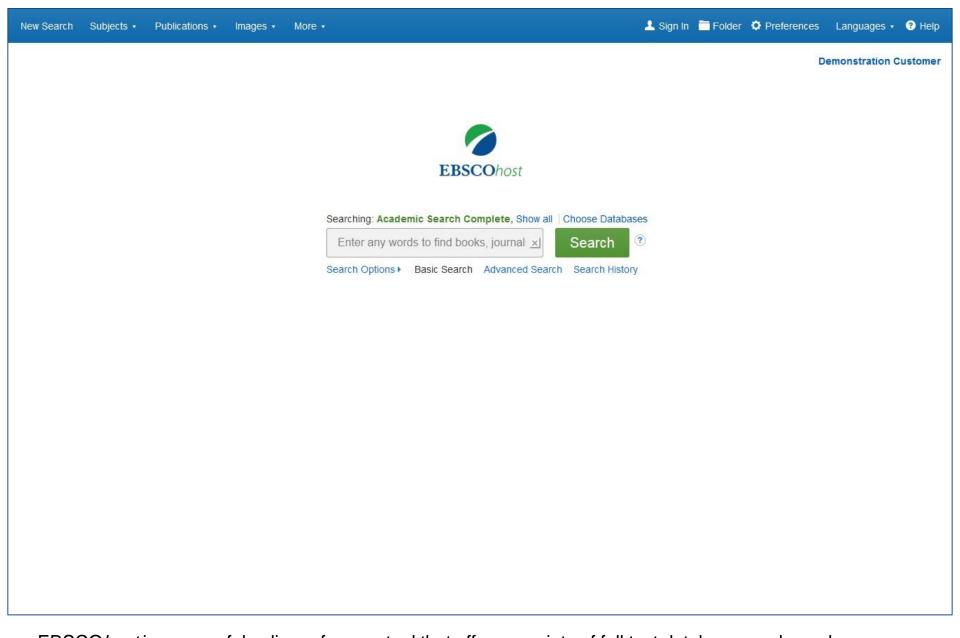
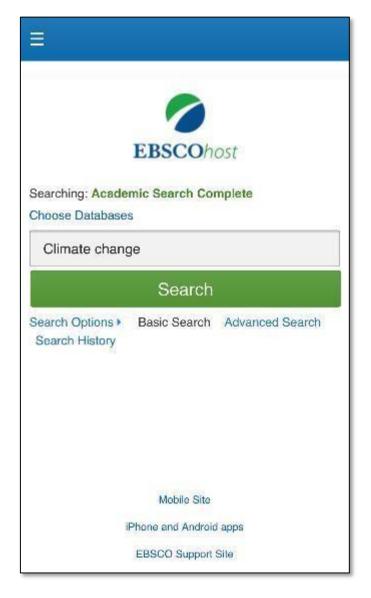


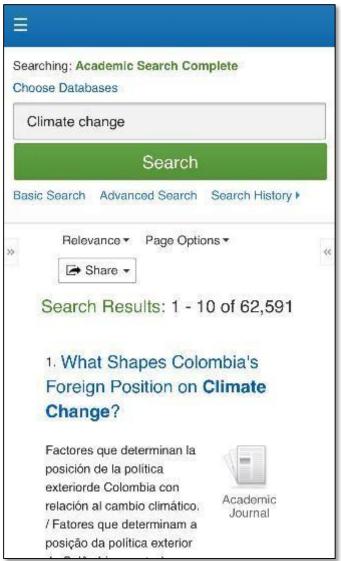
### How to Access



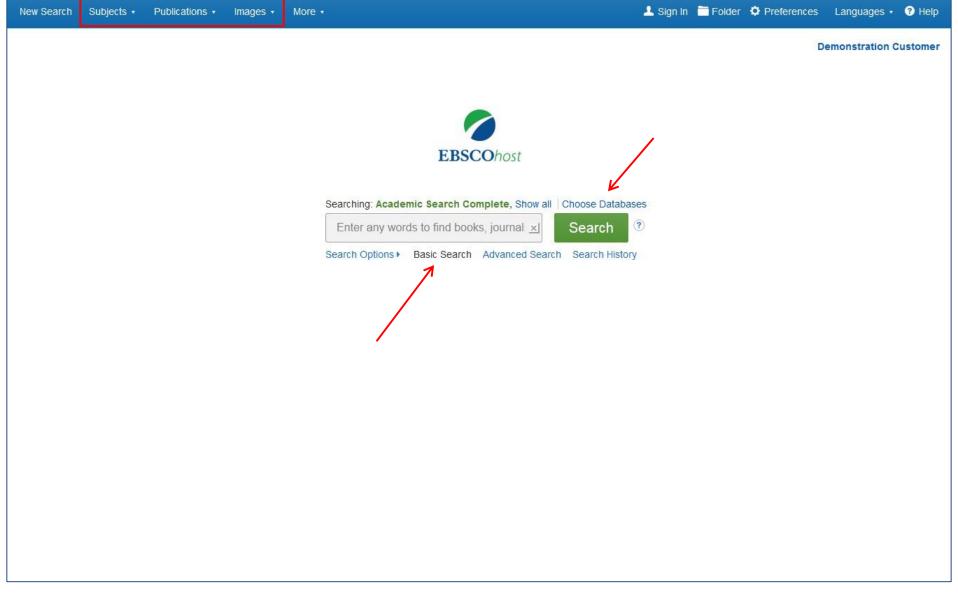


EBSCO*host* is a powerful online reference tool that offers a variety of full text databases and popular databases from leading information providers. In this tutorial, we will look at how to search EBSCO*host*, as well as features including: the result list, previewing articles and images, and setting preferences.



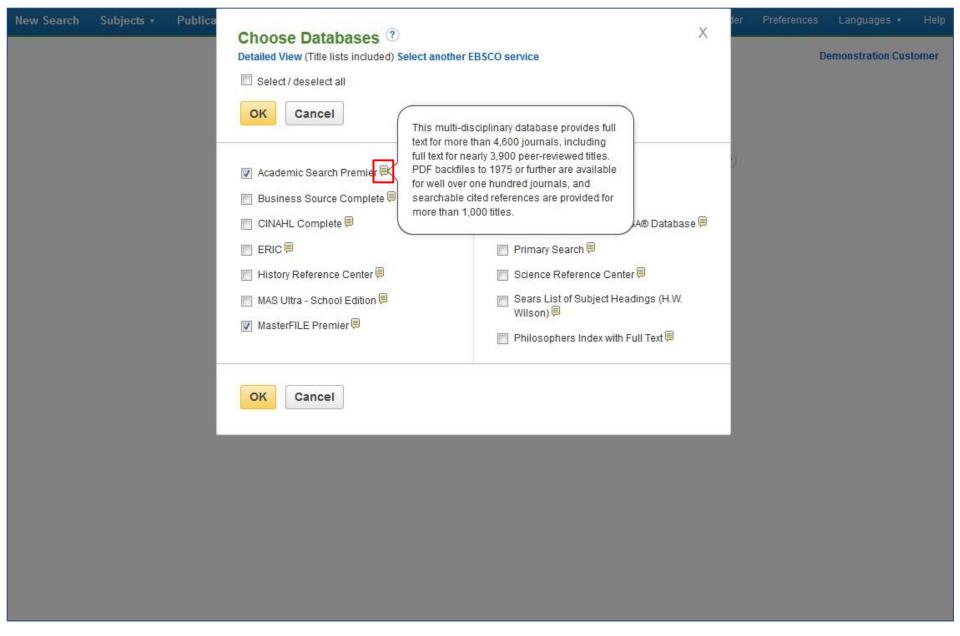


Note that because EBSCO*host* is a fully responsive web experience, you are able to access content from your mobile device with the same features and functionality available to you on desktop computers.

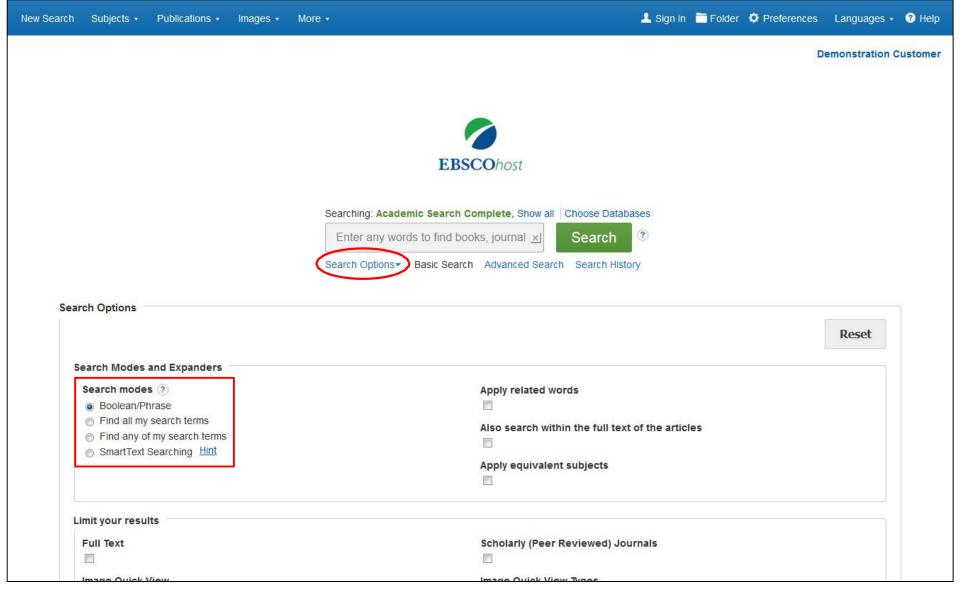


The Basic Search screen offers a simple, easy-to-use searching experience. The top tool bar offers additional features which can include a publication locator, subject browsing, and image collections. Note that the features available vary based on the databases selected.

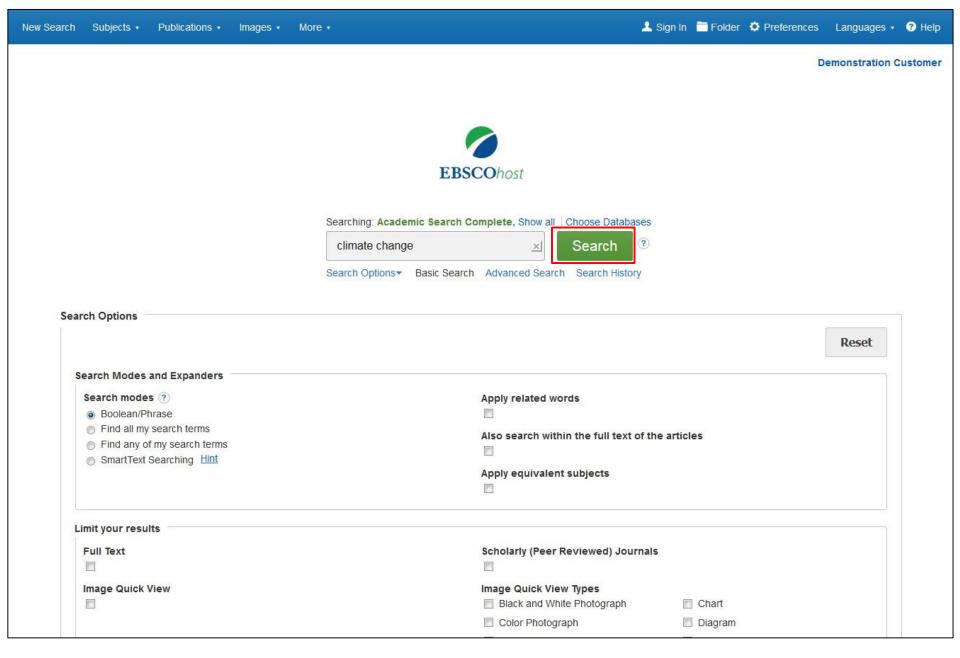
You can add or change the databases being searched by clicking the Choose Databases link.



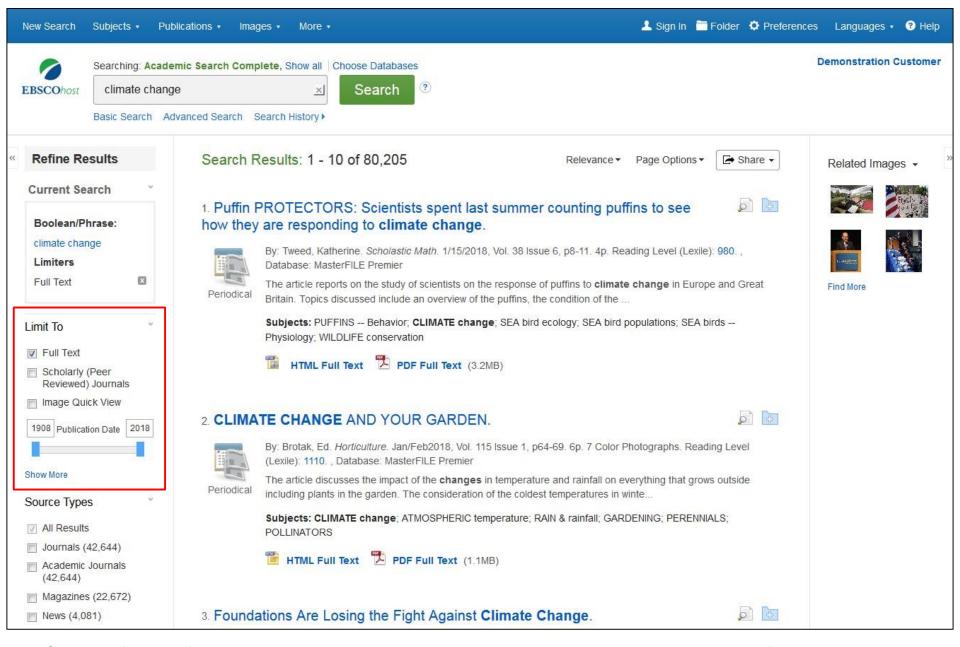
The window that appears includes all of the databases available to you. From here you can read a brief description of each resource by holding your mouse over the preview icon. When you have located a resource to add, click the checkbox next to the name and click **OK**.



