



Toolbar Icons

Click on the following buttons to:



Create a new search.



Browse a list of magazine titles.



Browse a list of subjects.



Browse a list of library holdings.



Choose a database for searching.



Display online help.



Return Home.



End your EBSCO session.

Creating a Search

1. On the Search Screen, enter your search terms in the text box labeled: **“Find:”**
2. Select from available search options to adjust the focus of your search. Select options to narrow your search or select expander options to broaden your search. Below are some common search options:
 - < **Full text** - limits search results to full text articles.
 - < **Magazine** - limits search results to articles from a specific journal or magazine title.
 - < **Also search for related words** - expands search results to include synonyms and plurals of your search terms.
 - < **Search within full text articles** - expands search results by finding your term(s) within full text articles.
3. Click on the **SEARCH** button to begin searching.

Searching Techniques

Boolean searching allows you to create a very broad or very narrow search by using Boolean operators (**AND**, **OR** and **NOT**) to string or combine search terms together. The results of a Boolean search are displayed in reverse chronological order with **the most recent article displayed first**. A Boolean search can be performed on the Keyword Search Screen. [Use the Advanced Search Screen to select Boolean operators and other fields.]

- < The **AND** operator combines search terms to **narrow** your search so that each search result contains all the terms. For example, type **travel and Europe** to find articles that contain both “travel” and “Europe”.
- < The **OR** operator combines search terms to **broaden** your search so that each search result contains at least one of the terms. For example, type **college or university** to find results that contain either “college” or “university”.
- < The **NOT** operator excludes terms so that each search result does not contain any of the terms that follow the NOT operator. For example, type **television not cable** to find results that contain the term “television” but not the term “cable”.

Natural Language searching allows you to search the database(s) using words or phrases. The results of a Natural Language search are displayed in ranked order with the most relevant article presented first. A result can be found even if the record does not contain all the words from the search. The more words that appear in an article, the more relevant the record is and the closer to the top of the Result List it will appear. A Natural Language search can be performed on the Natural Language Search Screen.

- < For example, type rising tuition costs in Canada to find articles that contain either **“rising”**, **“tuition”**, **“costs”**, **“Canada”**. Prepositions such as “in” and articles such as “the” are excluded in the search.

Truncation (*). Use the wildcard and truncation symbols to create searches for terms that have various endings. Truncation is represented by an (*). To use truncation, enter the root of a search term and replace the ending with an “*”. EBSCOhost will find all forms of that word. For example, type **comput*** to find the words “computer”, “computerize”, or “computing”.

Result List Features

1. Displays initial search terms and the database searched.
 2. Navigation arrows access the next/previous result. The numbers represent a jump to a specific page.
 3. “**Search Web Links**” displays a list of hyperlinks to web sites with related information to the specific magazine article.
 4. “**Print/E-mail/Save**” displays print and e-mail options.
 5. Mark column lets you select specific results for printing or e-mail.
 6. “**Full Text**” - represents full text availability. Click to go directly to the full text article.
 7. Article titles are links to detailed citation information and full text when available.
- < A **Keyword Search** displays the results in reverse chronological order, and displays the total number of results above and below the result table on the left side. **Hint:** *going to the next pages may give you articles more relevant to your search.*
- < A **Natural Language Search** returns 250 results and displays them in order of relevancy. As you scroll through the results, the relevancy decreases.
- < Click the **arrows** to the right and left of the total number of results to retrieve the next batch of results.

Detailed Citation Features

1. “**Result List**” returns you to the Result list.
2. “**Find More**” performs a secondary search retrieving articles which are related to the current article selected.
3. “**Print/E-mail/Save**” displays print and email options.
4. [Go to Full Text] repositions to the start of the full text article.
5. Best Part - Find the most relevant part of the article.
6. [Go to Citation] - Returns to the top of the citation.
7. Print - select citation for printing from the detailed display.

The citation lists the following information about each article:

- Title - Displays the title of the article [for your bibliography].
- Subject - Lists any Library of Congress Subject Headings this article is related to. **Hint:** these headings may give you ideas for searching for more articles using the “*Browse a List of Subjects*” icon.
- Source - Displays the Journal the article is from as well as the date and volume of the article. **Hint:** use this information in your bibliography.
- Author - Displays the author of the article [for your bibliography].
- Abstract - Displays a summary of the article.
- Database - Identifies which database this article was retrieved from. [**Hint:** this information also goes in your bibliography.]

Print/Email/Save

1. **What do you want to print, email, or save?** - This lets you select either the entire result list, or only those records previously marked on the result list. [**Hint:** usually you should *mark and print only* the articles relevant to your search.] *Note: if a full text article has been chosen, there will be an additional option of Current item to choose.*
2. **For all the items, show the following** - Users can choose to print the result in either detailed information or in Bibliographic manager format.
3. **If available, also include the Full Text?** - Select this option If you want the entire article printed.
4. **If available, email Page images?** - Use this option if you want to email the article and any pictures/images in the article.
5. **How should the items be delivered?** - In order to print a hardcopy of the results, users must first choose to “print to display” which converts the document into a format which the browser print button can in turn print to hardcopy. Similarly, choosing the “save option” will convert the item into a format which can then be saved using the browser save option. The chosen results can also be e-mailed once a valid address is provided.
6. **Estimate the number of pages** - You may view an estimate of the number of pages to be printed, e-mailed, or saved by selected the Estimate number of pages link. This estimate is based on the amount of text in the article; the actual results may not match the estimate exactly.
7. **Submit** - Click on the “**Submit**” button at the bottom left hand of the screen after you have selected your options.