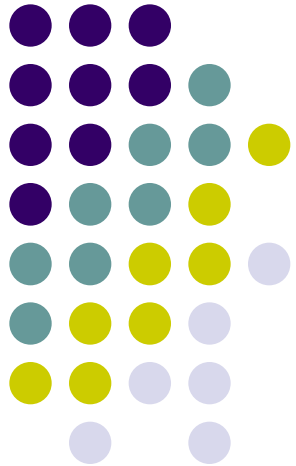
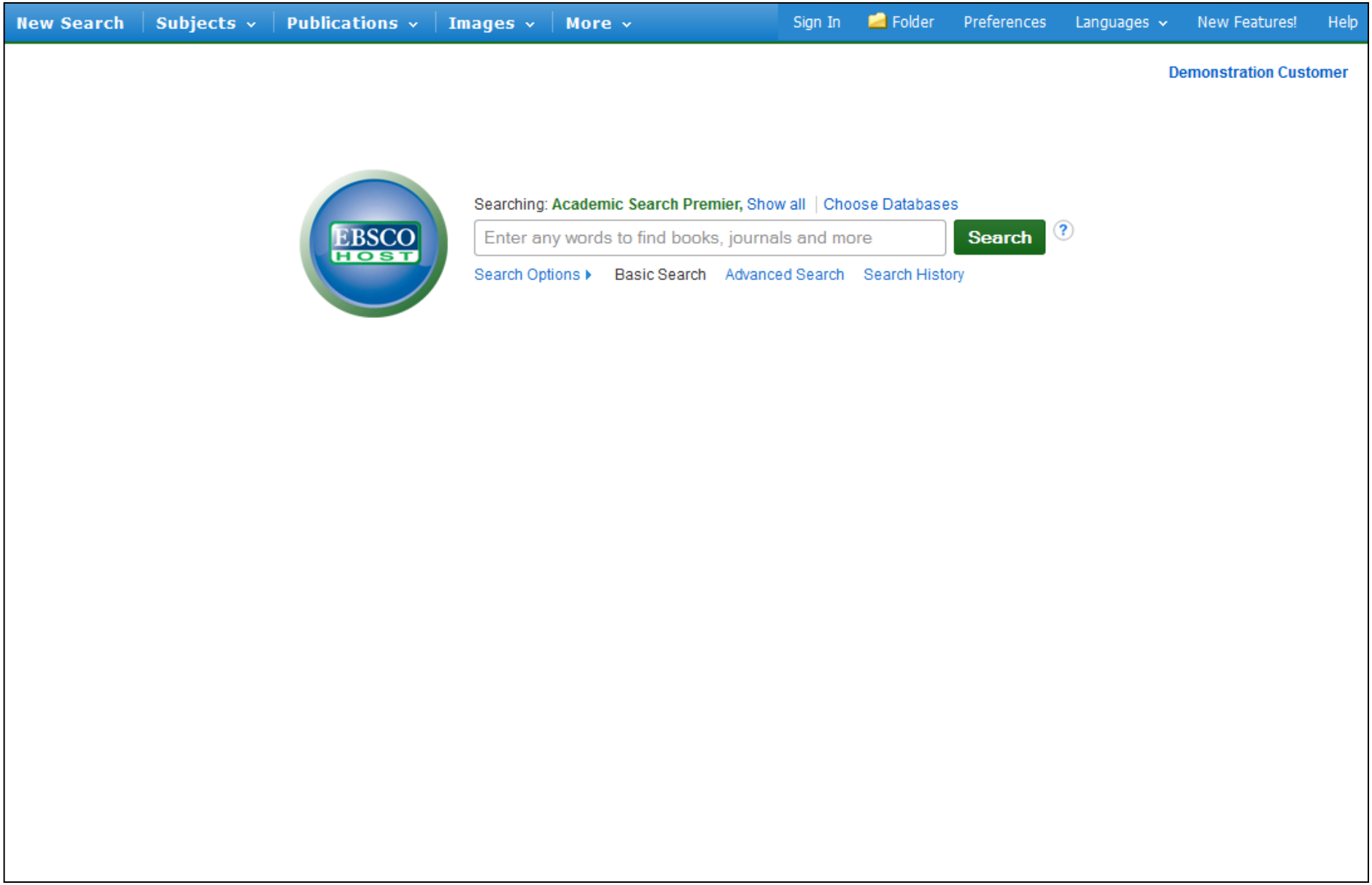
