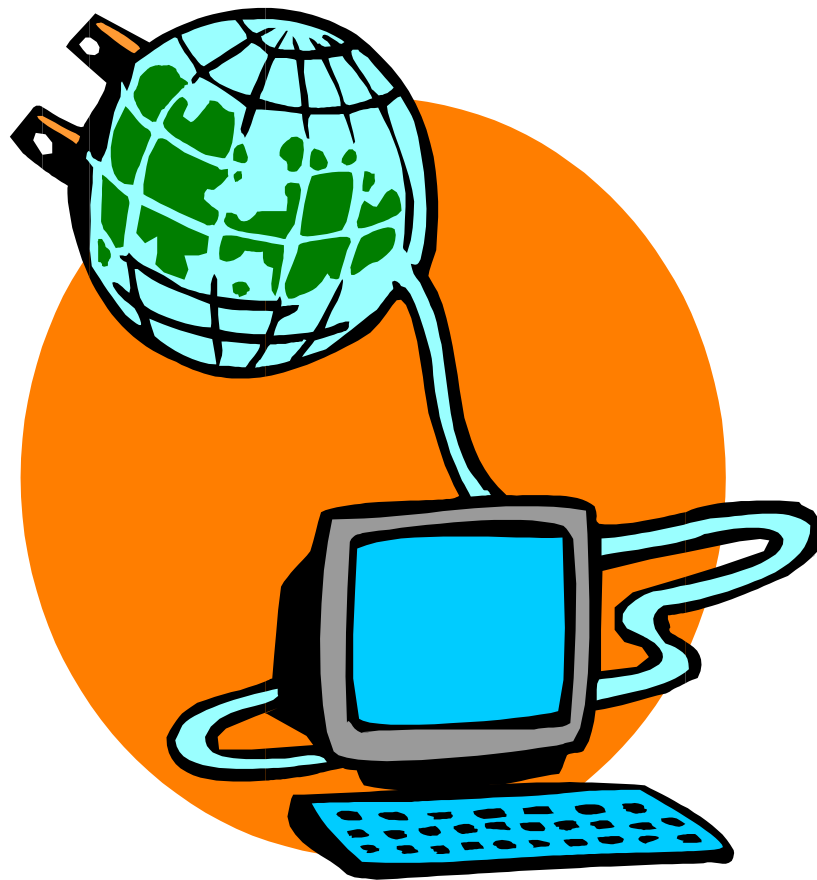

EBSCOhost Web 6.0



User's Guide

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Objectives:

By the end of this User's Guide you should be able to:

- Search multiple databases
- Easily move among the search screens, Authority Files and Result Lists
- Perform Basic Searches using all modes and understand the differences among them
- Create an Advanced Search and limit searching of terms to specific fields
- Add to or remove multiple articles from your Folder
- Select and Print, E-mail or Save multiple articles
- Save and retrieve searches
- Set up a Search Alert
- Search within the Subject and Publication Authority Files
- View PDF format images using *Adobe Acrobat*®

What is EBSCOhost

EBSCOhost is a powerful online reference system accessible via the Internet or direct connection. It offers a variety of proprietary full text databases and popular databases from leading information providers. The comprehensive databases range from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate and school libraries.

System Requirements

In order to effectively use all of EBSCOhost's features, the recommended browsers are Internet Explorer 4.0 or higher and Netscape 4.06 and above. You also need to have Java enabled and the ability to accept cookies.

Note: You must have Adobe Acrobat® installed to view the PDF Full Text files.

Choosing Databases to Search

To search a single database:

1. Click directly on the **database name**, e.g., Academic Search Premier. The search screen appears.
2. You can use the default Search screen, or choose another by selecting it from the Search screen tabs.

To search several databases:

1. Click on the check boxes located to the left of the databases you wish to search. A check mark will appear in the box. Click on **Continue**. The Search screen appears.

Continue	
<input checked="" type="checkbox"/>	Academic Search Premier Provides full text for 3,288 scholarly publications covering academic areas of study including social sciences, humanities, education, computer sciences, engineering, language and linguistics, arts & literature, medical sciences, and ethnic studies. Title List More Information
<input checked="" type="checkbox"/>	Business Source Premier Provides full text for over 2,470 scholarly business journals covering management, economics, finance, accounting, international business and much more. Title List More Information

2. You can use the default Search screen, or choose another by selecting it from the Search screen tabs.

Notes:

