Choosing EBSCO Databases to Search

EBSCO interfaces offer the ability to select the databases you want to search by database name or by subject area. Your library administrator decides how databases will be selected.

Selecting Databases by Database Name

To select a database:

1. Click the **Choose Databases** link. Select the database name, e.g., *Academic Search Complete, MasterFILE Premier*, etc. from the list of databases.

2. To search more than one database, mark the **check boxes** to the left of the database names. You can also use the **Select / deselect all** checkbox to make your selections.

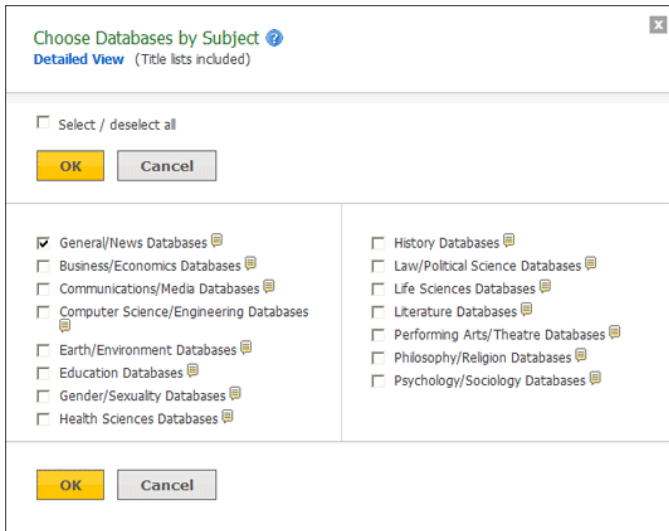3. To save your selections, click **OK**; or click **Cancel** to discard your changes.

Selecting Databases by Subject Area

If your library groups your databases by subject area, the two most recently selected database groups are listed above the **Find** field. If additional groups are available, click the hyperlinked ellipsis **(…)** to view them.

To select databases by subject area:

1. Click the **Choose Databases** link. Select the subject area, e.g., Communications/Media Databases, General/News Databases, etc.


2. To search more than one subject area, mark the **check boxes** to the left of the subject areas. You can also use the **Select / deselect all** checkbox to make your selections.

3. To save your selections, click **OK**; or click **Cancel** to discard your changes.

Learning More About a Database

There are two versions of the Choose Database Screen—brief and detailed. The brief version of the Choose Database Screen is available from any search or browse screen, result list, or citation details.

To learn more about a database:

1. Click the **Choose Databases** link.
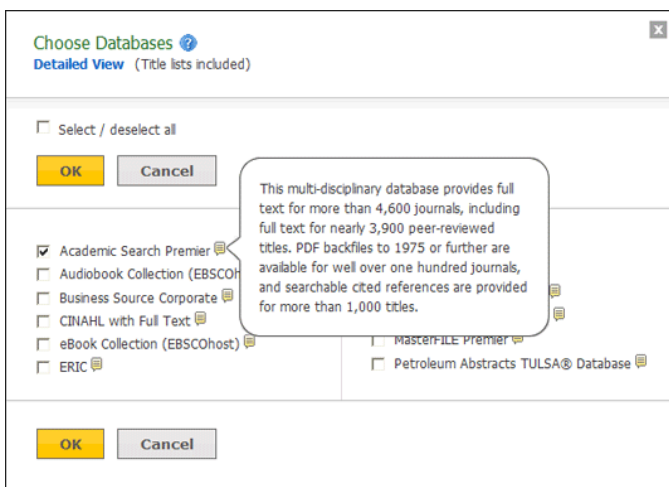
2. Place your mouse over the **Preview** icon. A brief description of the database is displayed. To return to your previous screen, click **OK**.

3. To view descriptions of all the databases available to you, click the **Detailed View** link. The Choose Databases Screen displays.

