

## SEARCHING THE EBSCOHOST DATABASES

EBSCOhost includes a variety of proprietary full text databases and popular databases. Academic and health/medical titles include AltHealthWatch, CINAHL, MEDLINE, HealthSource, ERIC, and Academic Search Premier. Resources vary by database, and include one or more of the following source types: citations, abstracts, full text articles, reference books, primary source documents, pamphlets, and Web links. Another help sheet that may be of interest is *Assessing an Information Need*, which is available from the Library's Web site (<http://hsc.utoledo.edu/lib/education/assess.pdf>). There is also a help sheet specifically for CINAHL (<http://hsc.utoledo.edu/lib/education/cinahl.pdf>)

### General Information

- EBSCOhost databases are available through the Library's Web page <http://hsc.utoledo.edu/lib/>. For a listing of EBSCO databases, click on the **OhioLINK** button at the top of the page, then select **Find Articles and More with OhioLink Databases**. Select the **D-E** link under **Listed by Name** and scroll down to and select **EBSCO**. Finally, click on to **EBSCOHost Web**. Remote access is available to people who are registered with the Library.
- Once inside an EBSCOhost database, online help is available by clicking on the **Help** link in the upper right hand corner of the screen.
- If assistance is needed, contact a library staff member. From home or office, you can obtain reference assistance by calling 419-383-4218, sending email to [MulfordReference@utoledo.edu](mailto:MulfordReference@utoledo.edu), or by accessing chat reference from <http://hsc.utoledo.edu/lib/resources.html>. Reference appointments can also be requested.

### Selected EBSCOhost Databases

<b>AltHealthWatch</b>	Complementary, holistic and integrated approaches to health care and wellness. Resources include citations, full text articles pamphlets, booklets, special reports, original research, and book excerpts.
<b>CINAHL</b>	The premier nursing and allied health database. Indexes journal articles, books, book chapters, dissertations and theses, research instruments, and more.
<b>MEDLINE</b>	Authoritative medical information on medicine, nursing, dentistry, the health care system and pre-clinical sciences. Includes abstracts from over 4,600 biomedical journals.
<b>HealthSource-Consumer</b>	Coverage includes the medical sciences, nutrition, childcare, sports medicine, and general health. Indexes over 200 general health, nutrition and professional health care publications.
<b>HealthSource-Nursing/Academic</b>	Nursing and allied health with coverage for over 500 scholarly full text journals. Also featured are abstracts and indexing for over 615 journals.
<b>Clinical Pharmacology</b>	Drug monographs for all US prescription drugs, hard-to-find herbal nutritional supplements, over-the-counter products and new investigational drugs (from <i>Gold Standard</i> ).
<b>ERIC</b>	Citations and abstracts from over 980 educational and education-related journals, as well as full text of more than 2,200 digests.
<b>Psych &amp; Behav.</b>	Covers nearly 550 full text journals and topics such as emotional and behavioral characteristics, psychiatry and psychology, mental processes, anthropology, and observational and experimental methods
<b>Professional Development</b>	Provides a highly specialized collection of over 515 full text journals, designed for professional educators

Other databases include **Academic Search Premier** (scholarly publications), **MasterFILE Premier** (general interest publications), **Business Source Premier** (scholarly business journals), and **Computer Source** (high technology).



## Finding Articles by Topics

---

There are two ways of searching for articles by topic:

- Keyword** Keyword searching retrieves articles that contain the exact word or phrase for which you searched. A keyword search searches for words in the following fields: title, author, journal title, abstract, and the full text (if available). A word may be searched in only one part of the item, such as the abstract. It is also possible to search for a word in all parts of the item as it appears in the database. See the section below on **Advanced Searching: Keyword Searching** for more information.
- Subject** Subject searches rely upon subject headings, words or phrases that describe the contents of an article. Subject headings pull together all articles on a concept together. Synonyms (*myocardial infarction* and *heart attack*) and spelling variations (*estrogen* and *oestrogen*) need not be searched separately. Additionally, an individual meaning of a homonym pair may be searched separately. See the section below on **Advanced Searching: Subject Searching** for more information.