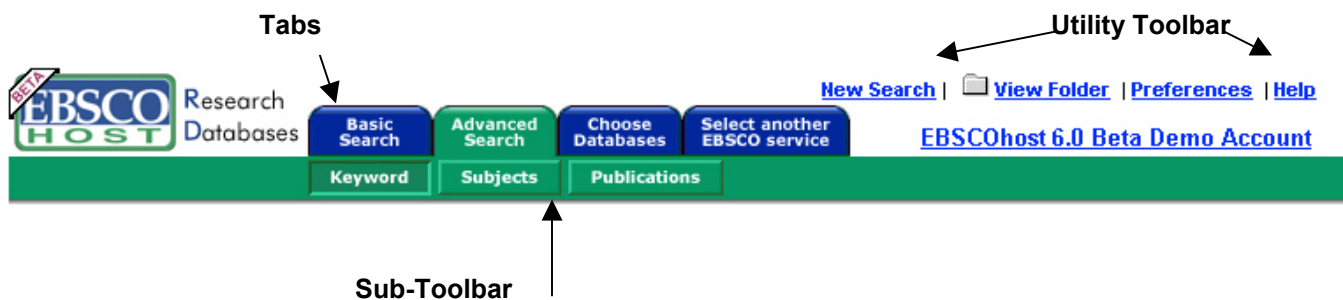
If you check off multiple databases for searching, then click on a database name from the Choose Databases screen, only that database will be selected.

Users are able to receive database-specific Help from the Search screens and the Result List. The database names at the top of each screen are hypertext links to these files. A mouse over is provided for each database hyperlink. You can also get to database-specific Help by clicking on the **More Information** link from the Choose Databases screen.

From the Choose Databases screen, the link to **Title List** connects to the Publication Authority file.

Using the Toolbar

EBSCOhost offers a toolbar for functions that are available at all times during a search session. There may be more options available depending upon the database you are searching.



The function of each tab and button is explained throughout this guide.

Using the Utility Toolbar

- **New Search** – Click on New Search to return to the default Search screen.
- **View Folder** – Click on View Folder to view results placed in the Folder.
- **Preferences** – Click on Preferences to change the format and sorting of your Result List
- **Help** – Click on Help to open the Online Help Manual.
- **Exit/Home Library** – This will only appear if no home library graphic and URL are available. Click on Exit to log out of EBSCOhost.
- **Home Library Graphic** – Click on the library graphic or logo, to return to the library home page.

Using the Basic Search Screen

Search Modes

There are four search modes available on the Basic Search screen. **Note:** The availability of Search Modes is an administrative option and may not be available.

- **Standard Search**
- **All Words**
- **Exact Phrase**
- **Any Words**

Database: [Academic Search Premier](#)

Find:

Standard Search All Words Any Words Exact Phrase [Search Tips](#)

Standard Search:

The Standard Search mode accepts Boolean operators including field codes, and allows truncation (*), wildcard (?) and phrase searches in quotes. All results are in reverse chronological order, beginning with the most current item. Boolean Search techniques are explained in the next section.

All Words:

The All Words mode automatically inserts the Boolean operator AND between each term. All results are in reverse chronological order, beginning with the most current item.

Exact Phrase:

The Exact Phrase mode searches for the terms in the order entered, however stop words are ignored. All results are listed in reverse chronological order, beginning with the most current item.

Any Words:

In the Any Words mode, you may enter a phrase or sentence describing what you are looking for. Boolean operators are not recognized. **Note:** The full text is also searched when available, and similar words are included in the search results therefore the expanders disappear when this mode is selected. Results are listed in order of relevance.

Search Options:

Limiters and Expanders may be used to narrow or broaden a search.

The screenshot shows the 'Search Options' tab in the EBSCOhost interface. It is divided into two main sections: 'Limit your results:' and 'Expand your search to:'. The 'Limit your results:' section includes checkboxes for 'Full Text' and 'Scholarly (Peer Reviewed) Journals', a text input for 'Publication', and a date range selector for 'Published Date' with dropdowns for 'Month' and 'Yr.'. The 'Expand your search to:' section includes checkboxes for 'Also search within the full text of the articles' and 'Also search for related words'. Both sections have 'Limiters' and 'Expanders' links and a 'Clear' button.

Limiters: The availability of limiters differs from database to database. Examples of limiters include: Full Text; Scholarly (Peer Reviewed) Journals; Publication; and Date Published.

When you select one of the above limiters, your search is narrowed by that limiter. For example, if you search on **Election 2000** and set the limiter to Full Text, only articles containing full text will appear in the Result List.

Expanders: The availability of expanders differs from database to database. Examples of expanders include: Also search within the full text of the articles; Also search for related words.

When you select "Also search within the full text of the articles," your search is expanded from searching the citation only to include the full text of the article as well. For example, if you searched on **education reform** your search results would include items that only have **education reform** within the full text.