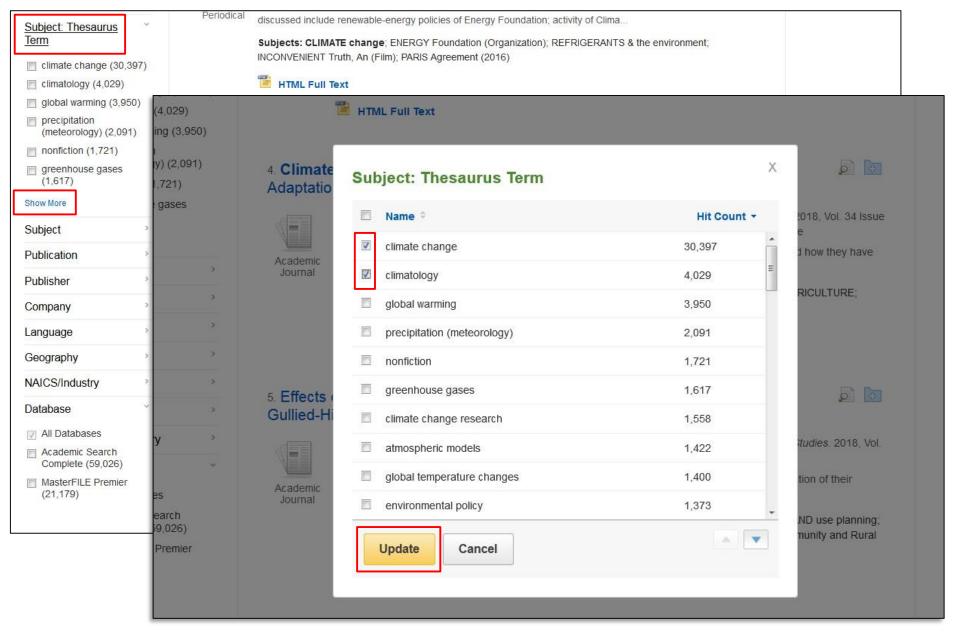
If you want to create a more targeted search you can expand the **Search Options** link to display the available limiters. **Search modes** allow you to choose between the **Boolean/Phrase** search, which will search for your terms, as you entered them in the search box, **Find all of my search terms**, which automatically adds an 'and' between your terms, or **Find any of my search terms**, which automatically adds an 'or' between your terms.



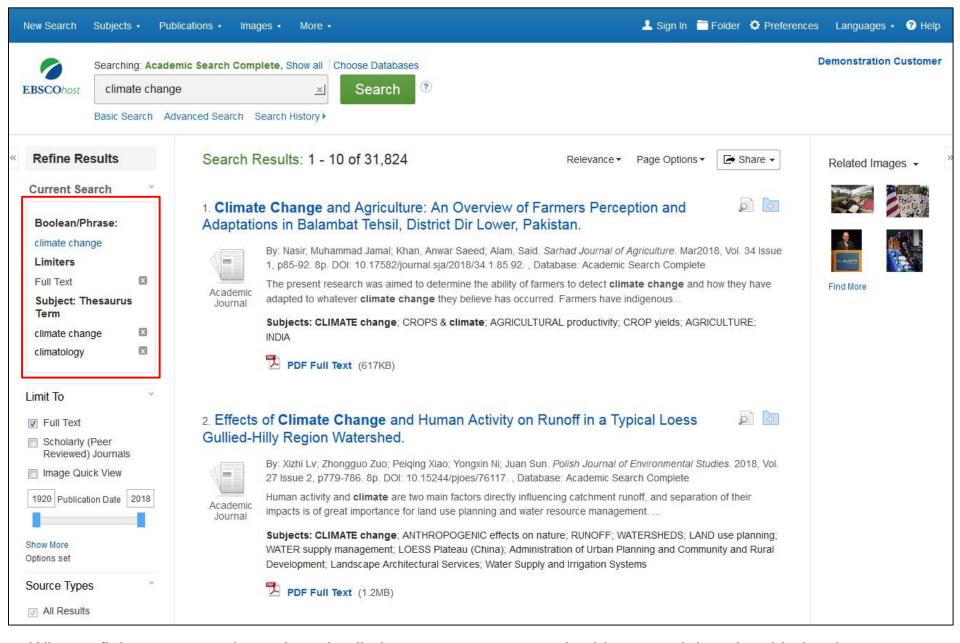
Let's start with a basic search. Enter the search term in the search box and click **Search**.



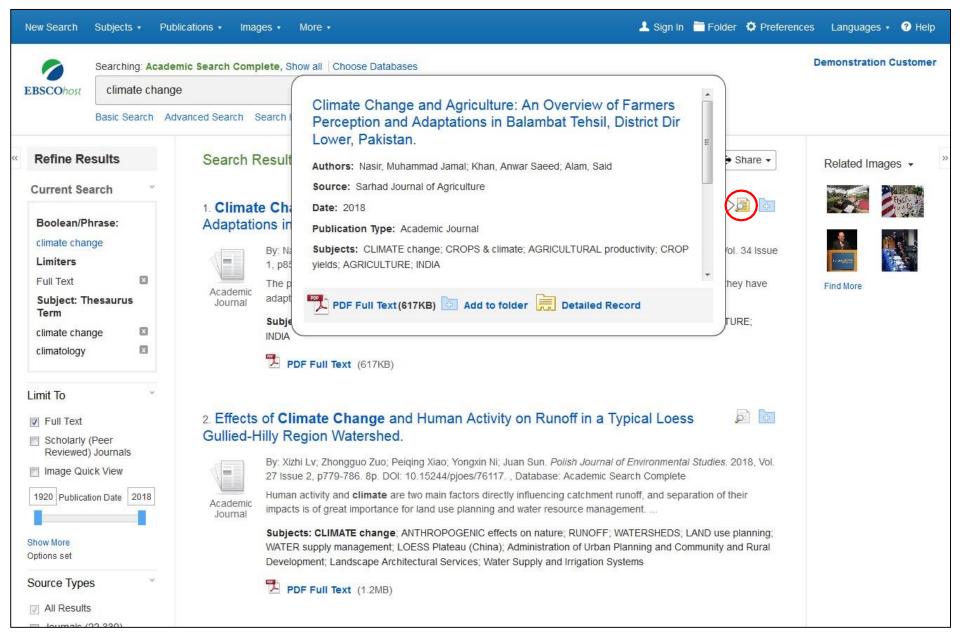
On the left side of the result list, you can limit your results to articles with Full Text or References Available, or use the date slider bar to change the date range of your results. To view all of the available limiters, click the **Show More** link. When you click on a limiter, the result list is refreshed.



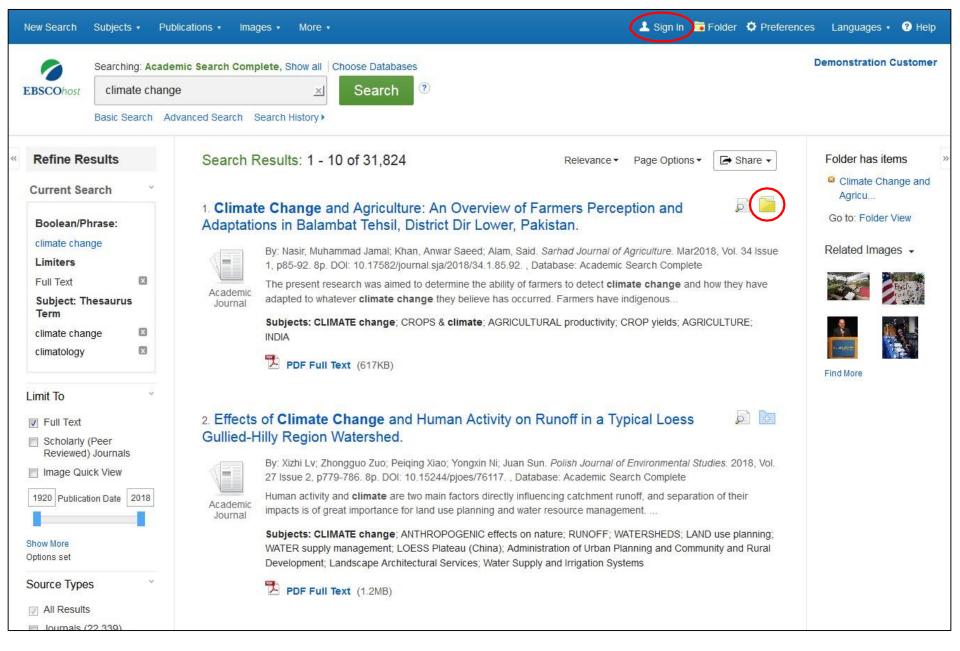
You can further narrow your results by selecting one or more Source Types, Subjects, Publications, and more. Click a Source Type or Subject Term to update your results. To view all available items, or select multiple terms, click the **Show More** link. After making your selections, click **Update** to see your results.



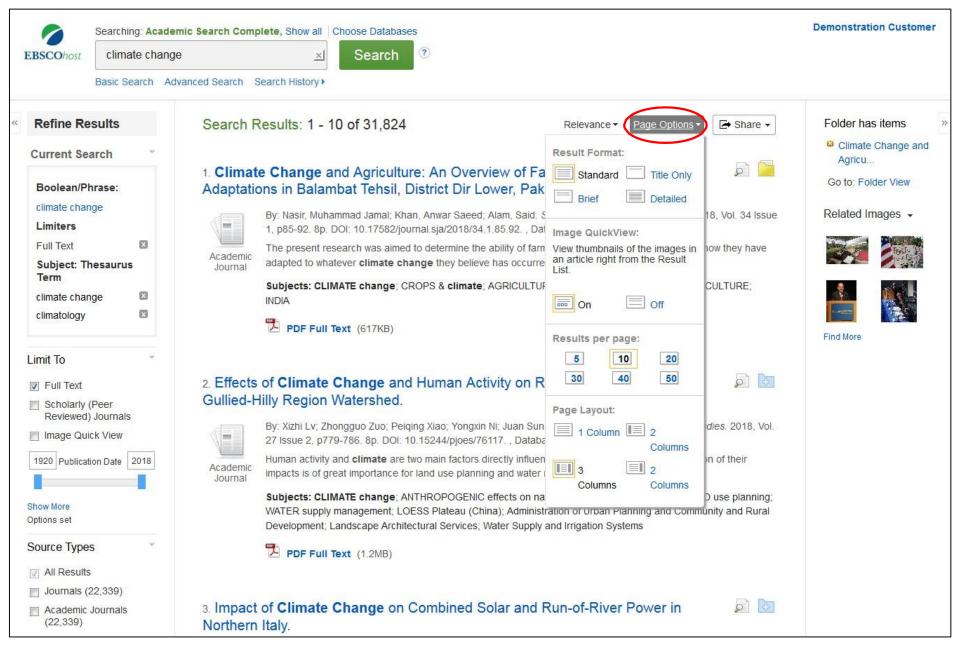
When refining your search results using limiters, source types, and subjects, each item is added to the **Current Search** box. Clicking on a hyperlinked search term within **Current Search** performs a search for that term only. Use the **X** icon to remove the item.



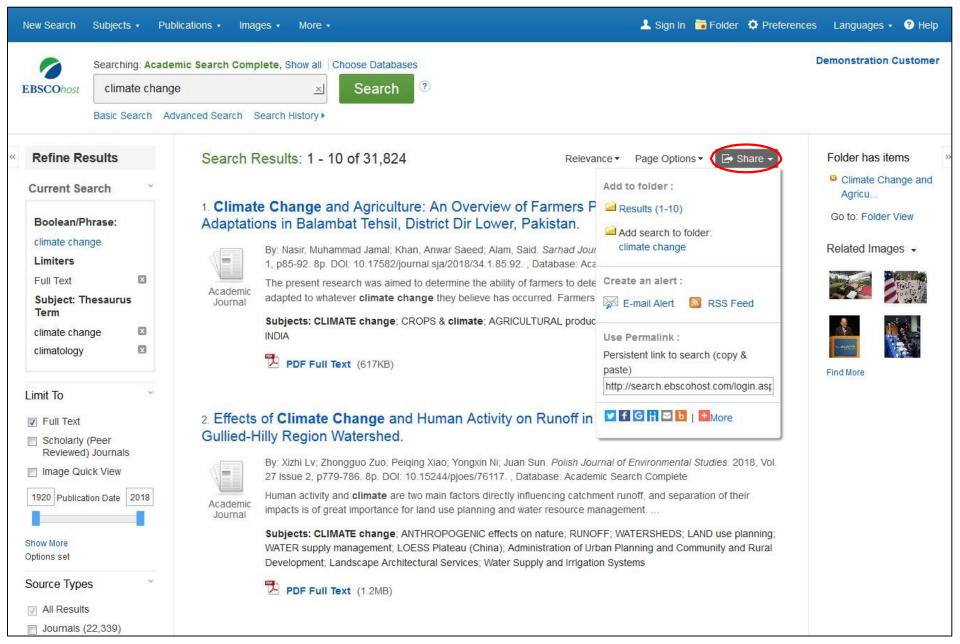
Preview information about an article by holding your pointer over the magnifying glass icon next to the title. The preview displays additional information about the record, as well as icons linking you to the full text, when available.



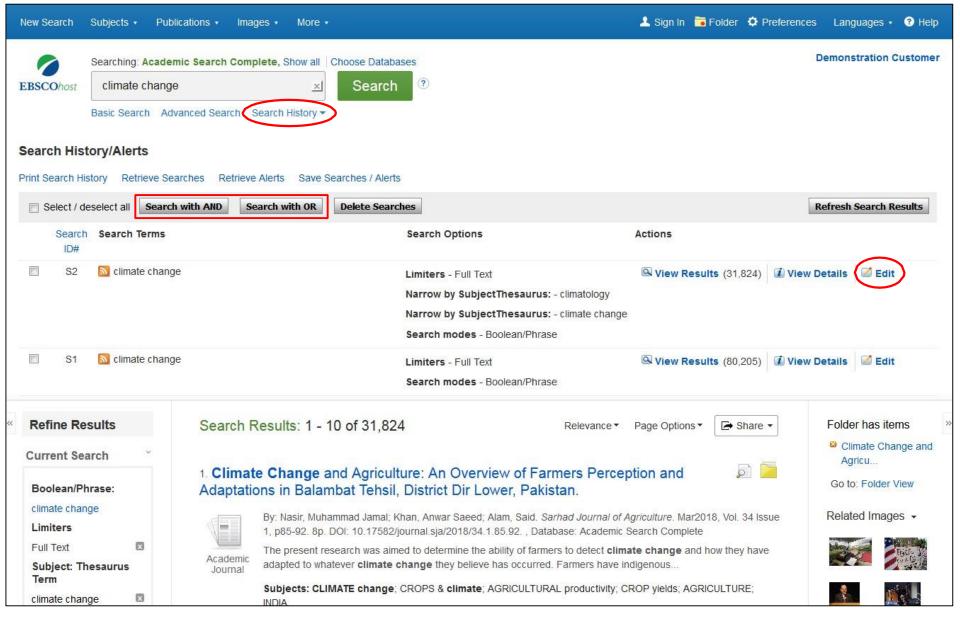
A folder is available for saving items during your research. Or you can click the **Sign In** link and create a My EBSCO*host* folder to store or share your results.



