic Journal Center OhioLINK" logo and the text "Electronic Journal Center". Below the header is a navigation menu with "Browse", "Search", "My Login", "Help", and "OhioLINK Home". A red arrow points to the "Search" link. The main content area is white and contains the following elements: "Journals By Title:" with a dropdown menu and a "Go" button; "Journals By Subject:" with a list of subject categories: "Arts and Humanities", "Business, Economics, and Management", "Chemistry and Chemical Engineering", "Computers and Computer Science", "Earth Sciences", "Engineering", and "Health Sciences and Medicine"; and a "New Issues" sidebar on the right with a text box containing information about the EJC and its databases.

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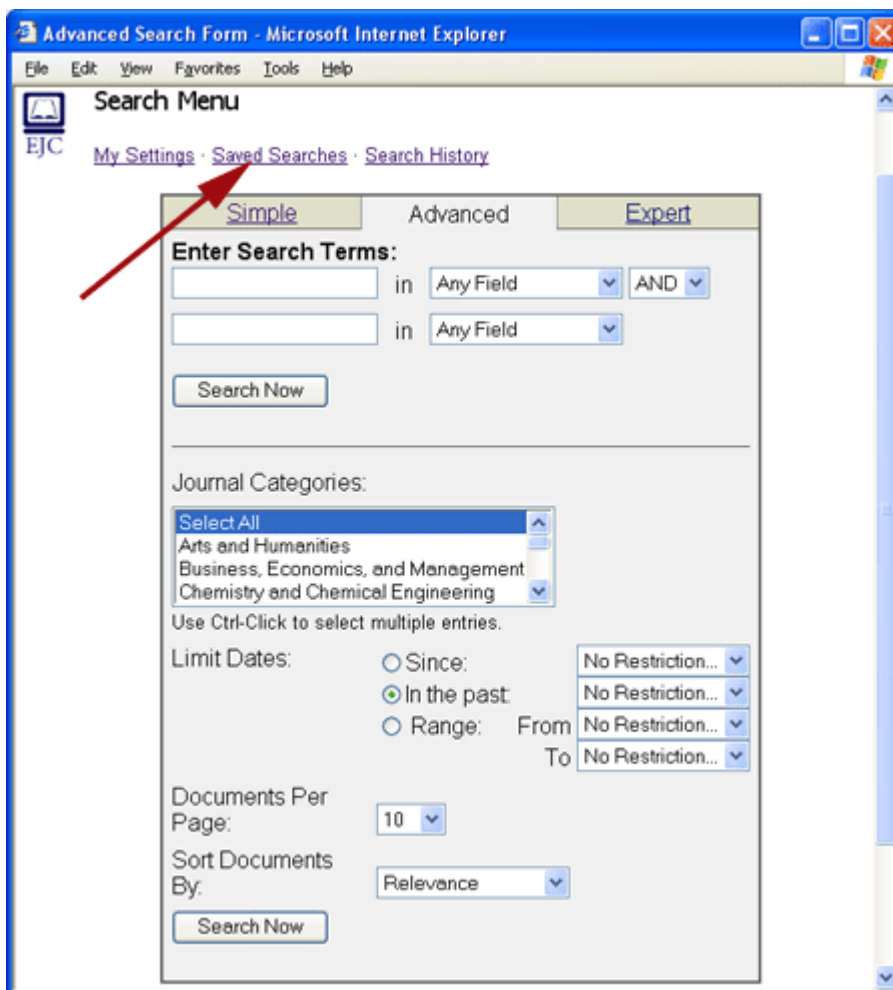
Running, Editing, Suspending, or Deleting Your Saved Searches

17. The system will display the *Search Menu* page.

At this point you can:

- Create a new search and save it.
- Change My Settings (see step # 7)
- View your Search History (searches you have run in the past, but not necessarily saved)
- View your Saved Searches

Click the *Saved Searches* link.



18. The system will display a list of your saved searches.

For each saved search you can:

- *Run* the search
- *Edit* the search
- *Suspend* the search (this is a great when you go on vacation)
- *Delete* the search

Click the *Delete* link to remove this saved search from your account.