When you select "Also search for related words," your search will be expanded to include terms in EBSCOhost's thesaurus. For example, a search on **stomach** will include a search for the term **abdomen**.

Various search techniques can be used, including: Wildcard, Truncation and Proximity Searching. These techniques are described in the next section.


Spell Checker

EBSCOhost automatically checks for commonly misspelled words when a search is performed and will suggest alternative spellings.

Database: [Academic Search Premier](#)

Find:

recieve

Standard Search
 All Words
 Any Words
 Exact Phrase
 [Search Tips](#)
 [Folder has 0 item\(s\).](#)

No results were found for your search query.

You may want to try your search again after following one or more of these tips:

- Check the spelling of your search terms. Correct any misspellings and re-run the search.
- To broaden your search, use the Boolean operator OR. For example, type: Siamese OR cats.

See [hints](#) for suggestions.

Did you mean: [receive](#), [relieve](#), [relieved](#), [reliever](#), [relieves](#)

Searching Techniques

Boolean Searching

Boolean logic defines logical relationships between terms in a search. The Boolean search operators are **AND**, **OR** and **NOT**. Using these operators allows you to create a very broad or very narrow search.

The **AND** operator combines search terms so that each search result contains all of the terms. For example, **travel and Europe** will result in articles that contain both **travel** and **Europe**.

- The **OR** operator combines search terms so that each search result contains at least one of the terms. For example, **college or university** will result in articles that contain either **college** or **university**.
- The **NOT** operator excludes terms so that none of the search results will contain any of the terms that follow it. For example, **television not cable** will result in articles that contain the term **television** but not the term **cable**.

Note: Boolean searching will not work with the Any Words and Exact Phrase Search modes.

The Wildcard(?) and Truncation(*) Symbols

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. **Note:** Neither the wildcard nor the truncation symbol can be used as the first character in a search term.

- The **wildcard** is represented by a question mark (?). To use the wildcard, enter the search terms and replace each unknown character with a “?” EBSCOhost will provide results containing variations of that character set, with the “?” replaced by a letter.

For example, type **ne?t** to find all citations containing **neat, nest or next**. EBSCOhost will not find **net** because the wildcard replaces a single character.

- **Truncation** is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an asterisk (*). EBSCOhost will find all available forms of that word.

For example, type **comput*** to find the words **computer** or **computing**.

Note: Truncation and Wildcard searching will not work with the Any Words search mode.

Proximity Search

A Proximity Search is a way of searching for results that contain two or more words that appear a specified number of words (or fewer) apart in the database(s). The proximity operator is composed of a letter (**N** or **W**) and a number (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:

- **Near Operator (N)** - **N5** will find the words if they are within five (5) words of each another, regardless of the order in which they appear.






For example, type **tax N5 reform** for results that contain **tax reform** as well as **reform of income tax**.

- **Within Operator (W)** - **W8** will find the words if they are within eight (8) words of each other, in the order in which you entered them.

For example, type **tax W8 reform** for results that contain **tax reform** but not **reform of income tax**.





Note: Proximity searching will not work with the Any Words search mode.

Result List Features

- The Result List displays all search terms and the database(s) searched.
- Navigation arrows allow you to access the next or previous result. The numbers allow you to go directly to a specific page.
-  PDF Full Text displays a graphical image in PDF format. **Note:** Users should install the latest version of *Adobe Acrobat Reader*® to view a PDF.
-  Full Text represents Full Text availability. Click on this icon to go directly to the Full Text article.
-  The camera is an indication that there is an embedded image available within the full text of the article. These images may include color and black & white photos, graphs, diagrams and charts.
-  Linked Full Text, if enabled, will bring you to the Full Text article, if available from alternate sources, e.g., other EBSCOhost databases you subscribe to, EJS, or CrossRef.
-  Add allows you to add the result to your Folder. For more information on the Folder, please refer to the Folder Functionality section of this Guide.

Search Options Results To print, e-mail, or save an article or citation, add it to your folder

◀ 1 to 10 (of 64) ▶ Pages: 1 2 3 4 5 ▶

1. Effects of Syllable Affiliation and Consonant Voicing on Temporal Adjustment in a Repetitive Speech-Production Task. ; By: de Jong, Kenneth J., Journal of Speech, Language & Hearing Research, Aug2001, Vol. 44 Issue 4, p826, 15p, 7 graphs	 Add
Full Text  PDF Full Text (210K)	
2. Evaluation of book backpack load during walking. ; By: Yong Wang; Pascoe, D.D.; Weimar, W., Ergonomics, 7/15/2001, Vol. 44 Issue 9	 Add
 Linked Full Text	

A **Standard, All Words** or **Exact Phrase** search displays the results in reverse chronological order, and displays the total number of results above and below the results, on the left side.