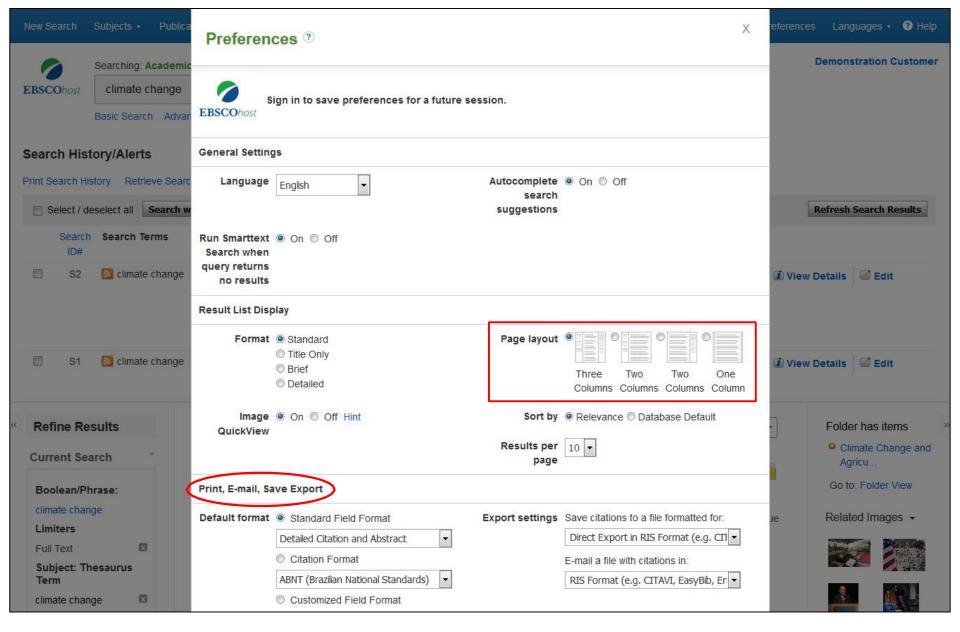
The **Page Options** drop-down menu allows you to set your **Result Format**, turn **Image QuickView** on or off, set the number of **Results per page**, and select your preferred **Page Layout**.



To save a link to a search in your personal folder, click **Share** and choose **Add search to folder**. From this menu, you can also add all displayed results to the folder, create an **E-mail Alert**, copy a persistent link to your search, or share it via services such as Facebook or Twitter.



Click **Search History** to view the searches conducted during your session. You can also combine searches and add them to the search box by marking the check boxes next to the searches you would like to run and clicking one of the **Search with** buttons. Click the **Edit** link to modify the search terms or limiters of that line of your search history.



Click on the **Preferences** link to select your print, email, save, and export settings, as well as customize options such as page layout and language. You can save your preferences for future sessions by signing into your My EBSCO*host* folder.



#### **Tutorial**

## Creating a Basic Search on





**Demonstration Customer** 



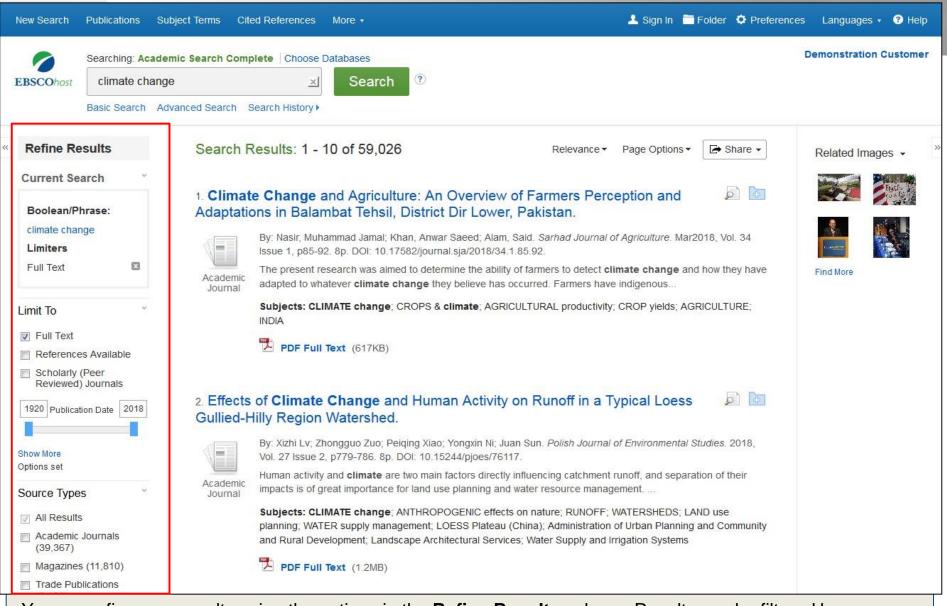


EBSCO*host* is a powerful online reference tool that offers a variety of full text databases and popular databases from leading information providers. In this tutorial, we will look at conducting a search from the Basic Search screen of EBSCO*host*.

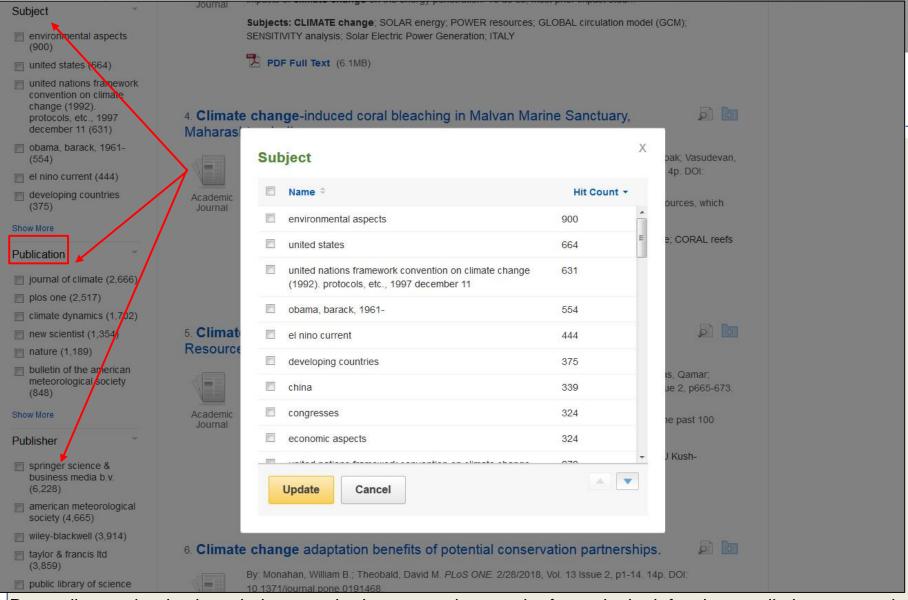
Begin by entering your search terms in the search box. Click the **Search** button to view results or click **Search Options** to apply limiters and expanders.

		Res	
earch Modes and Expanders			
Search modes ②  Boolean/Phrase Find all my search terms Find any of my search terms SmartText Searching Hint	Apply related words  Also search within the full text of  Apply equivalent subjects	Also search within the full text of the articles  Apply equivalent subjects	
nit your results			
Full Text	References Available		
Scholarly (Peer Reviewed) Journals	Published Date  Month ▼ Year: — Mo	nth Year:	
Publication	Publication Type		
	All Periodical Newspaper Book		
Number of Pages	Image Quick View		
	Image Quick View Types  Black and White Photograph	□ Chart	
	Color Photograph	Diagram	
	Graph	☐ Illustration	
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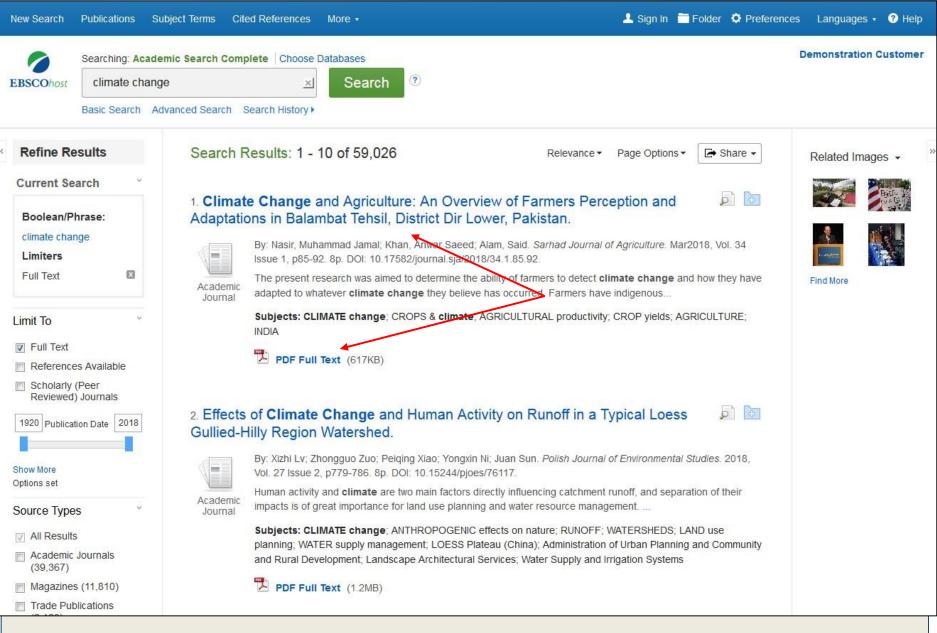
**Search Options** allow you to limit or expand your search results before viewing the result list. Choose one of the available Search Modes and depending upon the databases you are searching, you may see the ability to limit results by Full Text articles, Scholarly (Peer Reviewed) Journals, or a particular publication. After applying limiters and expanders, click **Search**.



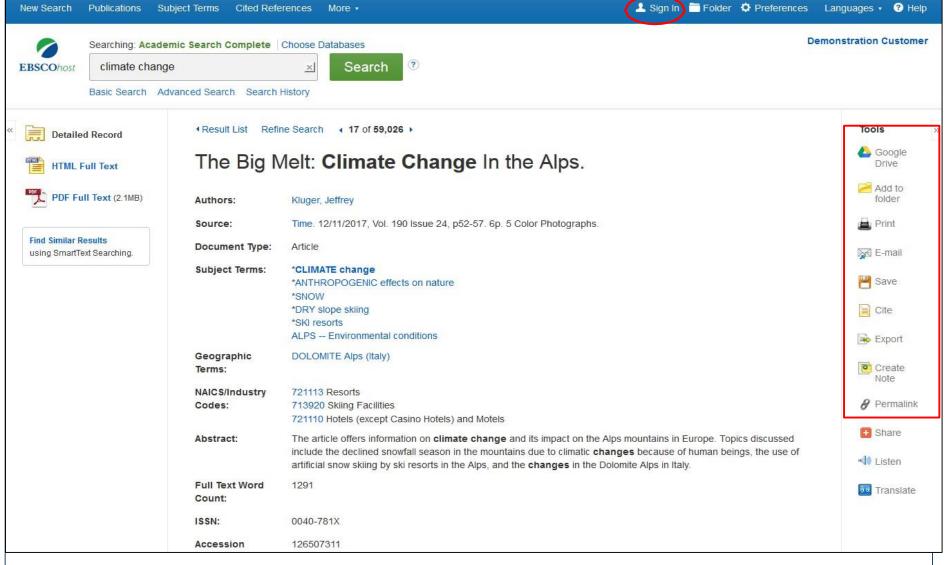
You can refine your results using the options in the **Refine Results** column. Results can be filtered by source types, such as Academic Journals, Magazines, or Newspapers, by clicking the checkboxes next to the desired source type.



Depending on the database being searched, you can also use the facets in the left column to limit your search results to specific subjects, publications, or titles from a particular publisher, in addition to several other available options. You can click the **Show More** link to apply multiple selections at once.



Click an article title to view the Detailed Record, or click a full text link to read an article.



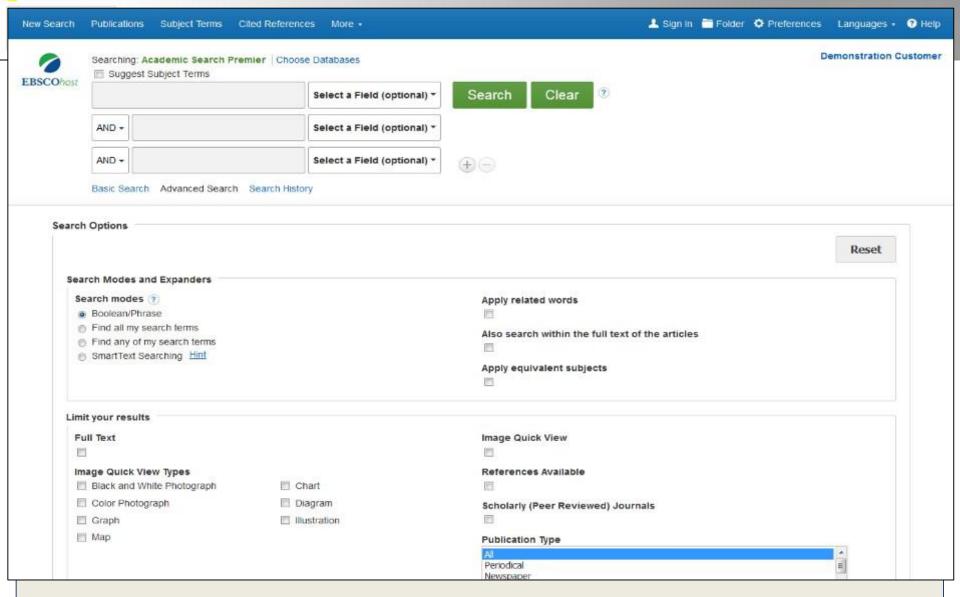
Print, email, save, cite or export a single result from the Detailed Record. To print, email, save, cite or export multiple results, add them to the folder, then click the appropriate icon inside the folder. Folder contents can be permanently saved by clicking on the **Sign In** link, and then creating a personalized My EBSCO*host* folder account at no charge.