## Advanced Search: Keyword Searching

---

- Searching** This is the default search option for the EBSCOhost databases. If it is not in view, click on the **Advanced Search** tab at the top of the page, then click on **Keyword** button within the tab. Enter the desired search term(s) in the search boxes. (See the Specialized Searching section below for more information about how to enter search term(s) in the boxes.) The search can be narrowed by selecting a specific field from the dropdown menu (such as author, article title, and abstract); the broadest search possible can be done by keeping the option **Default Fields**.
- Combining** If terms are entered in more than one search box, you'll need to indicate how you want them handled in the search. Use the drop down menus below FIND: and select AND, OR, or NOT to either broaden or narrow the search.
- AND each search result must contains all of the terms (apple AND pie)  
OR each search result contains at least one of the terms (macintosh OR granny smith)  
NOT search search result includes the first term, but does not have the other term (apple NOT macintosh); unlike using AND and OR, term order is important when using NOT: apple NOT macintosh searches for items including apple, but not macintosh. Use NOT with extreme caution. Excluding a seemingly irrelevant term often excludes relevant references that include both terms.
- Limiting** Limiters are located under the **Refine Search** tab (below the search boxes) and narrow the scope of the search. Each database has its own set of limiters, but available options may include full text only, publication dates, images only, peer reviewed resources only, or references available.
- Expanding** At the bottom of the **Refine Search** tab there are expander options. These options broaden the scope of the search, and, like limiters, expanders vary among databases. Two examples are **Also search for Related Words**, which widens a search by including words related to keywords entered in the search box, and **Also Search within the Full Text of the Articles**, which widens the search by including the actual text of the full text results in the search.

## Advanced Search: Subject Searching

---

- Browsing** Click the **Subject Terms** button. Use the **Browse For** field is to enter the search term(s). To search for a person's name, use the following format: last name, first name. Buttons at the end of the search box may be used to display the related subject headings **Alphabetically (Term Begins With link)** or **By Relevance (Relevancy Ranked link)**.
- Searching** To search, type in desired term in the **Browse For** box, then click on browse. The next page will provide you with your term in addition to an alphabetically listing of terms which come after it. Click on the term you desire and you will be given a detailed listing of that term.
- Results List** When looking at the results list, click on the subject heading of interest. The resulting page will give you additional options that will give you greater control of your search with broader, narrower, and related terms. Select the desired search features (see below), click on the **Add** button near the top of the page, then click on the **Search** button.

<b>Tree Views</b>	The tree views show how the heading is related to other headings. If you see a heading that is better than the one on which you originally searched, click on the better heading.
<b>Explode</b>	The search will include that term, plus all narrower terms.
<b>Major Concept</b>	The search will be restricted to articles that have the subject heading as the main point of the article.
<b>Subheads</b>	Subheadings are used to restrict to a particular facet of the subject heading. Select the subheadings appropriate to the search.

## Specialized Searching

---

The following methods may be used within the search boxes to modify the ways words are searched in a *keyword search*.

### Combining within a Search Box

Two or more words (or phrases) may be entered in a single text entry box by using the operators AND, OR, and NOT. More information about selecting an operator is available on page 2 of this help sheet.

### Wildcard (?) and Truncation (\*) Symbols

The wildcard and truncation symbols are used to create searches where there are unknown characters, multiple spellings, or various endings. To use the **Wildcard**, enter the search terms and replace each unknown character with a (?). To use **Truncation**, enter the beginning of a search term and replace the ending with an asterisk (\*).

More information on other specialized ways of searching can be found in online help. Some EBSCOhost databases may also be searched for information about publications (including their contents) and companies. It is also possible to search for images. Check online help within the database for more information.

## Visual Searching

---

Visual searching allows you to run a search and then have it displayed in a graphic format as opposed to a **list of references**. To use this feature, click on the blue **Visual Search** tab at the top of the screen. In the Find box, type in your search term(s). Below this box, you are able to select Show Filters to limit your search by keyword, date or publication name. Once you type in your term(s) and click on **Search**, a large circle with smaller circles within smaller circles or squares will be displayed. Circles represent categories or subcategories of your search, and squares represent specific articles related to your search. To zoom into a particular circle, click directly on that circle. To zoom out, click on the outside are of the circle or select the Zoom Back from the top of the screen. Once you click on a square (article), that article's citation will be displayed to the right of the page. Please see Search Results: Viewing Full Text and Storing Records below for more information on accessing articles.