An **Any Words Search** returns a maximum of 250 results and displays them in order of relevancy, with the most relevant results first.




Click the **arrows** to the right and left of the total number of results (*e.g.*, 1 to 10 of 21791), to retrieve the next or previous page of results.



Result List Features for Source Type Searching

✓ Limiters set

Search Options Results To print, e-mail, or save an article or citation, add it to your folder





◀ 1 to 10 (of 8867) ▶ Pages: 1 2 3 4 5 ▶

See: All Results  [Periodicals](#)  [Pamphlets](#)  [Reference Books](#)  [Primary Source Documents](#)
 [Biographies](#)  [Images](#)  [Company Search](#)  [Web Links](#)





1. When Charge d'Affaires Jean Du Bois objected to some Texas pigs, an international incident resulted. ; By: Robinson III, Charles M., Wild West, Jun2002, Vol. 15 Issue 1, p12, 3p, 1bw	 Add
 Full Text	

For certain databases, in addition to All Results, results will be listed separately by source. Source types will appear to the right of All Results. Clicking on one of these links will display the results from that source only. **Note:** All Results will not include certain types of results, such as images and companies.

Detailed Citation Features

Delivery Options:  [Print](#) |  [E-mail](#) |  [Save to Disk](#)  [Folder has 0 item\(s\).](#)

[◀ Result List](#) [Refine Search](#)

◀ 1 of 1 ▶ Formats:  Citation  Full Text  PDF Full Text (677K)  Add

Title: **Bigger, Better, More Beautiful. (cover story)**

Subject(s): [WORLD Trade Center \(New York, N.Y.\)](#); [SKYSCRAPERS -- New York \(State\) -- New York](#); [BUILDINGS -- New York \(State\) -- New York](#); [ARCHITECTURE -- New York \(State\) -- New York](#)

Source: [National Review](#) [6/3/2002, Vol. 54 Issue 10, p28](#)

Author(s): [Gelernter, David](#)

Abstract: Focuses on possible buildings which may replace the World Trade Center towers in New York, N.Y. Belief that a skyscraper is needed to show contempt for terrorism and as a form of art; Idea that the building could contain restaurants and shopping malls; Ideas for designs of the building.

Full Text Word Count: 2455

AN: 6690735

ISSN: 0028-0038

- **Delivery Options** – Allows you to Print, E-mail or Save the current result.
- **Result List** – Returns you to the Result List.
- **Refine Search** – Allows you to add more options to the original search.
- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.
- **Formats** – Allows you to view other items available for this citation, e.g., PDF or Full Text.

The following items may change, depending on the article you selected.

- **Title** - Displays the title of the article
- **Subject(s)** - Will list any Library of Congress subject headings this article is related to. By selecting a link, you will launch a new search just on that specific subject heading.
- **Source** - Displays the journal the article is from as well as the date and volume of the article. By selecting the link to the source, you will receive all publisher information related to that title. By selecting the volume information, you will receive every article in that specific issue.
- **Author(s)** - Displays the author(s) of the article as hypertext link(s). By clicking on these links, you will receive all articles published in the databases by that author.
- **Abstract** - Displays the synopsis of the article.
- **Full Text Word Count** - Displays the number of words contained in the Full Text of this article.
- **AN – Accession Number** - Internal catalog number used to identify the specific article.
- **Database** - Identifies which database this article was retrieved from.

HTML Full Text Features

▾

Title: *BIGGER, BETTER, MORE BEAUTIFUL*, By: Gelemter, David, National Review, 00280038, 6/3/2002, Vol. 54, Issue 10
Database: *Academic Search Premier*

Section: COVER STORY

BIGGER, BETTER, MORE BEAUTIFUL

Contents

[AN UNDISCOVERED COUNTRY](#)

[SHAPING UP](#)

[THE POWER OF MIND](#)

The next *World Trade Center*

We need to replace the ***World Trade Center*** towers with something bigger, better, and more beautiful. Some people are nervous (some people are always nervous) -- in the age of terrorism, they say, a Manhattan skyscraper is a mere gross provocation, and dangerous. It is a raised fist or middle finger directed at the sulking sultans and all their violent, misfit friends, the creatures who danced in the streets when the towers fell. A new WTC skyscraper is bound to be attacked again, they figure, and will again prove hard to evacuate. So we should lower our sights.



These same people would probably have argued in December 1941 that it would be foolish for the U.S. to risk replacing her Pacific fleet, because navies are a provocation and are always getting into wars. But no American in December '41 was willing for Japanese warlords to shape the U.S. military. Few Americans today are willing for al-Qaeda warlords to shape the Manhattan skyline. Not to replace the WTC with a bigger and better WTC would be dishonorable and, ultimately, cowardly.