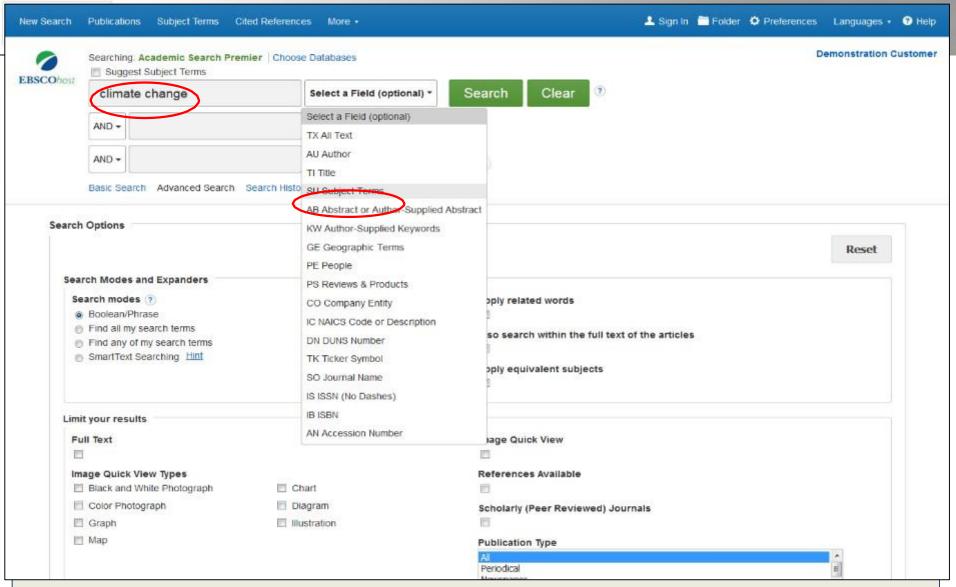
#### **Tutorial**

### Using the Advanced Search Guided Style Find Fields on

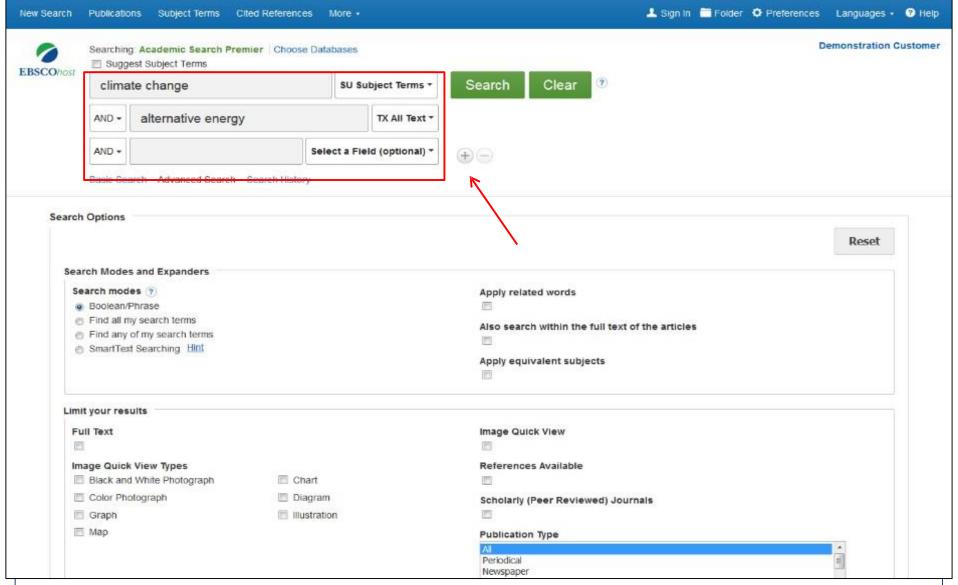




EBSCO*host* is a powerful online reference tool that offers a variety of full text databases and popular databases from leading information providers. In this tutorial, we will look at conducting an Advanced Search on EBSCO*host*, using the Guided Style search boxes as well as applying limiters and expanders.



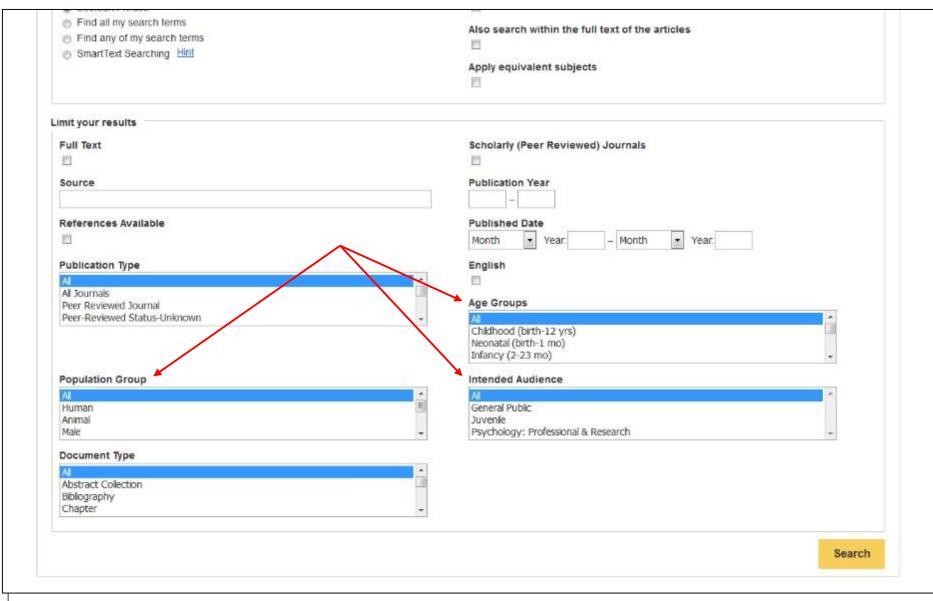
The Guided Style search boxes allow you to search for articles using different terms in varying article citation fields, such as subject, author, and title. Begin by entering a search term in the first search box, and then select a field to search from the drop-down list, such as **Subject Terms**.



Guide your search using a second term and choose the **All Text** field to have EBSCO*host* look within the full text of all articles for your term. If you need more than three search boxes for your terms, you can click the Plus button to add more.

			Reset
Search Modes and Expanders			
Search modes (?)  Boolean/Phrase		Apply related words	
<ul> <li>Find all my search terms</li> <li>Find any of my search terms</li> <li>SmartText Searching Hint</li> </ul>		Also search within the full text of the articles	
o district desirating and		Apply equivalent subjects	
imit your results			
Full Text		Image Quick View	
Image Quick View Types		References Available	
Black and White Photograph	□ Chart		
Color Photograph	□ Diagram	Scholarly (Peer Reviewed) Journals	
■ Graph	■ Illustration		
		Publication Type	
		Al	*
		Periodical Newspaper	10
		Book	
Document Type		Published Date	
Al		January ▼ Year 2015 - March ▼ Year 2018	
Abstract Article		Language	
Bibliography		- N	
		Afrikaans	(3)
		Arabic Bosnian	
Publication		PDF Full Text	
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In the Search Options area, the Advanced Search Screen offers additional search limiters for increased result refinement. For example, you can limit results to Full Text articles published within a specified date range.

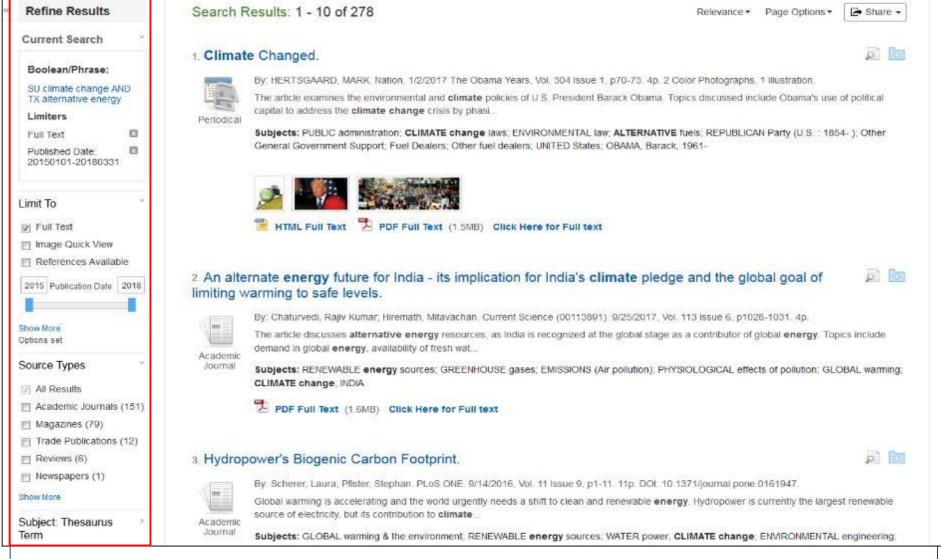


Some limiters are unique to the database being searched. For example, the *PsycINFO* database includes special limiters like **Age Groups**, **Population Group**, and **Intended Audience** that are not found in other academic databases.

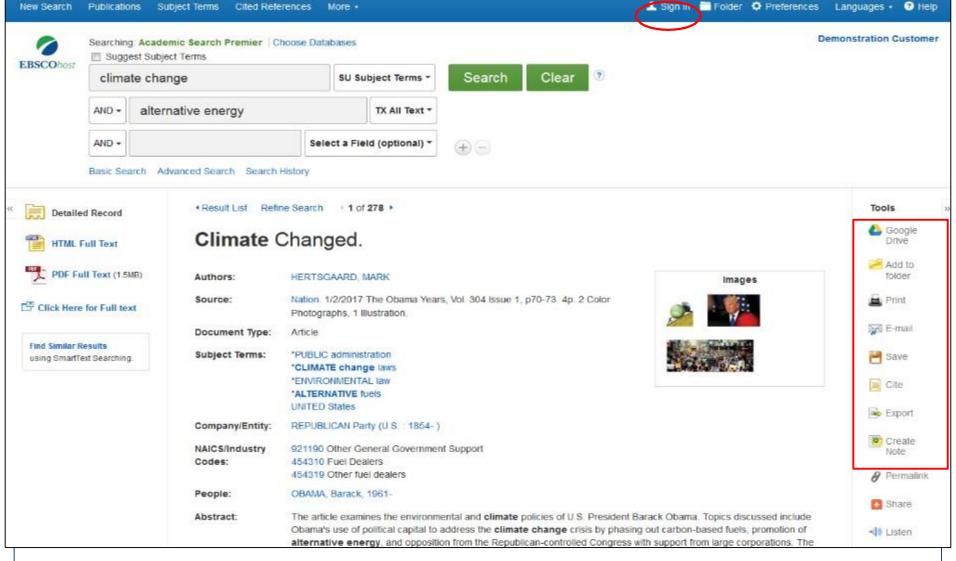
ERIC Number	Publication Type
	All
	Book/Product Reviews
	Books
	Collected Works (All)
Intended Audience	Language
Al ·	
Administrators	
Community	
Counselors +	
COMISCOIS	
pecial limiters for Middle Search Plus	
Cover Story	Lexile Reading Level
	Al
	750 - 950
	850 - 1050
	950 - 1075
Publication Type	Lexile Reading Score
Al ^	
Pamphlet E	
Biography	
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pecial limiters for Primary Search	
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	Publication Type  All  Almanac  Biography
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Lexile Reading Level	Publication Type  All  Almanac  Biography
Lexile Reading Level	Publication Type  All  Almanac  Biography
Lexile Reading Level	Publication Type  All  Almanac  Biography

When searching multiple databases at once, you will find special limiters for each database displayed separately below the common limiters.

When you are done selecting limiters, click **Search** to view the Result List.



You can further refine your results using the options in the left-hand column. Results can be filtered by source type, such as Academic Journals, Magazines, or Newspapers, by clicking the checkboxes next to the desired source type. You can view your search terms, any applied limiters or expanders, and selected subject terms in the Current Search area.



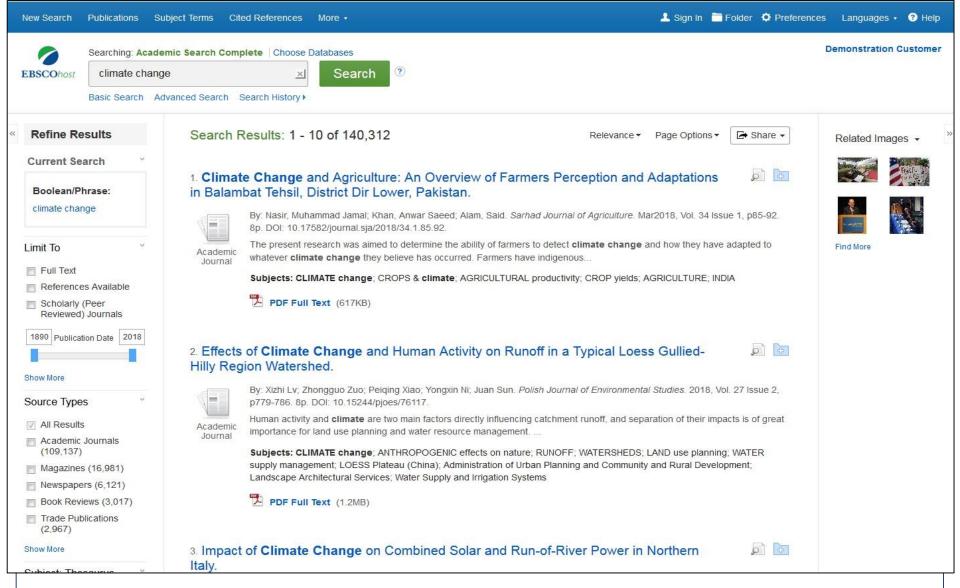
Print, email, save, cite or export a single result from the Detailed record. To print, email, save, cite or export multiple results, add them to the folder, then click the appropriate icon inside the folder. Folder contents can be permanently saved by clicking on the **Sign In** link, and then creating a personalized My EBSCO host folder account at no charge.