Visual Search is not designed for complex searching which is usually done in CINAHL and MEDLINE searches. Visual Search is designed to do a quick search. Visual Searching is not recommended for searches in CINAHL and EBSCOhost's MEDLINE because you will not have as much control over your searches.

## Search Results: Viewing Full Text and Storing Records

---

The Result List displays all search terms (**Results For**), the database(s) searched (listed in the drop-down menu next to **In**), and the search results. Clicking on the article title will display the abstract, if one is available.

Full-text availability is indicated by **PDF Full-Text** or **HTML Full-Text**; if given a choice, PDF Full-Text is usually the better option. If the article is not available full-text within the database, click on the OLinks icon or the **Find It!** link. This will let you determine if the full-text article is available from OhioLINK or from the MUO Library.

To store a record, click on the folder icon/**Add** link to the right of the citation. To store all records on the page, click on the **Add (##-##)** (under the **Sort By** drop-down menu) link at the top of the results list. To view the record that have been stored, click on the **Folder Has Items** link. Records that have been stored can be printed, emailed, saved to a file, or saved to be imported into a bibliographic software package (for more information on Bibliographic Manager, see page 4).

## Search History

---

This **Search History** tab is located to the right of the **Refine Search** tab (under the text entry boxes). It is only available using the **Advanced Search Screen**. The search history automatically saves a summary of individual searches performed during a current EBSCOhost session. Each line of searches in a search history includes a number assigned to the search (as S1), the search terms entered, limiters used, how the search was run, and number of results. Search results can be manipulated using the following options:

**Add to search** allows for results from different searches to be combined. Click in the box in front of two or more desired search results. Go to the **Add Using** option below the searches and select the desired operator from the drop down menu. Then click on the **Add** button.

**Revise search** link allows for editing a search by displaying the search terms in the FIND field.

**Delete** removes a selected search strategy from the Search History.

## Delivery Options

---

These options may be selected for an individual search result or for items saved in the Folder.

- Print** Options available for printing: Citation, detailed citation and abstract, various citation styles, and Full text (when available)
- E-mail** Options are available for e-mailing: Citation, detailed citation and abstract, various citation styles, and Full text (when available)
- Save to Disk** Options are available for saving: Citation, detailed citation and abstract, various citation styles, and Full text (when available). Additionally, **Links** to Internet Sources may be saved as either HTML link(s) to article(s) or an HTML link that will run the last search again. Bibliographic manager options include ProCite and EndNote. To use Bibliographic Manager, first select the article you which to save, then hit save. On the next page, click on the **Bibliographic Manager** tab. Next, click where you want to save the article to then hit the save button.

## Using My EBSCOhost

---

My EBSCOhost is a free service that allows you to save searches to run at a later date, to create search alerts (where the database will run a saved search on a predetermined schedule and email you the results), and journal alerts (where EBSCOhost will send an email to let you know when a new issue of a journal has been uploaded). To use these features, you must create a My EBSCOhost account. To work with saved searches and/or alerts, click on the **Search History/Alerts** tab below the search fields on the Advanced Search screen.

- Save Search** Run the desired search, go to the Search History/Alerts tab. Click on the **Save Searches/Alerts** link. Enter a name and description for the search, e.g., *mysearch1*.
- Retrieve Saved Searches** Click on the **Retrieve Searches** link then select the desired search to run. The search history box now contains the information for the saved search to be manipulated and run.
- Search Alerts** Run the desired search, go to the Search History/Alerts tab. Click on the **Save Searches/Alerts** link. Use presented template to indicate name, description, database to be searched, alert status and frequency, and email notification if desired.

The journal alerts option is not available in every EBSCOhost database (only those databases which include title lists). For example, Journal alerts are not available with Medline, but they are with **HealthSource**, **CINAHL**, **MEDLINE**, and **Academic Search Premier**. From the advanced search page, click on **Publications**. Search for and click on the name of a desired journal title, then click on the **Journal Alert** link. The journal alert screen will prompt for the time length of the alert service. The template also allows for email properties as subject line, email format, table of contents links, and article links.

## Printing Search History

---

From the **Advanced Search** screen, with the desired search history open, click on **Print History**. A browser screen will appear with the search history formatted for printing. To print, click the **Print** icon on the browser toolbar.