- **Contents** – Some articles display a table of contents listing any paragraph headings that are available throughout the article. Clicking on one of these links will automatically bring you to that part of the article
- **Delivery Options** – Allows you to Print, E-mail or Save the current result.
- **Result List** – Returns you to the result list.
- **Refine Search** – Allows you to add more options to the original search.
- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.
- **Formats** – Allows you to view other formats available for this citation, e.g., PDF Full Text.
- **Language Translation** – If enabled, allows you to translate the Full Text into one of three languages: Spanish, German or French.

Folder Functionality

EBSCOhost allows users to collect results from different searches, store them in the Folder and manage the Folder contents to Print, E-mail, or Save. To add an item to the Folder, click on the Folder icon located to the right of the chosen result.

Clicking on the View Folder link or the "Folder has X items," link allows you to view all of your saved results, during a session in EBSCOhost.

Delivery Options:  [Print](#) |  [E-mail](#) |  [Save to Disk](#)

[←Back](#)  **Folder has 2 item(s).**

Folder List

◀ 1 to 2 (of 2) ▶ Pages: 1 [Remove All](#)

1.	Guide to Records: BARTOK. ; By: Hecht, Roger. , American Record Guide, May/Jun2002, Vol. 65 Issue 3, p72, 2p  Full Text	Remove
2.	Cloaked by a London hotel's Victorian facade, Adam Tihany's Foliage and the Mandarin Bar are tailored with modern angles and dashing custom details. ; By: Radulski, John Peter. , Architectural Record, Mar2002, Vol. 190 Issue 3, p194, 3p, 2c  Full Text	Remove

◀ 1 to 2 (of 2) ▶ Pages: 1

Delivery Options

EBSCOhost users may search a particular area of interest, then retrieve an article to Print, E-mail or Save. Several options have been added to the Print, E-mail and Save Manager functions. Once a user has chosen to perform any of these functions, the following selections will appear:

The **Empty folder after printing, e-mailing or saving** option is available on the Articles tab. If this option is not checked, all selected records remain in the Folder during the search session. When the box is checked, all items are removed from the current Folder after completing the Print, E-mail or Save functions.

Print Options

Users may select **Additional citation details and abstract** from the Articles tab. If selected, the detailed citation and abstract of the article may be printed. If this option is not selected, only the brief citation (no abstract) will be printed. The brief citation view includes the article title, publication name and volume details. Finally, users may choose to include Full Text, (when available), when printing. To do this, select the **Full Text (when available)** option. The "Estimate number of pages" will identify the approximate number of pages that will be printed.

E-mail Options

Users may select **Additional citation details and abstract** from the Articles tab. If selected, the detailed citation and abstract of the article may be e-mailed. If this option is not selected, only the brief citation (no abstract) will be e-mailed. The brief citation view includes the article title, publication name and volume details. Finally, users may choose to include Full Text, (when available), when e-mailing. To do this, select the **Full Text (when available)** option. Users may also choose to e-mail hypertext links to the article(s), or to the original search string. Click on the Links tab to access these options.

Save Options

Users may select **Additional citation details and abstract** from the Articles tab. If selected, the detailed citation and abstract of the article may be saved. If this option is not selected, only the brief citation (no abstract) will be saved. The brief citation view includes the article title, publication name and volume details. Finally, users may choose to include Full Text, (when available), when saving. To do this, select the **Full Text (when available)** option.

Users may also choose to save hypertext links to the article(s), or to the original search string. Click on the Links tab to access these options. Finally, the citation information for the article(s) you selected will be saved in a format that may be uploaded to software such as ProCite®, End Note®, or Reference Manager®. To utilize this option, choose the Bibliographic Manager tab.

Using the Advanced Search Screens

There are three Advanced Search screens available. They are Advanced with a Single Find Field; Advanced with a Single Find Field and Search Builder; and Advanced with Guided Style Find Fields.

All three Advanced Search screens have the following options available:

- **Limiters:** The availability of limiters differs from database to database. Examples of limiters include: Full Text; Scholarly (Peer Reviewed) Journals; Publication and Date Published
- **Expanders:** The availability of expanders differs from database to database. Examples of expanders include: Also search for related words; Also search within the full text of the articles.
- **Special Limiters** are database specific and change based on availability.