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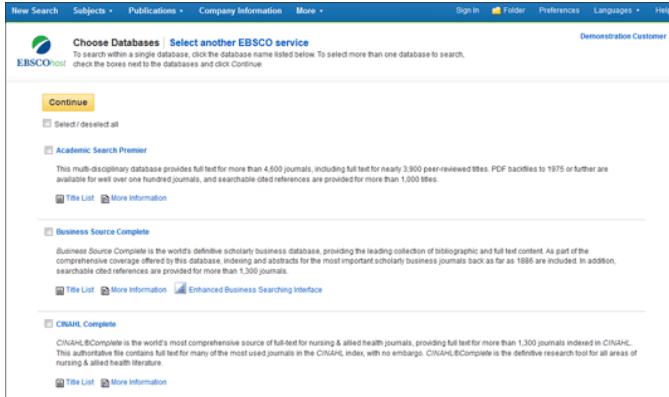
Basic Search on EBSCO Interfaces

The Basic Search Screen lets you create a search with limiters, expanders, and Boolean operators.

To create a Basic Search:

1. Enter your search terms in the **Find** field on the Basic Search screen.

2. Click the **Search Options** link, if you would like to use any of the optional Limiters or Expanders. To close the **Search Options**, click the link again.
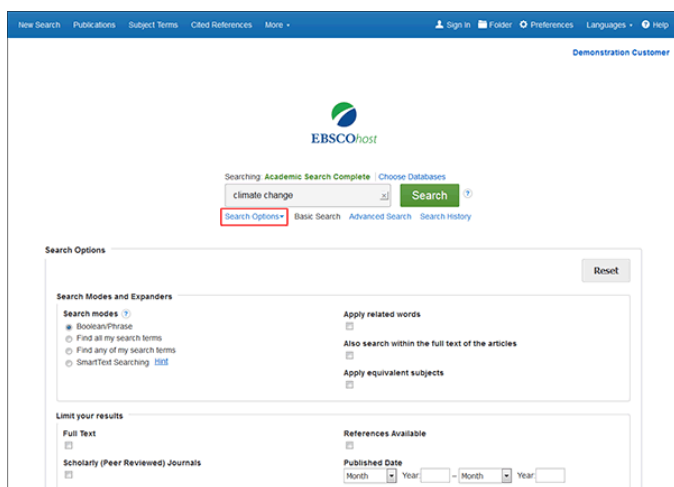
3. Select a specific search mode, such as "Find all of my search terms," or "SmartText Searching."

4. Apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as "Apply related words."

5. Click the **Search** button. The Result List displays.

The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can apply the limiters under **Limit To** on the left or click the **Show More** link to view all available limiters.

Viewing Results in EBSCO Interfaces

This page describes the features of the EBSCO interface Result List, including limiters, facets, results sorting options, and the Share menu options.

Search results can be citations, full text articles, document summaries or abstracts, and can include links to full text.
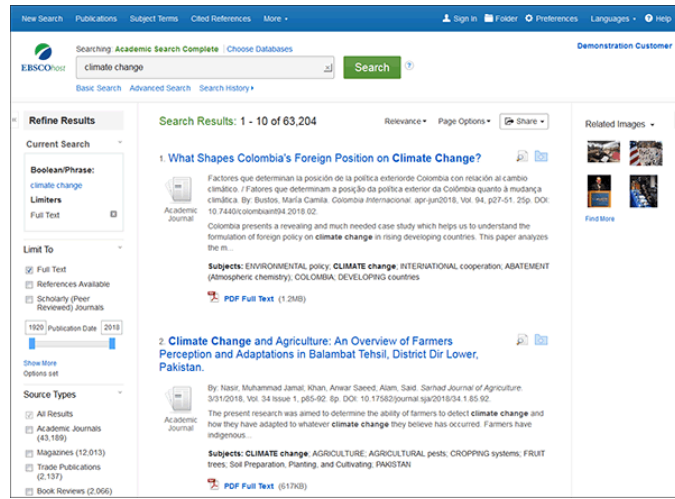
The Result List Screen has three columns:

- **Left - Refine Search**
- **Middle - Results Display**
- **Right - Related Information**

You can hide or show the different areas by clicking the control arrows at the top of the left and right columns. Your library administrator decides whether the facets in the left column are displayed.

Note: Result List features vary by EBSCO interface. For example, certain interfaces will not display the **Related Information** column on the right side of the page.

