

# EBSCOhost Quick Guide

## Getting Started

- Click on database link. Select database. You can search more than one database by ticking the databases you wish to search and clicking “continue”.

## Searching

- Type a word or phrase in the **FIND** box. Click **SEARCH**
  - Note: The **BASIC SEARCH** option is recommended; **ADVANCED SEARCH** is also available.
  - Optional: Click in the **FULL TEXT** box to limit your search to records with full text articles.

## Image Searching

To limit the search to images only:

- Click on **IMAGES** in the navigation bar beneath the search tabs.
- Type a word or phrase in the **FIND** box.
  - Optional: Click in the square next to desired type of image.
- Click on **SEARCH**.

## Author Searching

- Click on **ADVANCED SEARCH**.
- Click in the **DEFAULT FIELDS** box and select **AUTHOR**.
- Click in the **FIND** box and type the author's last name and first name or last name and first initial. It's best to try both methods.

*Example: vergano dan    Example: vergano d*

- Click on **SEARCH**.

## Journal Searching

To find a specific article:

- Click on **ADVANCED SEARCH**.
- Type article title or keywords in the **FIND** box.
- Type the journal title or part of the title in the **PUBLICATION** box. (Optional) Fill in **DATE PUBLISHED** boxes to limit your search by publication month and year.
- Click on **SEARCH**.

To browse a specific journal:

- Click on **PUBLICATIONS** in the navigation bar beneath the search tabs.
- Type a journal title or part of a title in the **BROWSE FOR** box.
- Click in the circle next to desired searching option.
- Click on **BROWSE**.
- Click on the name of the desired journal.
- Click the desired publication year.
- Click on preferred volume and issue.

## Displaying Search Results

1. Use the **SCROLL BAR** to move through records on the page.
2. Click on another page number or **NEXT** to display more records.
3. Click on title of article or link to full-text (**HTML**, **PDF**, or **LINKED**) to display the article.

## Selecting Records

- Click on the **FOLDER ICON (ADD)** to the right of the record to mark it for later printing, saving, exporting, or emailing.
- Click on **FOLDER HAS ITEMS** to view list of marked records.

## Printing Search Results

### Printing an HTML Full Text or Linked Article from the FOLDER

- Click on **PRINT** on EBSCOhost menu.
- Select a print option. **FULL TEXT** includes the text of the article.
- Click on **PRINT**.
- Click on **PRINT** (button).
- Click on **BACK** to return to citation.

### Printing a PDF Full Text Article

- At top of page image window, click on **PRINT** icon.
- Click on **OK**.

## Saving Search Results

- Click on **SAVE** on EBSCOhost menu
- Select a **SAVE** option. **FULL TEXT** includes the text of the article.
- Click on **SAVE**
- Insert a removable storage device (e.g. flash drive, memory stick, 3-1/2" disk ...).
- Click on **FILE** at the top of the window and select **SAVE AS**.

- Type the disk drive letter, the filename, and the extension in the **FILE NAME** box
- *Example:* a:myfile.txt  
a:myfile.html
- Click on **SAVE**.

## Emailing Search Results

- Click on **EMAIL** on EBSCOhost menu.
- Type your email address in the email box.  
(Optional) Fill in the **SUBJECT** box.
- Select an email option. **FULL TEXT** includes the text of the article.
- Click on **SEND**.
- Click on **CONTINUE**.

## Beginning a New Search

- Click on **NEW SEARCH**, **BASIC SEARCH**, or **ADVANCED SEARCH**.

## Getting Help

Click on **HELP** for on-screen help.

For further assistance, consult library staff.

## Databases Covered by This Guide

- MasterFile Premier
- Business Source Elite
- Alt Healthwatch
- Health Source: Consumer Edition
- Health Source: Nursing Edition
- Newspaper Source
- Primary Search
- TOPCSearch