Advanced Search: Single Find Field

Database: MasterFILE Premier
Find <input type="text" value="natural selection and darwin"/> <input type="button" value="Search"/> <input type="checkbox"/> Suggest subject headings
Show Field Codes

To perform an Advanced with a Single Find Field search:

1. From the Search screen, click the **Advanced Search** tab.
2. In the Find box, enter keyword(s).
3. Apply any limiters or expanders, using the Search Options tab
4. Click on the **Search** button.

In the **Advanced Search** screen, you can combine terms together, using Boolean operators, on a single line. For example, type **natural selection AND darwin**.

Advanced Search: Single Find Field with a Search Builder

Database: [Academic Search Premier](#)

Find:

Add the following to your search:

Term(s): in using

Advanced Search with a Single Find Field with a Search Builder allows you to combine keywords, search fields and a Boolean operator with any existing text in the Find field. **Note:** If there is no existing text in the Find field, the Boolean operator selection is ignored.

Each time the user selects "Add to Search," the new expression is surrounded by parentheses.

To perform a Single Find Field with Search Builder search:

1. Type: **natural selection OR evolution** in the Find box.
2. Type: **darwin** in the Term(s) box
3. Choose **AND** as the Boolean operator
4. Click **Add to Search**

These steps result in: (natural selection OR evolution) and (darwin)

Advanced Search: Guided Style Find Fields

Database: [MasterFILE Premier](#)

Find

in

in

Advanced Search with Guided Style Find Fields provides fill-in-the-blank keyword searching to aid in complex or specific searches. The first line is limited to a default field search only.

To perform a Guided Style Find Fields search:

1. In the first Find box, enter a keyword.
2. Select the Boolean operator you want to use to combine the next term and press tab.
3. Enter the next keyword in the text box
4. Choose the search field from the drop down menu
5. Click on the **Search** button to begin the search.

Using **Guided Style Find Fields**, you can combine terms together on a single line. For example, type **car or automobile** for results containing the word *car* or the word *automobile*.

Search History

From the Advanced Search screen, you can save, retrieve and reuse your advanced searches. You can view these searches in the Search History. New searches can consist of combined or modified searches.

Search History			Print History	Retrieve History	Save History	Clear History
Add to Search	Search ID #	Search Terms	Limiters	Results	Revise Search	Delete
<input type="checkbox"/>	S4	((library) and (resources))	Full Text	3127	Revise	Delete
<input type="checkbox"/>	S3	(library) and (resources)		4728	Revise	Delete
<input type="checkbox"/>	S2	resources		76336	Revise	Delete
<input type="checkbox"/>	S1	library		62255	Revise	Delete

The following columns are present in the Search History:

Add to Search – Click on the box in front of any search you would like to include in a new search.

Search ID # - This column contains the number assigned to your searches. Each search you conduct is assigned a number. You can select a search from this panel by entering the search prefix (**S**) and number in the Find field. (For example, **S1**.) The prefix is not case-sensitive.

Search Terms - This column contains the terms of the search as you entered them in the Find field, including any field codes and Boolean operators that were part of the search.

Limiters - The limiters used in your search are listed in this column.

Results - The number of results for the search is listed in this column. When you click on this number, the Result List for the search appears. Searches that do not produce results are included in the Search History and display a zero in this column. When you change databases, or add additional databases, searches saved in the current database display question marks in the Results column.

Revise Search - The Revise Search column indicates whether a search can be edited. When you click on **Revise**, the search terms are displayed in the Find field. Edit the search by editing the terms manually, entering field codes or adding limiters.

Delete – To remove a search string, click on the **Delete** button next to the search string you wish to eliminate.

The Search History available to you includes only the searches from the current EBSCOhost session using the **Advanced Search** screen. When your session ends, the Search History is cleared. By default, the Search History displays your most recent six searches. When you have performed more than six searches, you can select **Show More Search History** to open all the searches you have performed in your EBSCOhost session. Select **Show Less Search History** to view only the last six searches.

If you change databases, your Search History will be saved. However, if you open another EBSCO service such as Searchasaurus or TopicSearch, your Search History will not be saved.

Also, your searches are affected when you change databases. Searches must be performed with the limiters available in the databases you open. Searches display question marks in the Results column when the Advanced Search screen is opened in the new database. When you view the results (by

clicking on the link in the Results column), a new search is launched and its results are added to the Search History.

Note: Searches run from the Keyword, Natural Language, or Advanced Search screens are not saved to the History File used by the Advanced Search screen.

Saving and Retrieving Searches

If provided by your EBSCOhost administrator, you can save Advanced searches and retrieve those searches for reuse. You can also print your Search History.

Before you can save searches, you must set up a personal account in EBSCOhost.

Setting Up a Personal Account

If provided by your EBSCOhost administrator, you can set up a *personal account* within EBSCOhost. With a personal account, you can save and retrieve your Search History from the Advanced Search screen.