Left - Refine Search

The Left Column displays the Current Search, Limiters, and Facets

- **Current Search** - Click the toggle arrow to open the Current Search box. Current Search keeps track of your search terms, search options, and facets applied to your search.

- **Limit To** – Apply limiters right from the Result List. Click a hyperlinked limiter to apply it or select multiple limiters and click **Update**. A revised Result List displays. (You can refine your search even more by clicking the **Show More** link under the **Limit To** section.)

- **Facets** – You can narrow by source type, subject, journal, author, and more. This feature, also known as "clustering," is helpful if you want to discover the major subject groups for your topic without having to browse multiple pages of results, or checking individual articles to see if they are relevant.

    ◦ To narrow your results, check the box for a subject term in a section of your choice. A new Result List, limited to the chosen term or terms is displayed and the list of subject terms is refreshed. For more info, see <u>Facets</u>.

Middle - Results Display

Results Display – The articles that were found are displayed in the center of the Result List Screen. You can also access the **Result Sort**, **Page Options**, and **Share** drop-down menus from the Results column.

- The number of **Search Results** in your list is displayed at the top of the middle column.

- The **article title** link takes you to the citation information and/or the full text. Place your mouse over the **Preview** icon

  to view the Abstract.

- The **HTML Full Text** link takes you directly to the full text of the article.

- The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.

- The

  Audio Summary link prompts you to download or listen to audio summaries. (*Business Book Summaries* database only.)

- **Add to Folder** – To save an article to the Folder, click the **Folder** icon

  to the right of the article title or inside the Article Preview that you hover over with your mouse.

- **Subjects** – Subject Terms that are assigned to each item are displayed in the result list.

- **Result List Sort** – Click this link to select one of the following result list sorting options: Date Newest, Date Oldest, Author, Source, or Relevance. If you are searching more than one database at the same time, only the sort options common to all the databases that you selected will be available.

- **Page Options** – Click this link to view the page display options.

- **Share** – Click this link to view alerting, linking and bookmarking options.

- Navigate through pages of your results using the hyperlinked page number and **Next** links at the bottom of the result list.

Right - Related Information

When additional sources such as images, blogs, widgets, and Web news are available, they will be displayed in this column.

- **Folder** – If articles are stored in the folder, they will appear in this column under **Folder has items**. To view the items in your Folder, click the **Go to Folder View** link. To save them, sign in to your My EBSCO*host* folder.

- **Related Images** – Place your mouse over an image—a full size view of the image displays.

- **Additional Source Types** – You may be able to refine your results list by additional source types when the appropriate databases are being searched. These additional Source Types include:
  - Company Profiles
  - Videos
  - Business Videos
  - Small Business Videos
  - Historical Images

- **Apps** – If any additional resources have been added by your administrator using apps (formerly known as widgets), they will appear in this column.

Notes:

- The library administrator decides which features will be available, so your Result List may look slightly different.

- You can save the look of your Result List for future sessions by making changes in the **Preferences** area and signing in to your My EBSCO*host* folder.

Use this drop-down menu to customize how your result list page is displayed.

Note: The setting currently being used is highlighted with a yellow box.

To set your Page Options:

- **Result Format** - Click to select a result list format.

- **Image QuickView** - Select whether or not you would like thumbnails of images from your articles to display on the result list.

- **Results per page** - Select the number of results per page you would like to be displayed.

- **Page Layout** - Select your desired column layout for the Result List.

To use the Share menu:

- **Add to folder** - Add all displayed articles to the folder or add the search to the folder as a persistent link to a search.

- **Create an alert** - Create a search alert e-mail or an RSS feed right from the Result List, even if you are not signed in to My EBSCO*host*.

- **Use Permalink** - Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.

  You can also store links to your EBSCO*host* pages to social bookmarking sites such as dig, del.icio.us, Technorati, bloglines, etc.

- **Export Results** - If enabled by your administrator, click to email a link to download exported results.

Browsing Publications in EBSCO Databases

The Publications Authority File lists the titles included in the database by publication name.

You can browse the list of publications or perform a search on one or more publications within a specific database.