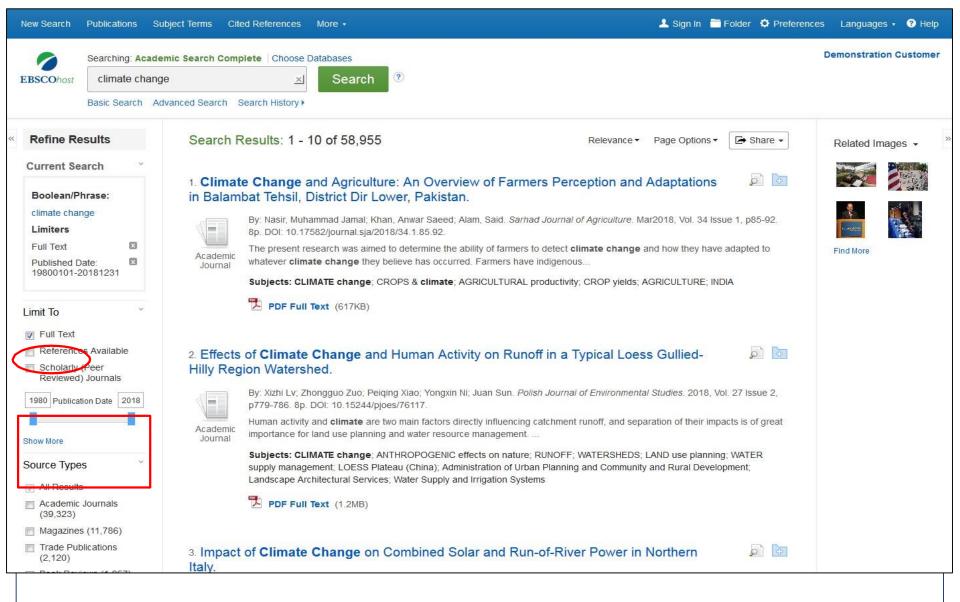
#### **Tutorial**

# Using the Result List EBSCOhost

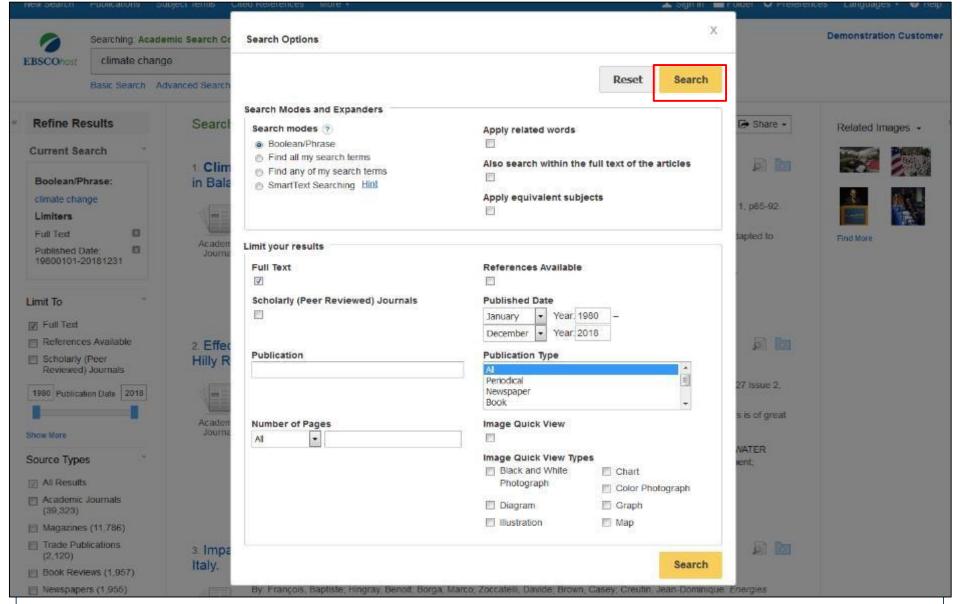




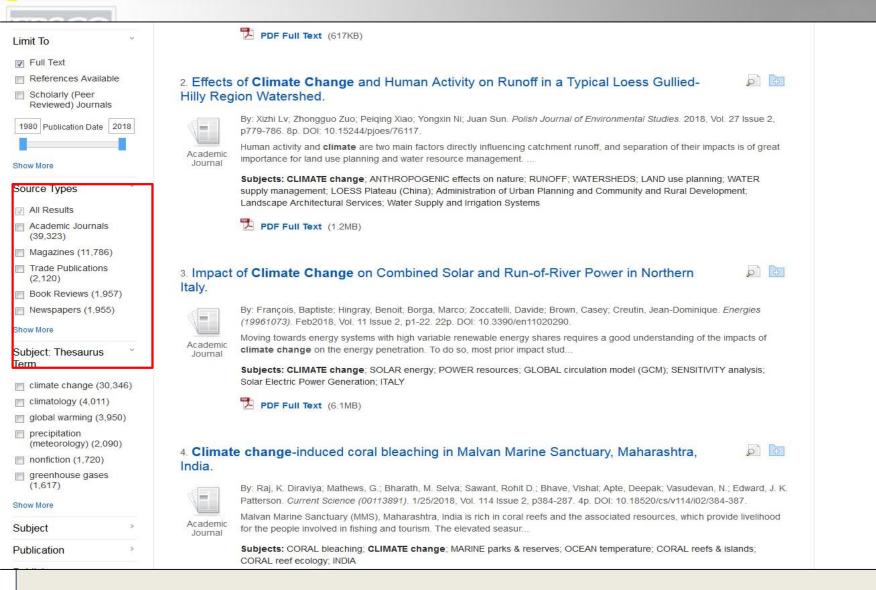
EBSCO*host* is a powerful online reference tool that offers a variety of full text databases and popular databases from leading information providers. In this tutorial, we will look at the features of the EBSCO*host* result list, including refining your results with limiters and facets.



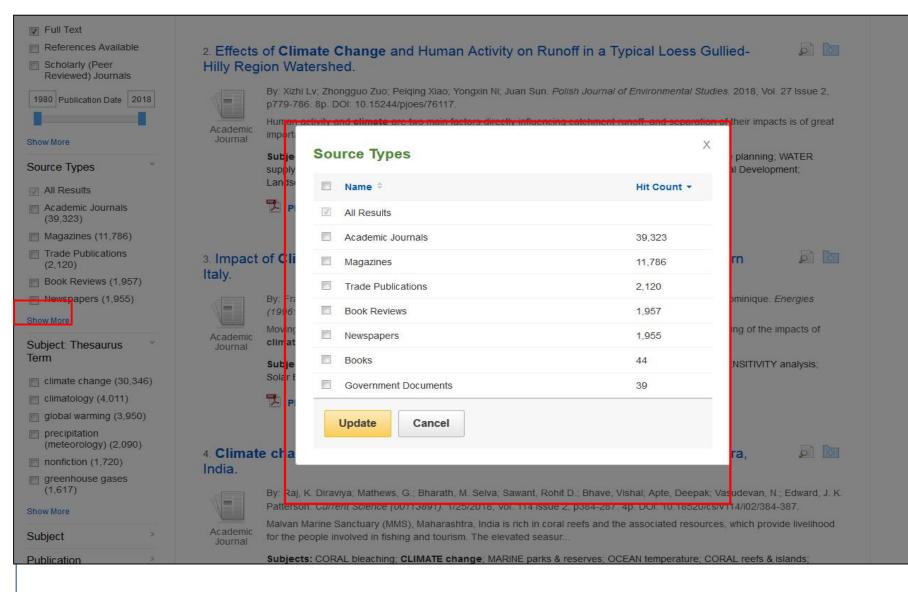
**Limit your results** to Full Text or Scholarly (Peer-Reviewed) Journals or use the date slider bar to change the date range of your results. Click a limiter to update your result list. To view the entire list of available limiters, click the **Show More** link.



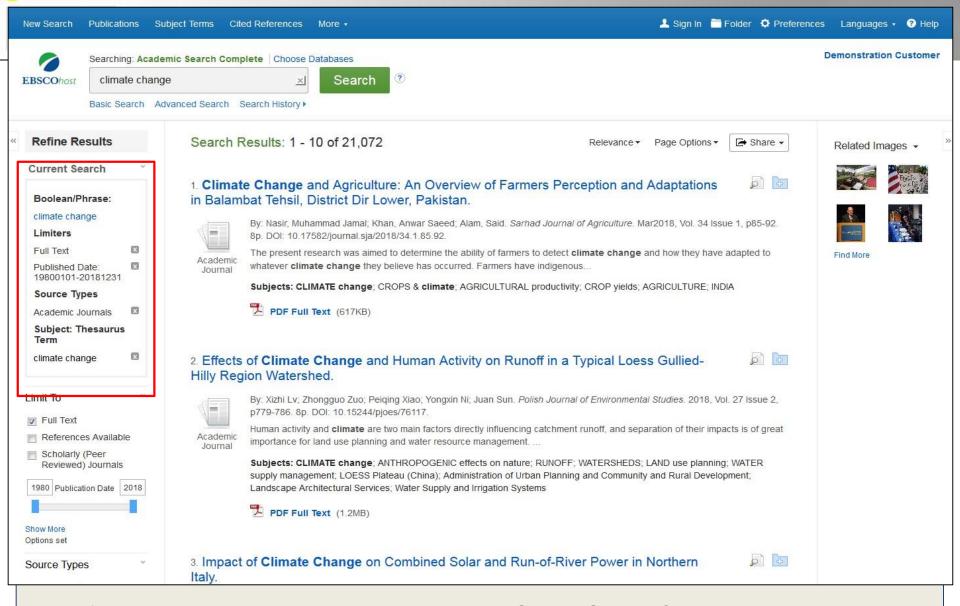
Depending on the databases you are searching, you may see the ability to limit a search by a particular publication name, or to those results published within a date range you determine. After selecting your limiters, click **Search**.



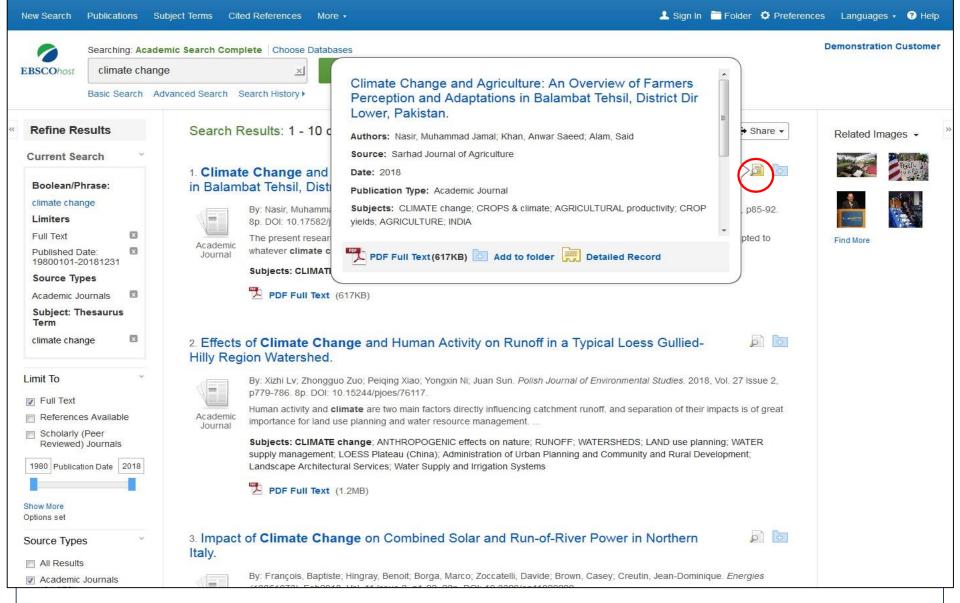
The Result List defaults to showing All Results. To view results of a specific source type such as Academic Journals, Magazines, or Newspapers, click the desired source type to update your results.



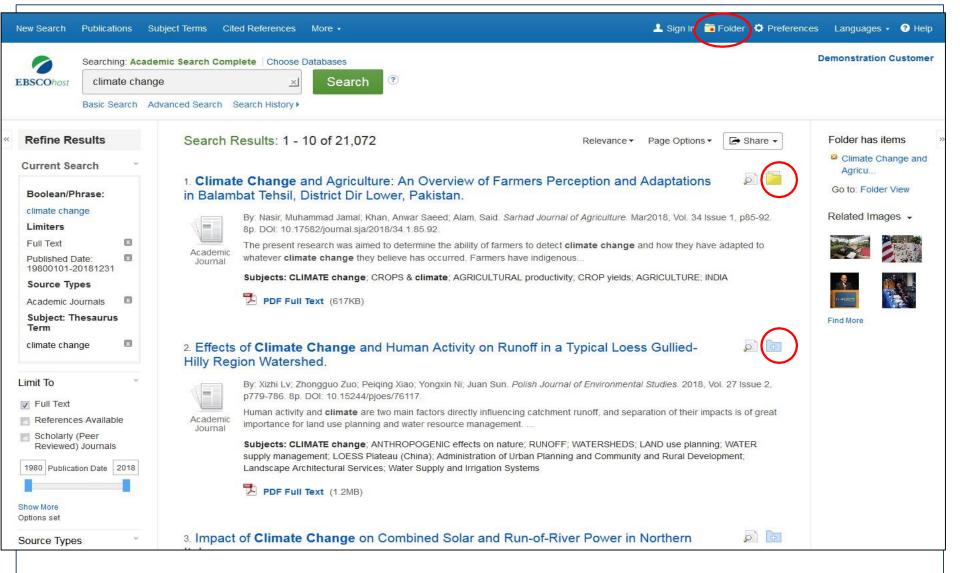
Click the **Show More** link to view all available Source Types or Subjects. Select multiple terms in the resulting window, then click **Update**. Depending on the database(s) searched, facets can include Subjects, Subject Terms, Company Names, or Publications.



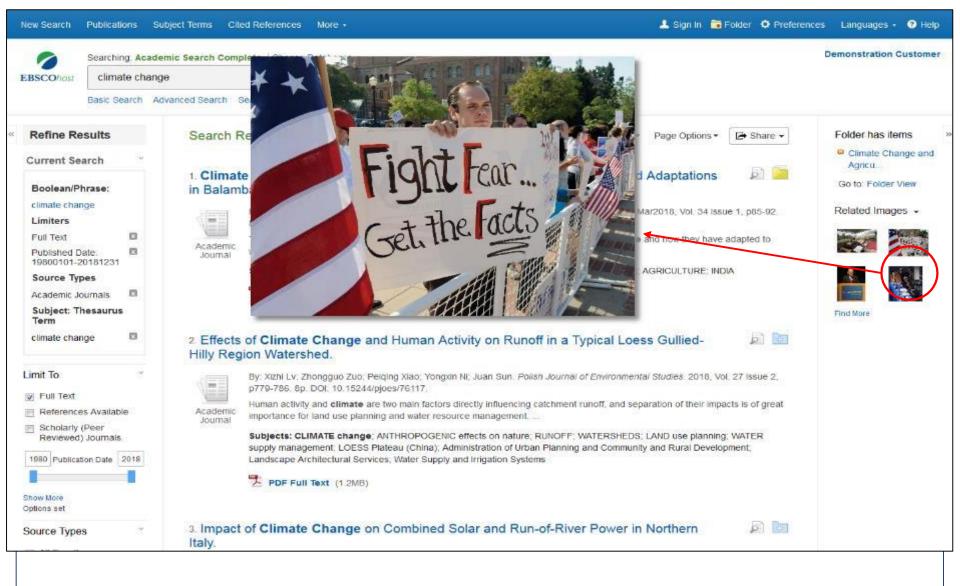
When refining your search results each item is added to the **Current Search**. Clicking on a hyperlinked subject term within **Current Search** executes a search for that term only. Clicking on the **X** icon removes the term from **Current Search** and refreshes your search results.



