

# Saving Searches

If enabled by your library administrator, you can set up a personal account that you can use to save searches, retrieve and reuse them, and print them as needed. For information on saving a search as an alert, see [Saving a Search as an Alert](#).

## To save searches:

1. Run a search on EBSCOhost and view your search results.
2. Click the Search History/Alerts link, then click the **Save Searches/Alerts** link. The Saved Search/Alerts Screen appears. If you have not signed in to My EBSCOhost, you will be prompted to do so.

The screenshot shows the 'Create or Edit Saved Searches' form and a 'Search History' table. The form has the following fields and options:

- Name of Search/Alert: going green
- Description: (empty)
- Date Created: 5/20/2008
- Databases: Academic Search Premier (selected), PsycARTICLES, SPORTDiscus with Full Text, MEDLINE with Full Text
- Search Strategy: going green
- Interface: EBSCOhost
- Save Search As:
  - Saved Search (Permanent)
  - Saved Search (Temporary, 24 hours)
  - Alert

Buttons: Save, Cancel

**Search History**

Search ID#	Search Terms	Search Options	Last Run Via	Results
52	going green	Limiters - Full Text	Interface - EBSCOhost Search Screen - Basic Search Database - Academic Search Premier	209
			Interface - EBSCOhost	

3. Enter a **Name** and **Description** for the search. (For example, *mysearch1*)
4. In the **Save Search As** field, select one of the following:
  - o Saved Search (Permanent)
  - o Saved Search (Temporary 24 hours)
  - o Alert - If you selected Alert, additional fields are available. For more information, see “Saving a Search as an Alert.”
5. To save the search, click **Save**; otherwise, click **Cancel**. You are returned to the Search History/Alerts Screen.

You can retrieve your saved searches and alerts and edit and reuse them.

**To retrieve searches:**

1. From the Search History/Alerts Screen, click **Retrieve Searches**.
2. If you have not already signed into your personal account, you will be prompted to do so. Enter your **user name** and **password**; or click **Cancel** and return to the Search Screen.
3. The Saved Searches area of your folder displays.
4. Click on the **Retrieve Saved Search** link for the desired search.

**To print search history:**

1. From the Search History/Alerts Screen, click **Print Search History**. A browser window appears with the search history formatted for printing.
2. On the browser toolbar, click the **Print** icon. To close the browser, click the x in the top right corner of the window.