To set up a personal account:

1. From the Advanced Search screen, click on **Save Search History**. A Login screen appears

Login

To save or retrieve a search, you'll need to log into your personal account. This is not the same as your EBSCOhost login-it provides private access to the searches you create and save within EBSCOhost. If you need to set up an account, or need to be reminded of your user name or password, click on the links below.

User Name:

Password:

[I'm a new user](#) [I forgot my password](#) [I forgot my username and password](#)

- To set up your personal account, click on **I'm a new user**. The New Account Setup screen appears.

New Account Setup

Before you can begin saving and retrieving searches, you'll need to set up a personal account. Fill in all the required fields (indicated by an asterisk (*)). The shaded fields are used to identify you if you need to be reminded of your user name or password.

ENTER YOUR PASSWORD INFORMATION

This is the user name and password you will have to provide each time you access your saved personal information within a session. Your password must contain at least 5 letters or numbers.

* User name:

* Password:

* Re-enter password:

* Hint question:

* Hint answer:

ENTER YOUR PERSONAL INFORMATION

* First name:

* Last name:

- Fill in the fields on the New Account Setup screen. Fields with an asterisk (*) are required. When you have completed the fields, click on **Continue**.
- If all of the information was accepted, a message appears that provides your user name and password. Click on **OK**.

When you set up a personal account, you will be prompted for your name, e-mail address, a unique login name, password, and password validation. EBSCOhost uses this information only to identify you at login so your searches are not viewed or used by anyone else. We do not share this information. Click on our [privacy policy](#) for more information.

If you have forgotten your password, you can submit your user name to retrieve your password.

To retrieve your password:

- From the Login screen, click on **I forgot my password**. The screen shown below will appear.

Forgot Your Password?

In order for us to provide your password, please enter your user name.

User name:

2. Enter your user name and click on **Continue**. You are prompted to answer the question you entered as a password hint.
3. Enter your password hint and click on **Continue**. Your password appears. Click on **OK**.

If you have forgotten your user name and password, you can submit information to retrieve them.

To retrieve your user name and password:

1. From the Login screen, click on **I forgot my user name and password**. The screen below will appear.

Forgot Your Password?

In order for us to provide your user name and password, please enter the information below.

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
Zip/Postal code:	<input type="text"/>

* required fields

2. You are prompted to enter your first name, last name and zip code. Click on **Continue**. You are prompted to answer the question you entered as a password hint.
3. Enter your password hint and click on **Continue**. Your user name and password appear. Click on **OK**.

Saving Searches

If provided by your EBSCOhost administrator, you can set up a personal account within EBSCOhost. With a personal account, you can save and retrieve searches generated from the Advanced Search screen.

Once you have saved a search, it can be retrieved at any time.

To save searches:

1. From the Advanced Search screen, with your Search History listed, click the **Save** button above your Search History. The Save Search screen appears.

Save Search/Alert

Please enter information into the fields below. Choose "Alert" if you want to be notified on a regular basis of information changes in the database. See [hints](#) for a description of every field.

Edit Saved Search

Name:	<input type="text" value="Full Text Cats"/>
Description:	<input type="text" value="information about cats"/>
Date Created:	10/5/99
Databases:	Academic Search Elite
Save Search As:	<input checked="" type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary 24 hours) <input type="checkbox"/> Alert

2. If you have not already logged in to your personal account, you will be prompted to log in. Enter your user name and password; or click on **Cancel** and return to the Advanced Search screen.
3. Enter a Name and Description for the search, e.g., *mysearch1*. To save the search, click on **Save**; otherwise, click on **Cancel**, then click on **OK**.
4. You are returned to the Advanced Search screen.

Retrieving Searches

You can retrieve your saved Search History and reuse it.

To retrieve Search History:

1. From the Advanced Search screen, click on **Retrieve Search History**.

Saved Search List

Below is a list of your Saved Searches. To delete items, click the corresponding checkboxes in the "Mark to Delete" column and click delete. Choosing the name will retrieve the search into the expert search screen for editing.

Saved Searches		
Mark to Delete	Name	Description
<input type="checkbox"/>	clinton	ft y

2. If you have not already logged into your personal account, you will be prompted to log in. Enter your **user name** and **password**; or click on **Cancel** and return to the Advanced Search screen.
3. To retrieve a search from the list presented, click on the **Search Name**. If you currently have Search History open, you are prompted to save your current search. If you proceed without saving, the retrieved search appears and your current search is cleared.
4. You are returned to the Advanced Search screen. The Search History box now includes all information for the search you retrieved. All search counts are replaced with question marks. When you view the results (by clicking on a link in the Results column), a new search is launched and its results are added to the Search History.

