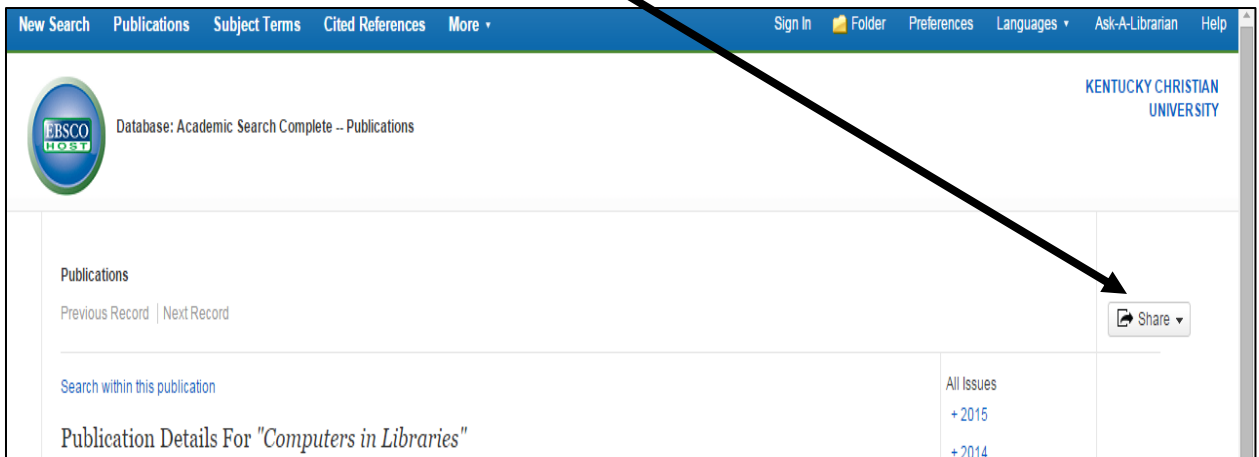


## How to keep up with new issues of electronic journals

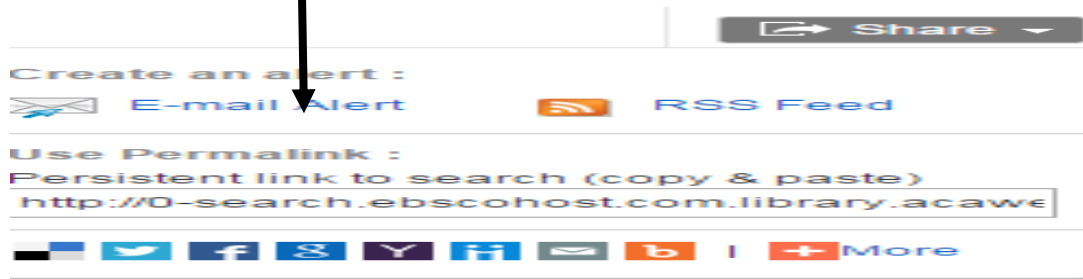
1. Go to the library web page (<http://www.kcu.edu/library>)
2. Click on "Research" in the column on the left
3. Click on "Journal Search" in the column on the left
4. Type a title or a subject into the "Find" box.
5. Click on "Search".
6. Select an EBSCO database where the title is located



7. Click on drop down menu of the "Share" button on the right hand side of the page.



8. Click on "Email Alert"



This screenshot shows the 'Create an alert' section of a web application. At the top right is a 'Share' button. Below it, the heading 'Create an alert :' is followed by two options: 'E-mail Alert' (with an envelope icon) and 'RSS Feed' (with an RSS icon). An arrow points from the text '8. Click on "Email Alert"' to the 'E-mail Alert' option. Below these options is the heading 'Use Permalink :' followed by a text box containing the URL 'http://0-search.ebscohost.com.library.acawe'. At the bottom of this section is a row of social media sharing icons (Facebook, Twitter, LinkedIn, etc.) and a 'More' button.

9. You will be asked to sign in to your EBSCO folder. Click on "Sign-In" and fill in the Info on the EBSCO account



This screenshot shows the 'Create Alert' form. The title 'Create Alert' is in green. Below it, the 'Journal Alert' section shows a preview: '""Computers in Libraries"" on 2013-03-12 01:28 PM". The 'E-mail' section has a message: 'You must sign in to send e-mail alerts. Sign In', with an arrow pointing from the text '9. You will be asked to sign in to your EBSCO folder. Click on "Sign-In"' to the 'Sign In' link. Below this is the 'General Settings' section, which includes a 'Results format' dropdown menu set to 'Brief' and an 'Alert on full text only' checkbox. The 'RSS Feed' section shows an RSS icon and a URL: 'http://0-rss.ebscohost.com.library.acaweb.org/AlertSyndicationService/Syndication.aspx/GetFeed?guid=3547269'. At the bottom are two buttons: 'Save Alert' (yellow) and 'Cancel Alert' (grey).

10. Be sure that the following boxes are filled in:

Email  
Link to table of contents  
Results format – Detailed

The screenshot shows the 'Create Alert' form with the following fields and settings:

- Journal Alert:** "Computers in Libraries" on 2013-03-12 01:28 PM"
- E-mail section:**
  - Subject:** EBSCO Alert: Computers
  - E-mail from:** epalerts@epnet.com
  - E-mail to:** (empty field)
  - Hide addresses from recipients:** ☐
  - E-mail format:** ☐ Plain Text ☒ HTML
  - E-mail contents:** ☒ Link to table of contents ☐ Link to individual articles
- General Settings section:**
  - Results format:** Brief (dropdown menu)
  - Alert on full text only:** ☐
- RSS Feed section:**
  - URL: <http://0-rss.ebscohost.com.library.acaweb.org/AlertSyndicationService/Syndication.aspx/GetFeed?guid=3547269>
  - Buttons:** Save Alert (yellow), Cancel Alert (grey)
  - Link:** [Advanced Settings](#)

Arrows from the text above point to the 'E-mail to' field, the 'Results format' dropdown, and the 'Link to table of contents' radio button.

11. Save Alert

12. You will receive the table of contents to your email account.