To browse a Publications Authority File:

1. Click the **Publications** link (or **Hierarchical Journal** link) at the top of the screen.
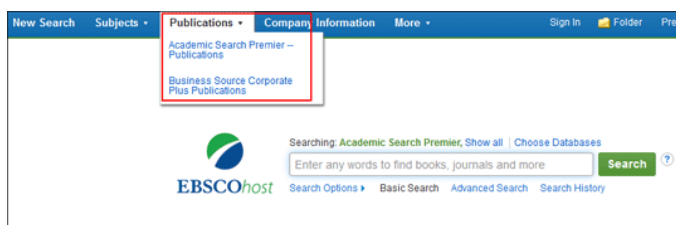
2. The Publications Authority File appears, with the beginning of the list displayed. (If you are searching multiple databases, several Publication files may be available. They will appear in the drop-down list under the **Hierarchical Journal** link.)

3. On the Publications Screen, enter your search terms in the **Browse for** field. You can enter all or part of a publication name, for example, *ABA Journal*.
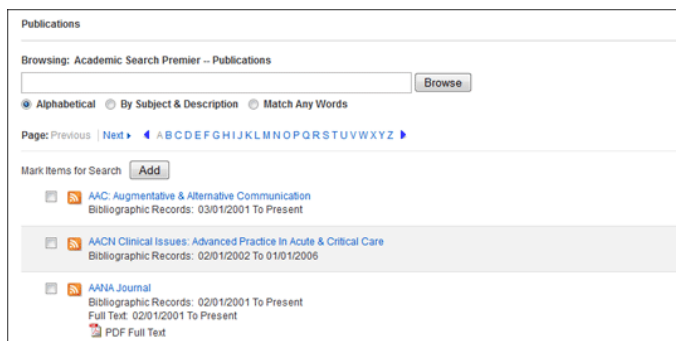
4. Select a search type by clicking the radio button next to:

- **Alphabetical** – This search type finds journals beginning with the letters entered. Results are displayed in alphabetical order.

- **By Subject & Description** – This search type allows users to simultaneously search the subject, description and title fields of a journal.

- **Match Any Words** – This search type finds publications containing one or more of your terms. Results are displayed in order of relevance.

5. Click **Browse** to view your terms as they appear in the Publications Authority File. A Publication Title List is displayed.

For a description of the journal or publication, click the hyperlinked **Publication Name**. The information found in the Publication Details may include: the title, ISSN, publisher information (name, address, publisher URL), title history, bibliographic record and full text coverage, publication type, the subject and/or a description of the journal, and whether the journal is peer reviewed.

Marking Items for Search

You can use the **Mark Items for Search** feature to search several publications at the same time, or to combine publication names with other search terms.

To search for several publications at the same time:

1. With the Publication Result List displayed, mark the check boxes to the left of the publications you want to search. (Below **Mark Items for Search**.)

2. Click **Add**. The publications you selected are placed in the **Find** field on the Search Screen. (They are combined with "or.")

- To search within those publications, click **Search**.

- To revise your search, you can add more terms in the **Find** field and click **Search**.

For example, enter science in the **Browse for** field and click **Browse**. You could then mark the publications *ABA Journal* and *Incorporation of Bank North America*, and click **Add**. Your selections would be posted in the **Find** field as:

JN "ABA Journal" **OR** JN "Incorporation of Bank North America"

You could click **Search**, and obtain results from both publications. You could also edit your search in the **Find** field, adding "and compliance" to your search. This would provide a different set of search results.

To search within a publication:

1. From a journal's Publication Detail screen, click the **Search within this publication** link.

2. The Search screen appears with the **JN tag** and the **journal name** entered in the **Find** field. Add any additional search terms and/or limiters and click **Search**.

3. A Result List is displayed.

EBSCO Help

Reading an Article on EBSCO Interfaces

When you click the title of an article, the "Best View" selected by your library administrator is displayed. To view a different format, click on the Detailed Record, HTML full text or PDF icon.

Detailed Record

When the Detailed Record is displayed, it may also include a summary or an abstract. If activated by your library administrator, the full text of the article may appear below the Detailed Record. The **Image Quick View** feature provides the ability to view thumbnails of the images in an article right from the citation.

