
EBSCOHOST

Getting Started

- From the Windows **Desktop**, click twice on the **Internet Explorer** icon.
- For on-campus use, from the Library's homepage, click on the **Databases** tab at the top of the page. Click on the down arrow next to Select Database to get the database list, then click on the **EBSCOhost** link.
- Remote access to EBSCOhost is available for faculty, staff and students. For remote access, when off-campus, simply click on the **Databases** tab and then select **EBSCOhost**. A password screen will appear. Enter the password and click **Login**. To obtain the necessary password, contact a reference librarian at (734) 432-5767.
- On the EBSCOhost homepage, choose the database(s) you would like to search. Just click in the box next to the database name and a check mark will appear. Choose as many databases as you wish. Click on the **Continue** button at the top or bottom of the page to start your search. **NOTE:** If you want to use the thesaurus in **CINAHL (CINAHL Headings)**, you must choose **CINAHL Plus with Full-text** by itself.

Searching

There are three main modes of searching in EBSCOhost, **Basic Search** mode, **Advanced Search** mode and **Visual Search** mode. The default search in EBSCOhost is the Advanced Search mode. This is the recommended mode.

- **Advanced Search** mode provides the user with three input boxes for search terms, three field selection boxes with drop-down menus for accessing different record fields, two Boolean operator boxes (for **And, Not, Or** searches) and the ability to set limits on the search (i.e., full-text, year, peer-reviewed, journal subset, etc.).
- To search, enter your search terms in the input boxes (use as many as you need), choose the appropriate record field from the drop-down menu next to each box where you have entered a search word, choose your operators (**And, Not, Or**) as needed, set any limits and click on the **Search** button.
- The system will retrieve your results and display them on the **Results** screen. To access the **Detailed Record**, you can click on the blue title link for the article and the system will take you into the citation and abstract screen. To access the full-text (if it is available), you can click on the **PDF Full Text** or **HTML Full Text** link beneath the chosen record, either from the results list or from the citation and abstract view.
- **Next** and **Previous** links are provided on the **Results** screen to facilitate movement between pages of citations. Arrows are provided at the top and the bottom of the citation and abstract view to move from one detailed record to the next.

Marking and Printing Records

- To mark an item while on the **Results** screen, click on the **Add to folder** link below the citation. The folder icon next to the **Add to folder** link will open, showing a page in the folder, indicating that the item has been marked. To mark an item while in the **Detailed Record**, click on the **Add to Folder** link to the right of the record. The folder icon will open, showing a page in the folder, indicating that the item has been marked and the link will change to **Remove from Folder** in case you wish to remove it from the folder.
- Mark as many records as you like and when you are ready to view them, click on the **Folder** link at the top of the **Results** screen or the **Folder** link at the top of the **Detailed Record**. This will provide a comprehensive screen displaying all the records you have marked.
- To print the citations that you have marked, once in the **Folder** list, select the items you want to print by clicking in the boxes next to the items or click in the box next to **Select/Deselect All**. Then click on the **Print** icon to the right of the folder list. Choose the **Standard Field Format** (Brief Citation, Brief Citation and Abstract or Detailed Citation and Abstract) or, if desired, select a **Citation Format** (i.e. APA, MLA, etc.) Click on the **Print** button to send your records to be printed.
- This will **only** print the citations. If some of the marked items are full-text, you must click on the full-text link to access the full-text and then click on the **Print** icon within the Adobe Acrobat Reader plug-in, if the record is a **.PDF** file or click on the **Print** link at the top of the full-text screen if the full-text is **.HTML**.
- To remove items from the **Folder** while on the **Folder** screen, click in the box next to the citation you wish to remove from the marked records and then click **Delete Items**. To remove all the marked items from the **Folder**, click in the box next to **Select/Deselect All** and then click **Delete Items**.

Emailing and Saving Records

- To Email a citation or the full-text of an article to yourself, when on the **Detailed Record** screen or the **Full Text** screen, click on the **Email** icon.
- The **Email Manager** screen will appear with a box where you should type your Email address. There will also be some choices in regard to **Standard Field Format**, **Citation Format**, etc. Make the appropriate choices and click on the **Send** button. You will receive an **Email Confirmation**, noting that your email has been sent.
- To save records, while on the **Detailed Record**, click on the **Save** icon. From the **Detailed Record** you will be asked to choose the **Standard Field Format**, **Citation Format**, etc., then click on the **Save** button. Full-text will be saved as an HTML link from this format. To save **.PDF** full-text, use the save function in Adobe Acrobat Reader. To save **.HTML** full-text, when on the **Full-text** screen, click on the **Save** icon and choose the **Standard Field Format**, **Citation Format**, etc., then click on the **Save** button. The **.HTML** full-text and an **.HTML** link will be saved.