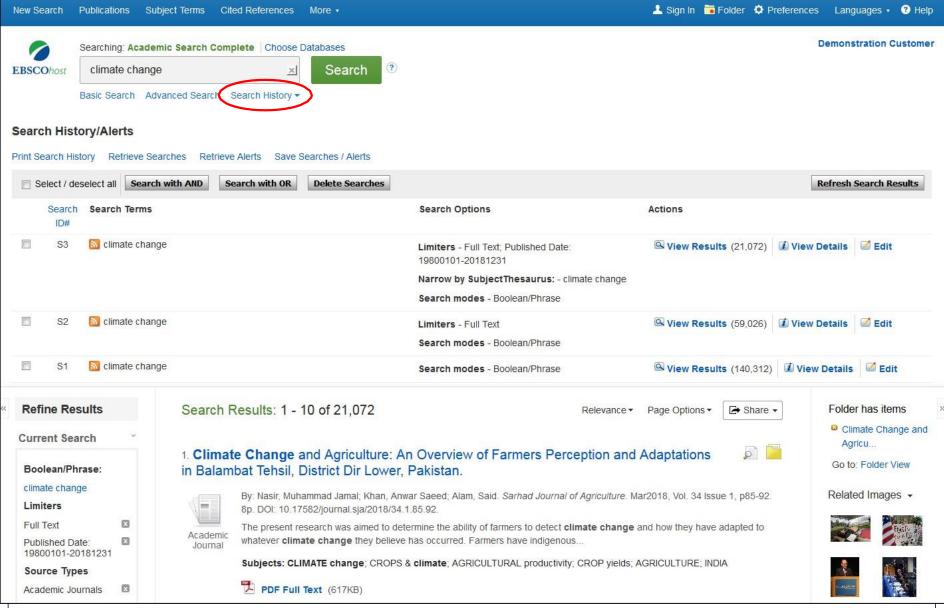
Preview an article's **Detailed Record** by holding your mouse over the magnifying glass icon next to an article title. This displays some of the article abstract and includes full text icons, when full text is available.



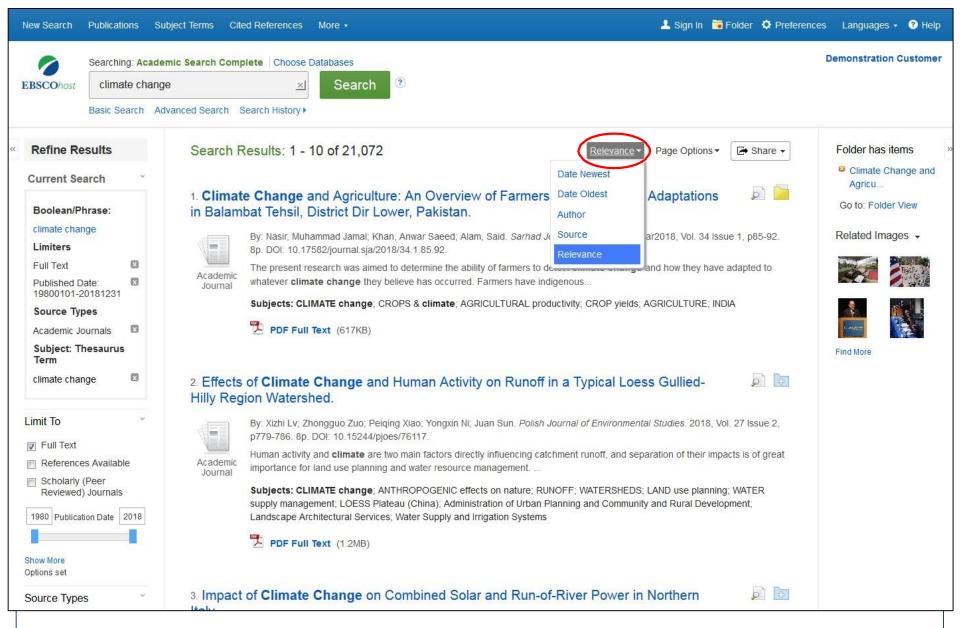
Click the **folder** icon to add articles to the folder. The folder is available for saving items during a single research session. Or you can sign into your personal My EBSCO*host* folder by clicking the **Sign In** link found at the top of the screen to permanently store your results.



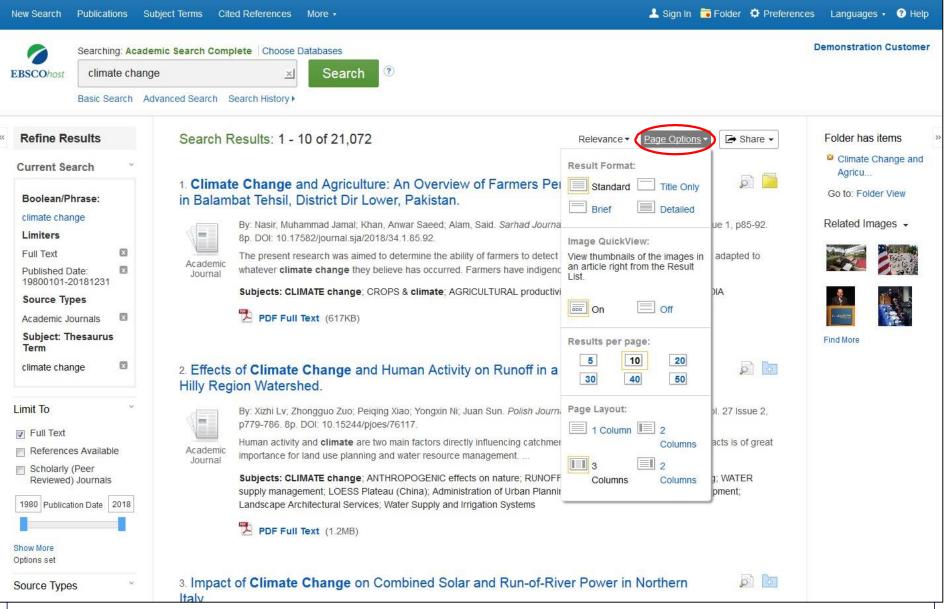
If there are images related to the articles in your result list, preview them by holding your mouse over the thumbnail image. Doing so displays the image on the screen.



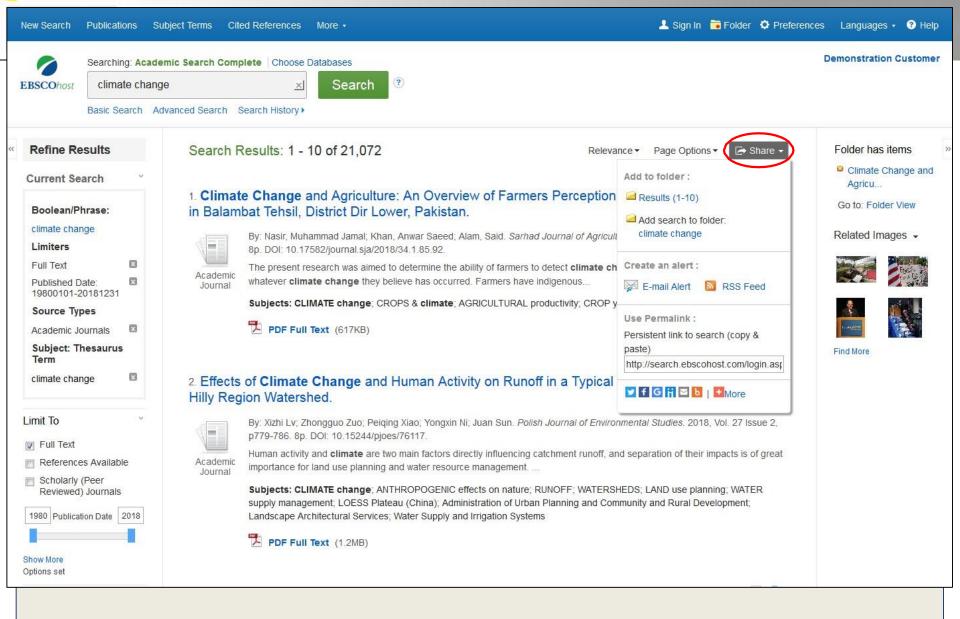
Your search history from the current session is available by clicking the **Search History** link below the search box. For more information, see the **Using the Search History Feature** tutorial on the EBSCO Support Site.



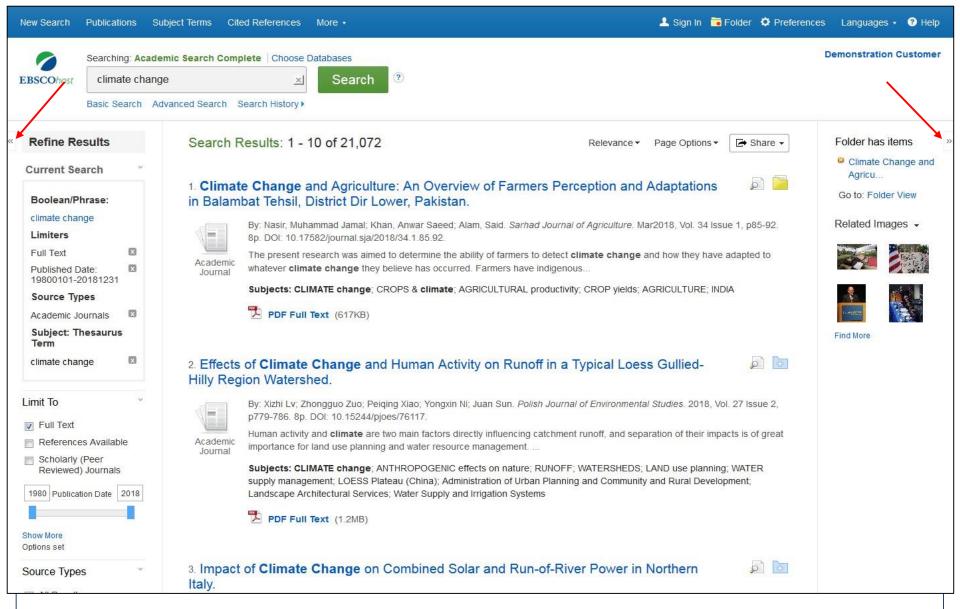
You can sort the Result List by Date, Source, Author, or Relevance using the drop-down list at the top.



The **Page Options** drop-down menu allows you to set your Result Format, turn Image Quick View on or off, set the number of results per page, and select your preferred Page Layout.



To place a link to the search in your personal folder, click **Share**. From the resulting menu, choose **Add search to folder**. From this menu, you can also add all displayed results to the folder, create an **E-mail Alert**, copy a persistent link (Permalink) to your search, or share it via services such as Facebook and Twitter.



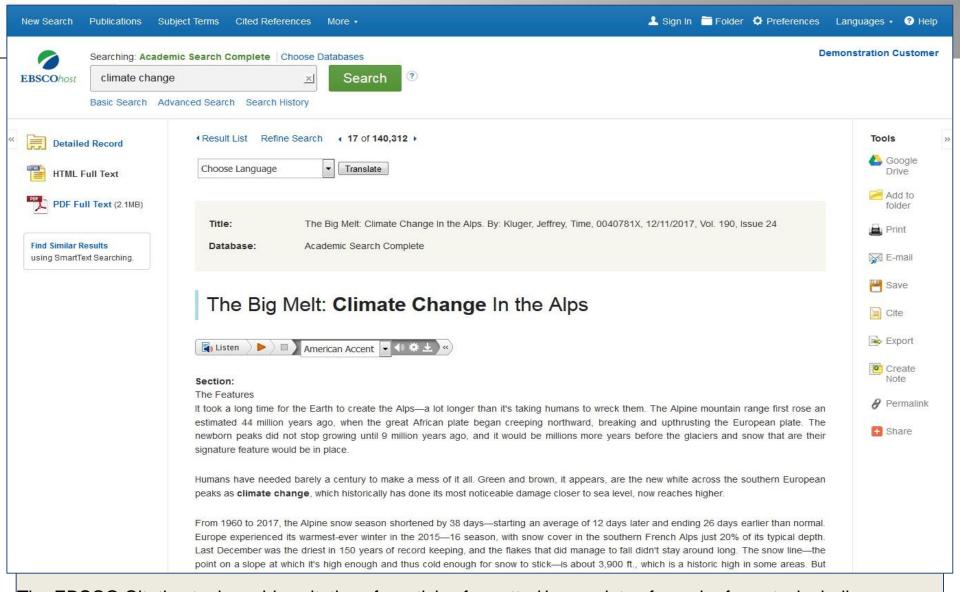
The columns on either side of the result list can be collapsed or expanded during your session. To expand or collapse a column, click on the arrow found at the top of the column.



