



## Going Green @ the Library: Alternatives to Printing

This guide is intended to offer cost-efficient, environment-friendly alternatives to printing off large amounts of paper for research purposes. For assistance with any of the tips mentioned in this guide, contact a librarian in Mulford Reference Assistance (4<sup>th</sup> floor MLB, M-Th, 8:30am-7pm & F, 8:30am-5pm; 419-383-4218;

[MulfordReference@utoledo.edu](mailto:MulfordReference@utoledo.edu); IM screen name: MulfordReference). Resources mentioned in this guide can be accessed at <http://www.utoledo.edu/library/mulford>.

### Literature Reviews and Full-Text Articles

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Rather than printing off every citation, abstract or full-text article that you find from a literature search, consider these alternatives to manage, organize and store information and save on printing.

#### Create a Database Account

- Many library databases, including **CINAHL** and **PubMed**, allow users to create **free accounts** where search histories and articles can be stored permanently and retrieved for later use.
  - **CINAHL**: click [Sign In to My EBSCOhost](#) to create an account.
    - Once logged into your account, you can begin saving material.
    - **Saving articles**: click [Add to folder](#)
    - **Saving searches**: click [Search History/Alerts](#) then [Save Searches / Alerts](#)
  - **PubMed**: click [My NCBI | Sign In](#) to create an account.
    - **Saving articles**: check the boxes next to the articles you want to store, then choose Collections from the [Send to:](#)  menu.
    - **Saving searches**: click [Save search](#)

#### E-mail or Save

- **E-mail** lists of articles to yourself or **save** them to a disk or personal H drive. (*All UT students, faculty and staff have a personal drive; on-campus, it is accessible under My Computer as long as you are logged into a workstation with your UTAD. From off-campus, you can access your H drive at [files.utoledo.edu](http://files.utoledo.edu).*) Look for the e-mail and save options in the database.
  - **CINAHL**: In your folder of stored articles [Folder](#), click  to e-mail or  to save.
  - **PubMed**: Check the boxes next to the articles you want, then choose E-mail or File from the [Send to:](#)  menu.

#### Use EndNote

- **EndNote** is a **bibliographic management software program** that allows you to directly import references from a database into your personal EndNote library. It is a useful tool for storing literature searches, as well as links and PDF files of articles rather than printing them off. The program is also used to format papers in specific writing styles, including APA. UT students, faculty and staff can download a free copy of EndNote for Windows or Mac at <https://myutaccount.utoledo.edu>.

## Need more help?

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### Training Sessions

- CINAHL, PubMed & EndNote Classes: <http://www.utoledo.edu/library/mulford/education/schedule.html>.
- Request an **individualized, one-on-one training session** on printing alternatives and other research-related topics: go to <http://www.utoledo.edu/library/mulford>, under **Forms** click **Training Request**.

### Help Materials

- EndNote
  - EndNote X2: Basic Skills: <http://www.utoledo.edu/library/mulford/pdf/basicX21.pdf>
- CINAHL and MyEBSCOhost
  - Searching the EBSCOhost Databases: <http://www.utoledo.edu/library/mulford/pdf/ebsco.pdf>
  - Using CINAHL: <http://www.utoledo.edu/library/mulford/pdf/cinahl.pdf>
  - EBSCOhost Help Sheets and User Guides: <http://support.ebsco.com/cinahl/documentation.php>
    - Scroll to **EBSCOhost Functionality**, which includes several help sheets on creating and using a MyEBSCOhost account
- PubMed and MyNCBI
  - Using PubMed: <http://www.utoledo.edu/library/mulford/pdf/pubmed.pdf>
  - MyNCBI Help Topics: <http://www.ncbi.nlm.nih.gov/sites/myncbi/about/>

### Ask a Librarian

#### Mulford Reference Assistance

<u>Location</u>	4 <sup>th</sup> floor, Mulford Library
<u>Hours</u>	M-Th, 8:30am-7pm; F, 8:30am-5pm
<u>Phone</u>	419-383-4218
<u>E-Mail</u>	<a href="mailto:MulfordReference@utoledo.edu">MulfordReference@utoledo.edu</a>
<u>IM</u>	MulfordReference