Printing Search History

1. From the Advanced Search screen, with the Search History you want to print open, click on **Print Search History**. A browser screen appears with the Search History formatted for printing.
2. To print, click the **Print** icon on the Browser Toolbar. To close the browser screen, click on the **Close Screen** link. You are returned to the Advanced Search screen.

Sub-Toolbar Options

As an alternative to keyword searching, EBSCOhost offers the capability to search the database by browsing a list of subjects, publications and other indexes, which are database-specific.



Searching by Subject

A user may choose to browse a list of subject headings for a specific database.

To browse the Subject Authority File:

1. From the Tabbed Toolbar, click the **Subjects** sub-toolbar button. The Subject Authority File appears, with the beginning of the list displayed.
2. Enter your search terms, for example archaeology, in the Browse For field. To search for a person's name, use the following format: last name, first name.
3. Click **Alphabetical** (when available) to list your search results in alphabetical order. Click **Relevancy Ranked** to list your search results according to relevance.
4. Click **Browse** to view your terms as they appear in the Subject Authority File. References for the term you are searching can be sorted by type. (For example: newspaper references, periodical references, or review references.)

The Result List appears, letting you view specific results. There may also be a hierarchy of subdivisions relating to your search.

5. Click any of the available links to open another Result List, or click See also related items to further narrow your search.
6. To modify your search, or enter a new search, enter your new term in the Browse For field.

Searching by Publication

The Publication Authority File lists the information contained in a database according to journal or magazine name.

A user may choose to browse a list of publications for a specific database or perform a search on several publications

To browse a Publication Authority File:

1. From the Tabbed Toolbar, click the Publication sub-toolbar button. The Publication Authority File appears, with the beginning of the list displayed.
2. From the Publications tab, enter your search terms in the Browse For field. You can enter all or part of a publication name. (For example, you could enter Time.)
3. Select a search type. Click one:
 - Publications beginning with - Finds journals beginning with the letters you entered. Results are displayed in alphabetical order.
 - Match any words - Finds publications with one or more of the words in your terms. Results are displayed in order of relevance to your search terms.
 - Match exact phrase - Finds publications for which an exact match can be found. Results are displayed in alphabetical order.

4. Click Browse to view your terms as they appear in the Publication Authority File. A Result List is displayed.
5. Browse the list by using the scroll bar or the arrow keys to move up or down the current page, or by using the up or down arrows at the top and bottom of the page.

For an overview of the journal or publication, click the hyper linked Publication Name. The information found in the overview can include: the journal title, the publisher's address, and the dates of coverage.

From the overview, you can click on the hyper linked Publication Details. The information found in the details can include: the journal title, the ISSN, the price of annual subscription, the publisher's address, the publisher's URL (Internet address), the subject and/or a description of the journal, and whether the journal is peer reviewed.

You can use the Mark Items for Search feature to search within 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, click the Mark Items for Search tab.
2. Mark the check boxes to the left of the publications you want to search. Click Add. The publications you selected are placed in the Find field on the Search Window. (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 Science and Society and Science as Culture, and click Add. Your selections would be posted in the Find field as:

JN "Science & Society" OR JN "Science as Culture"

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

Searching for Images

If your library provides the Image Collection database, you can find images several different ways.

- From your Search Window, or from the Reference Tools Tab, click on the Image Collection sub-toolbar button.
- If the database provides source type searching, the results of a search are displayed by source (newspapers, magazines, images, etc.). Click the Images icon to retrieve any images the search has found.

You can focus your image search by using the categories available on the Search Window: Photos of People, Natural Science Photos, Photos of Places, Historical Photos, Maps and Flags.

You can select more than one of these categories (for example: Maps and Flags). When no specific category is selected, all categories are searched.

To search for an image:

1. Click the **Image Collections** sub-toolbar button. The Image Collections Search Window appears.
2. Enter your search terms for the image you want in the **Find** field (for example: Eleanor Roosevelt).

Your search term must match exactly a word in the title or caption of an image; the search term Roosevelt does not yield the same results as the search term Roosevelts. You can use Boolean terms to further specify your search. (For example: Delano and Roosevelt.)

3. Select from the available categories to narrow the focus of your search. If you make no selections, all categories are searched.
4. Click **Search**. A Result List consisting of thumbnail images with brief descriptions appears.
 - To print the image, click the thumbnail image and click **Print**. The Print Manager Window is displayed. Click **Print**, and then print from your browser window.
 - To save the image, click open the thumbnail image and click **Save to Disk**. The Save Manager Window is displayed. Click **Save**, and then save from your browser window.