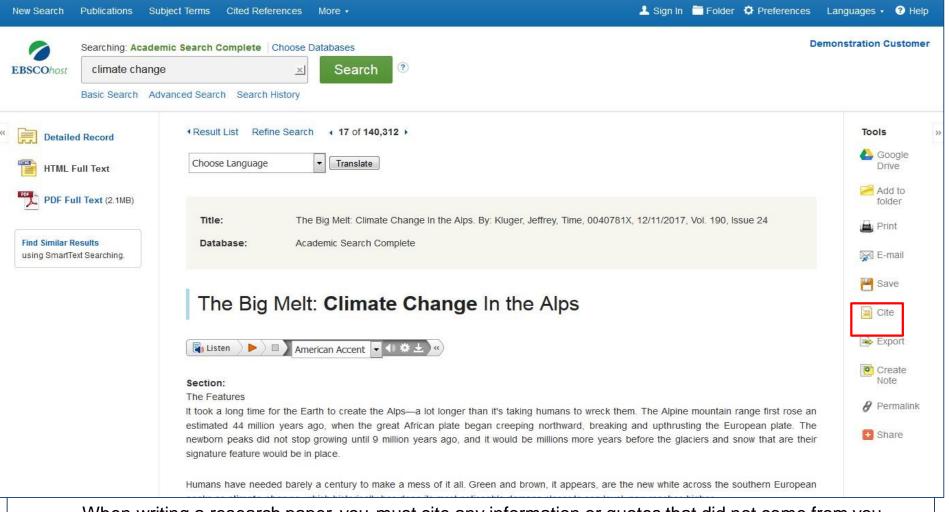
## **Tutorial**

# Citing Articles on EBSCOhost



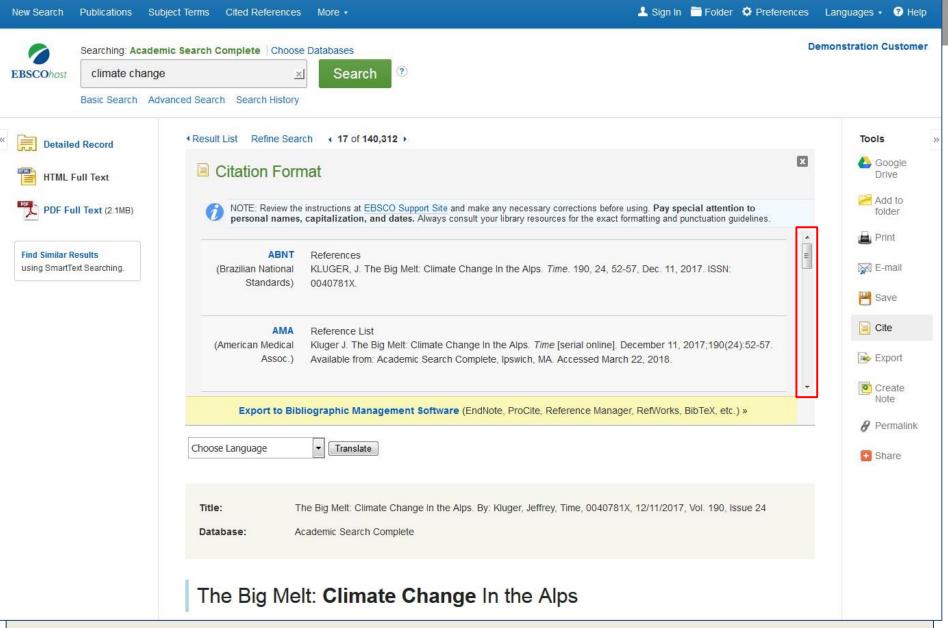


The EBSCO Citation tool provides citations for articles formatted in a variety of popular formats, including MLA and APA. In this tutorial, we look at how to use the **Cite** tool to copy and paste citations for the articles you view in EBSCO *host* and other EBSCO interfaces.

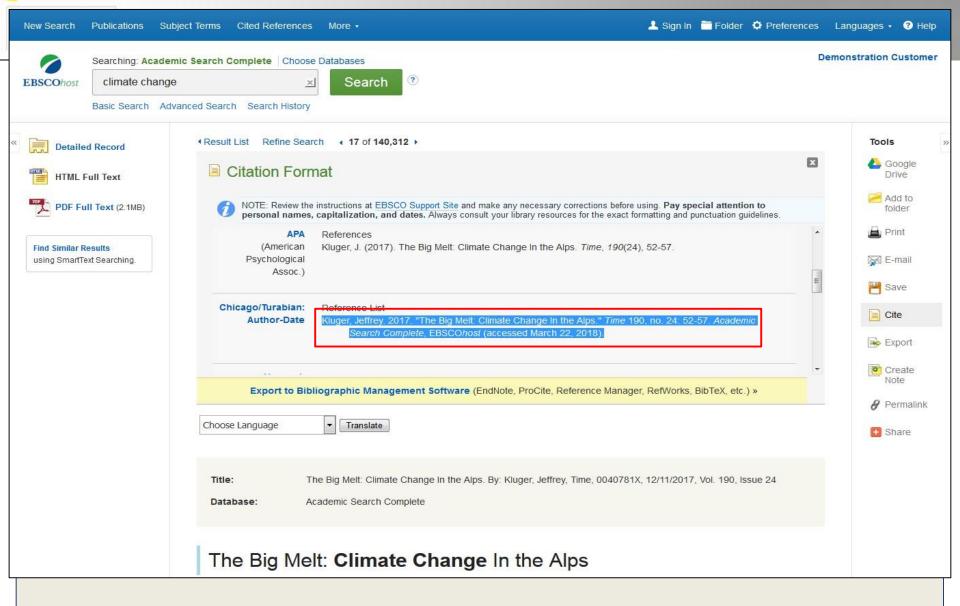


When writing a research paper, you must cite any information or quotes that did not come from you. Citations direct readers to the complete information regarding the work. Even if you paraphrase information but do not use the exact quote, it must be cited. The **Cite** tool makes citing information easy by providing formatted citations in a wide range of popular formats, including MLA, AMA, and APA.

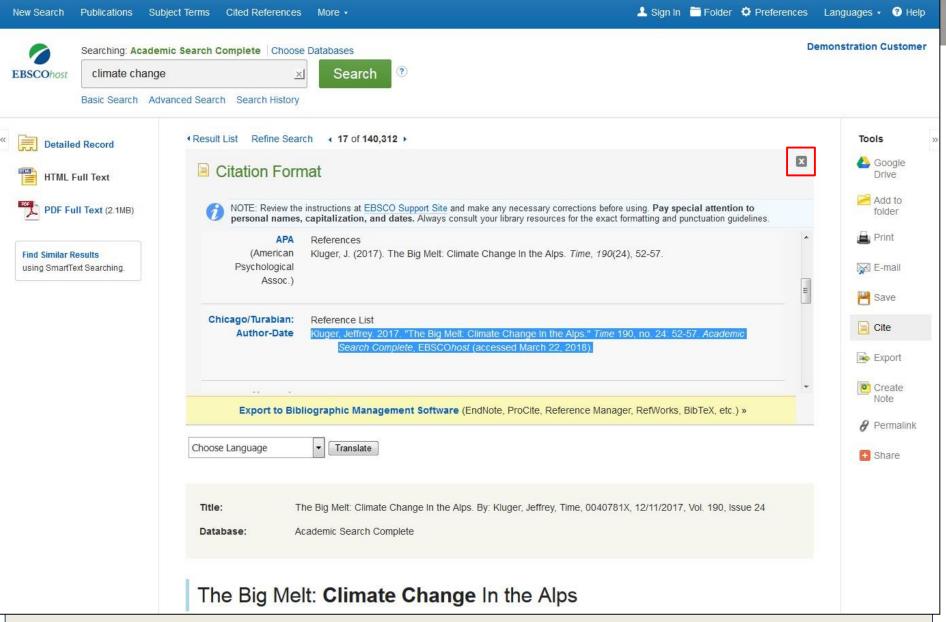
To begin, click the **Cite** link in the **Tools** menu of the Detailed Record or Full Text view of your article.



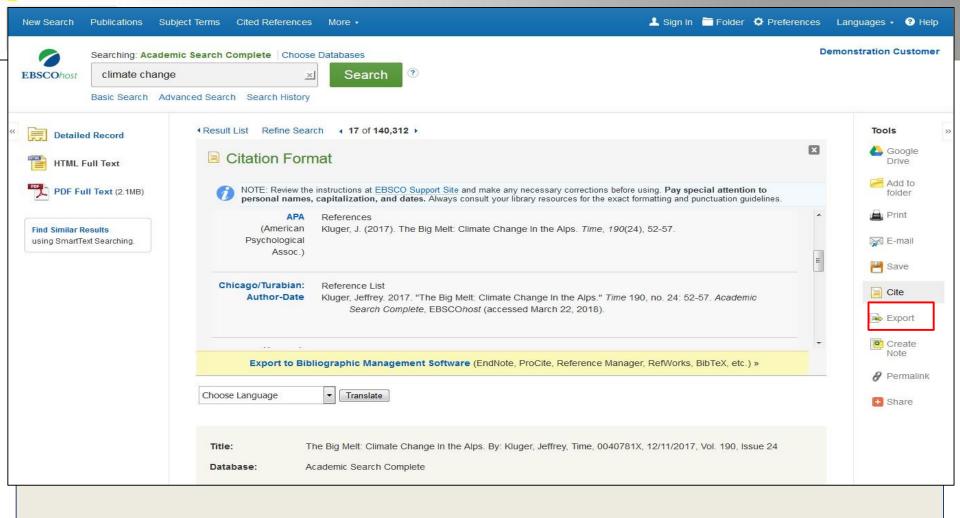
Scroll through the available citation formats to find the required citation to add to your document.



Copy the required format by highlighting the citation and using your browser's copy and paste function to add the citation to the Works Cited page of your document.



When you are finished, click the **X** in the corner to close the Cite tool.



Please note, as citation formats are frequently updated, you should always consult your library resources for exact formatting and punctuation guidelines.

In addition, if you would prefer to export a citation to Bibliographic Management Software such as EndNote or ProCite, you can do this using the **Export** feature, also available in the **Tools** menu. You can also add multiple articles to the folder and Export their citations all at once from within the folder.



## **Tutorial**

# Creating a Journal Alert on EBSCO*host*





**Demonstration Customer** 



Searching: Academic Search Complete | Choose Databases

Enter any words to find books, journs 
Search Options 
Basic Search Advanced Search Search History

Journal Alerts allow you to set up automatic e-mail notification when a new issue of a specific journal becomes available in an EBSCO host database.



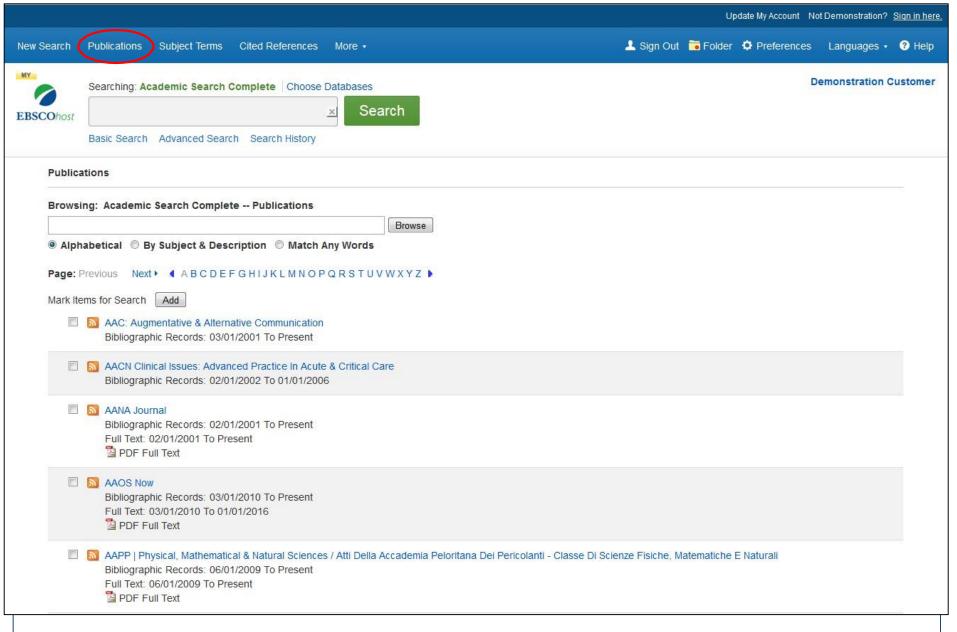


**Demonstration Customer** 

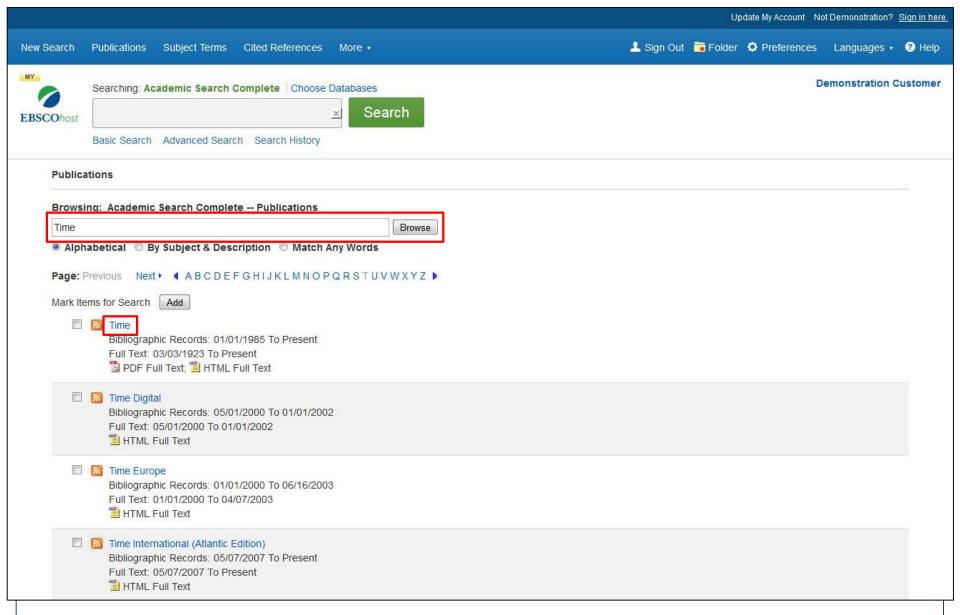




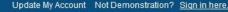
In order to create Journal Alerts, you must be signed in to your My EBSCO*host* personal folder account. To sign in or create a new account, click the **Sign In** link in the top toolbar.



First, click on the **Publications** button along the top toolbar.



Enter the publication name in the **Browse Publications** field and click **Browse**. Next, click on the title link to view the Publication Details page.



