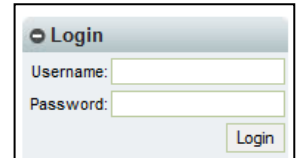
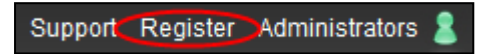


SLIS 5001 Library Instruction **Emerald Full Text Tips**

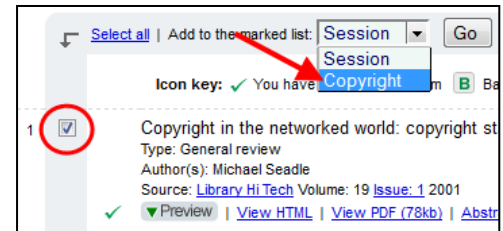
How to create a user account and login:

1. Click on “Register” in the top right of your screen.
2. Fill out all required user data, such as your name, email and organization (UNT). Make sure to create a username and password for your account, too.
3. Use this login information to access your account using the login button on the left side of the screen.



How to save an article to your Marked List in Emerald:

1. Within your results list, click on the box to the left of the records you wish to add. In the Marked List drop down menu, select the Marked List you want to save the article to. Then select “Go.”
2. To access your Marked Lists and to create new ones, simply click on the “Marked Lists” link on the left of your screen.



How to save searches and receive updates on your saved searches:

1. Click on the “Add saved search alert” link at the top of your results screen.
2. Name the search alert and specify the minimum number of records the search needs to retrieve in order to be emailed to you.



How to create table of contents alerts for your favorite journals:

1. Click on the “Your Profile” link at the top of the screen.
2. Next click on the “table of contents alerts page” link at the bottom of the page. Here select which journals you wish to receive email alerts to and click “Submit.”

How to export your Marked Lists to RefWorks:

1. Click on the Marked Lists link, on the left side of your screen. Select a list to export.
2. Click on the “Export Options” link in the center of the page.
3. Click on “Export to RefWorks.” You will be redirected to your RefWorks account, where you can sign in.