- The author and subject terms of the record can appear as links that let you perform a search of that particular field.

  The first subject listed is the most relevant subject to that particular article. The remaining subjects are not listed in any particular order. **Note**: Subjects with an asterisk are subjects that are also listed within the Subject authority file terms.

- When available, a **Find Similar Results** link will display on the citation. Click the link to perform a SmartText search for related articles. SmartText Searching will run the search using the citation's abstract and a new Result List will display. If no abstract is available, SmartText Searching will run the search on the article title. If SmartText Searching is not available in the database being searched, Find Similar Results searches the article's subject headings or descriptors.

- The source may display a link or journal logo that leads to a detailed view of the source or publication. Clicking on the journal logo links you to a detailed description of the journal. Clicking **Back** returns you to the full record of the article.

- The source may also include a table of contents link that lets you perform a search on the same issue of the source or publication.
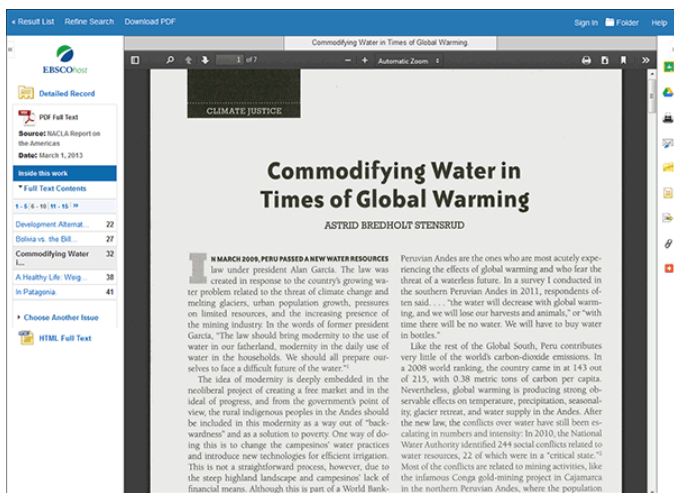
HTML Full Text View

When the HTML full text view is displayed, you can also return to the Detailed Record, or any PDF or linked text by clicking on the available icons. The text is displayed formatted and ready for printing. A brief citation is always included at the end of the article.

- From either the Detailed Record or Full Text views, you can refine your search and return to the Result List.

- When available, a **Find Similar Results** link will display on the Detailed Record and HTML Full Text views. Click the link to perform a SmartText search for related articles. SmartText Searching will run the search using the citation's abstract and a new Result List will display. If no abstract is available, SmartText Searching will run the search on the article title. If SmartText Searching is not available in the database being searched, Find Similar Results searches the article's subject headings or descriptors.

PDF Full Text Viewer

When PDF Full Text is displayed, it will be viewed in the PDF Full Text Viewer tool. See PDF Full Text Viewer for more information.

Linked Full Text View

EBSCO*host* links to full text articles from other EBSCO*host* databases or from electronic journals subscribed to through EBSCO Subscription Services and Electronic Journals Service.

When the *linked full text* result is displayed, you can also return to the citation, full text, or linked text by clicking on the available icons. When you click on an available hyperlink and open full text, you can refine your search, return to the Result List, and print, e-mail or save the article.

Tools Menu

When viewing an article, there are several tools available to you on the right-hand side of the screen.

- **Google Drive** - Export the article to your Google Drive.

- **Add to folder** - Add the article to the session folder or your personal My EBSCO*host* folder.

- **Print** - Print the article.

- **E-mail** - E-mail the article to yourself or multiple e-mail addresses.

- **Save** - Save the article to a destination on your computer.

- **Cite** - Retrieve citation information for the article in several different formats.

- **Export** - Export the article to your bibliographic management software.

- **Create Note** - Save a note on the article to your My EBSCO*host* folder.

- **Permalink** - Copy and paste a persistent link to the article.

- **Share** - Share the article to one of many to social sites such as Facebook, Twitter, etc.

- **Listen** - Hear the HTML Full Text of an article read to you using Text-to-Speech. (If enabled by your administrator.)

- **Translate** - Translate the HTML Full Text of the article to one of many available languages. (If enabled by your administrator.)