+ Dec 2016 + Nov 2016 + Oct 2016

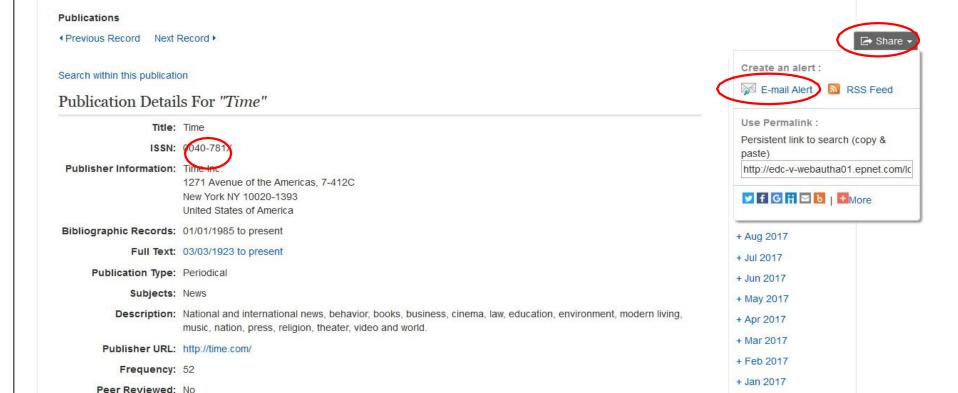
New Search Publications Subject Terms Cited References More ▼ Preferences Languages ▼ ? Help

**Demonstration Customer** 

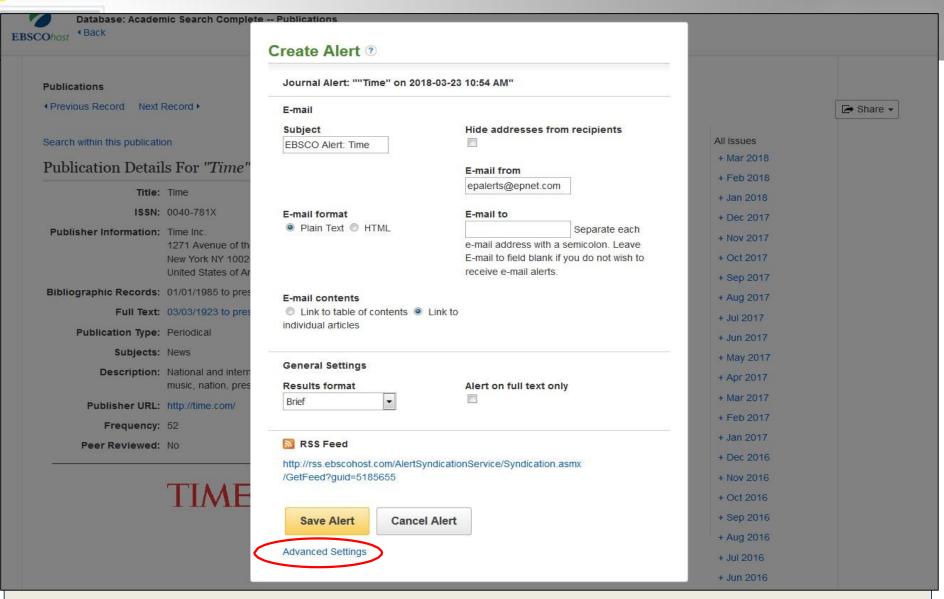


Database: Academic Search Complete -- Publications

, ◆Bac



On the publication record, click on **Share** in the upper right corner. In the resulting drop-down menu, click **E-mail Alert** to open the Journal Alert setup window.



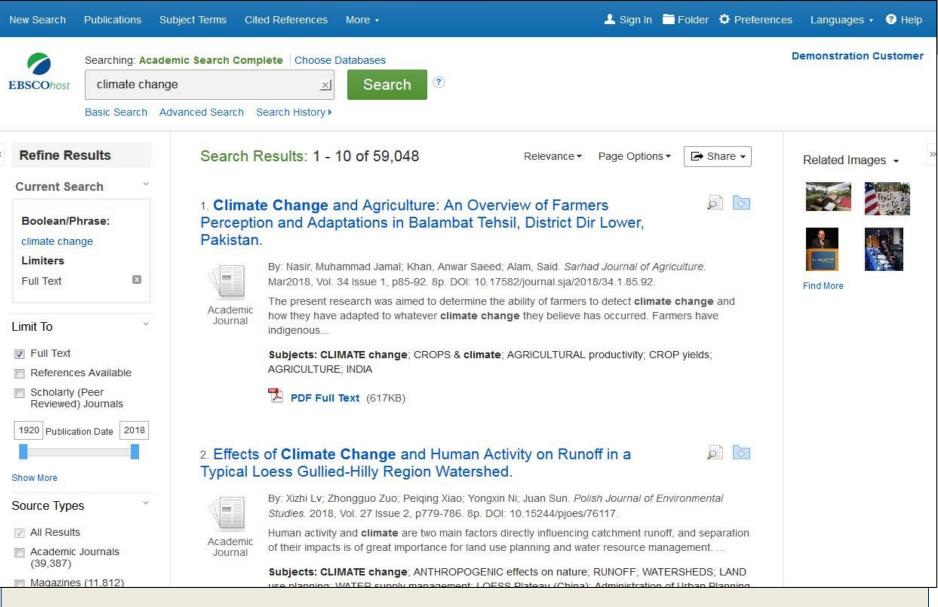
Set your alert parameters, add your e-mail address, and click **Save Alert**. You will now be alerted when a new issue becomes available. You can also click the **Advanced Settings** link if you would like to access all of the available alert customization options.



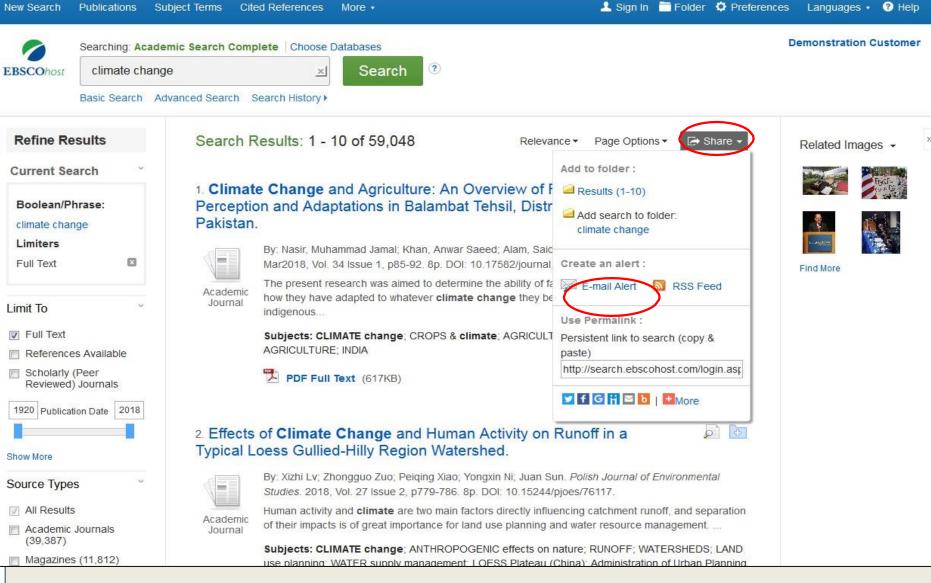
## **Tutorial**

# Creating a Search Alert on EBSCO*host*

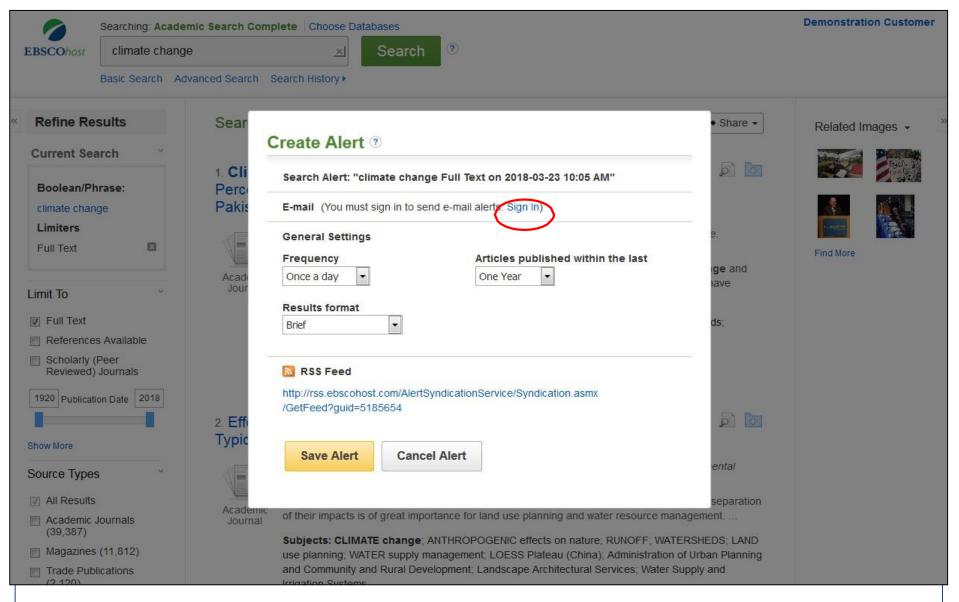




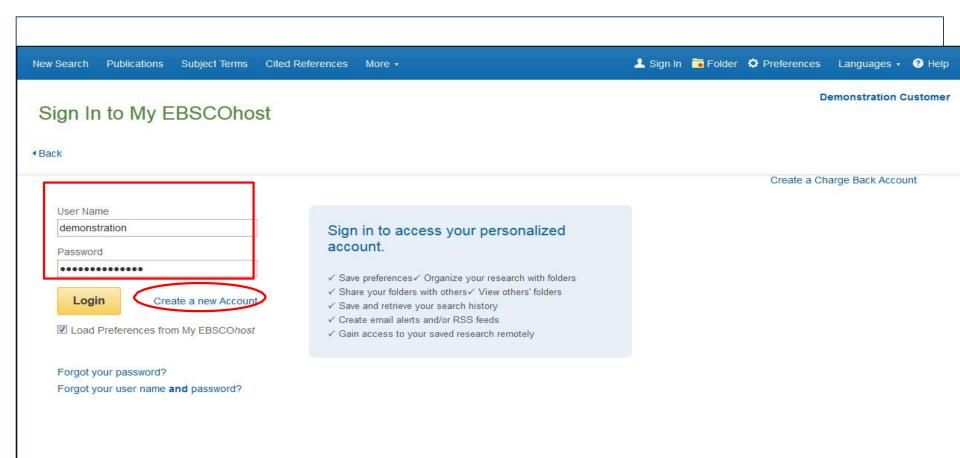
Search Alerts save valuable research time, and can be set up to provide automatic e-mail notification whenever new results related to topics of interest become available in EBSCO host.



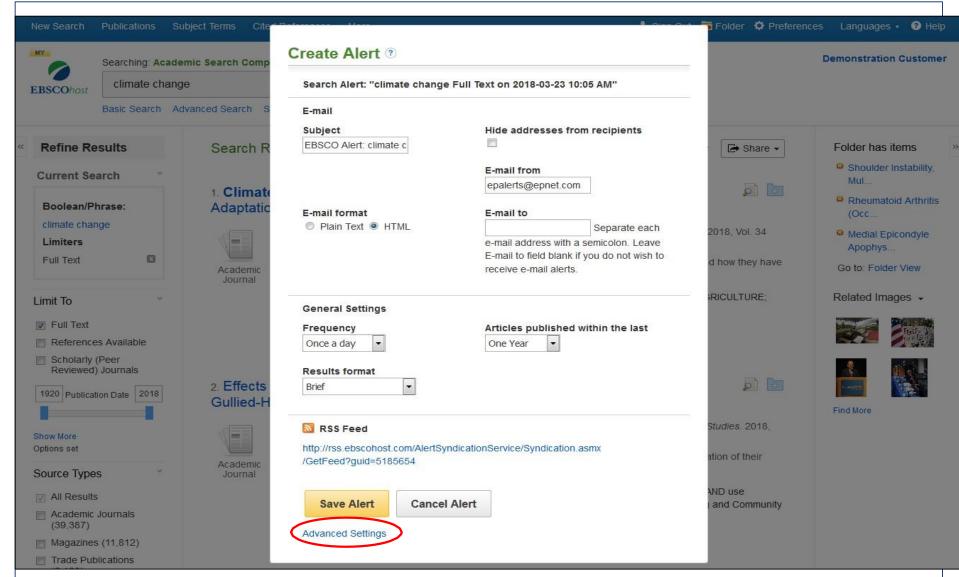
Setting up a Search Alert from the result list is simple and can be done quickly. After performing your search, click on the **Share** link at the top of the result list and select **E-mail alert** from the resulting drop-down menu.



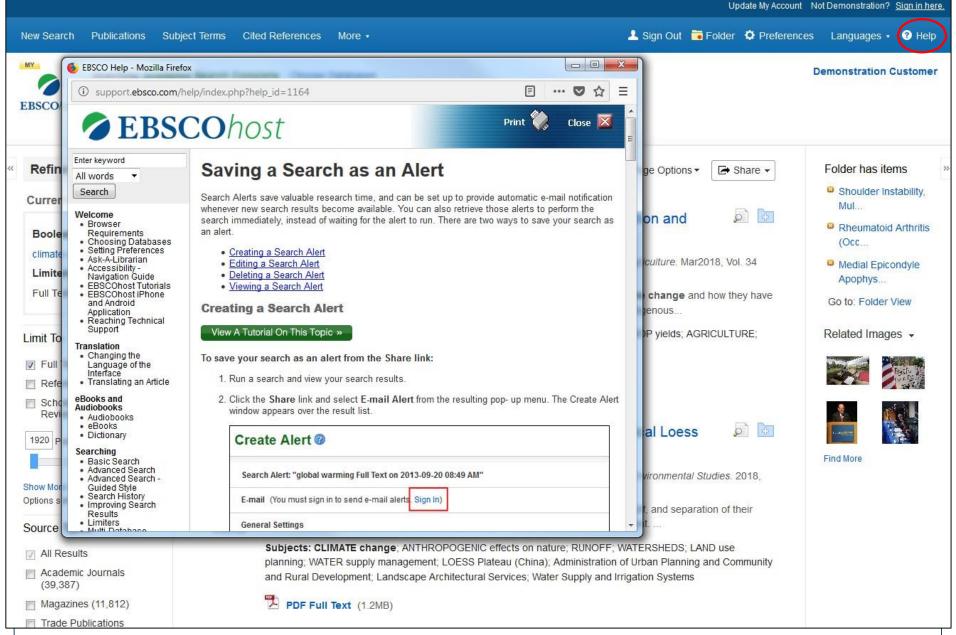
The alert set-up window appears on the screen over your result list. Before saving alerts or saved searches, you need to be signed into your My EBSCO*host* folder. Click the **Sign In** link to sign into your personal folder or create a new account.



Enter your user ID and password and click **Login**. If you need a User Name and Password, click on the **Create a new Account** link and follow the prompts. Search and Journal Alerts, as well as Saved Searches, are stored in your personalized (My EBSCO*host*) folder, which can be created by EBSCO*host* users at no charge.



Complete the Alert setup form selecting from the **Frequency** and **Results Format** drop-down lists. Enter the email address(es) to which you want your future search results sent, and then click **Save Alert**. If you would like to view all available Search Alert customization settings, click the **Advanced Settings** link.



Click the **Help** link to view the complete online Help system.

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Access the subscription @ http://search.ebscohost.com/

Support material @ https://connect.ebsco.com

**Video Tutorials @** 

### **EBSCO**

### Thank You

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