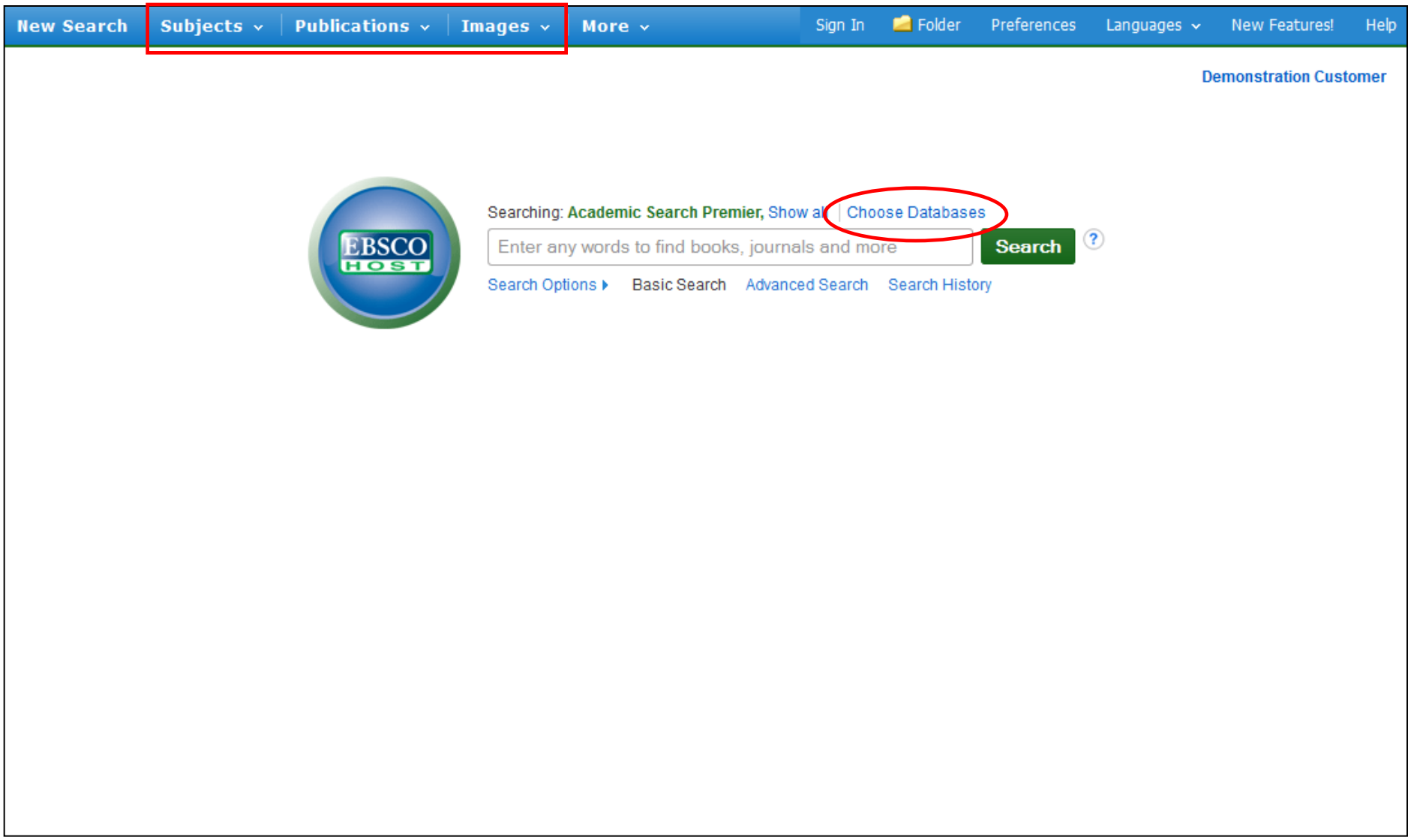
Introduction to EBSCO*host*

Tutorial

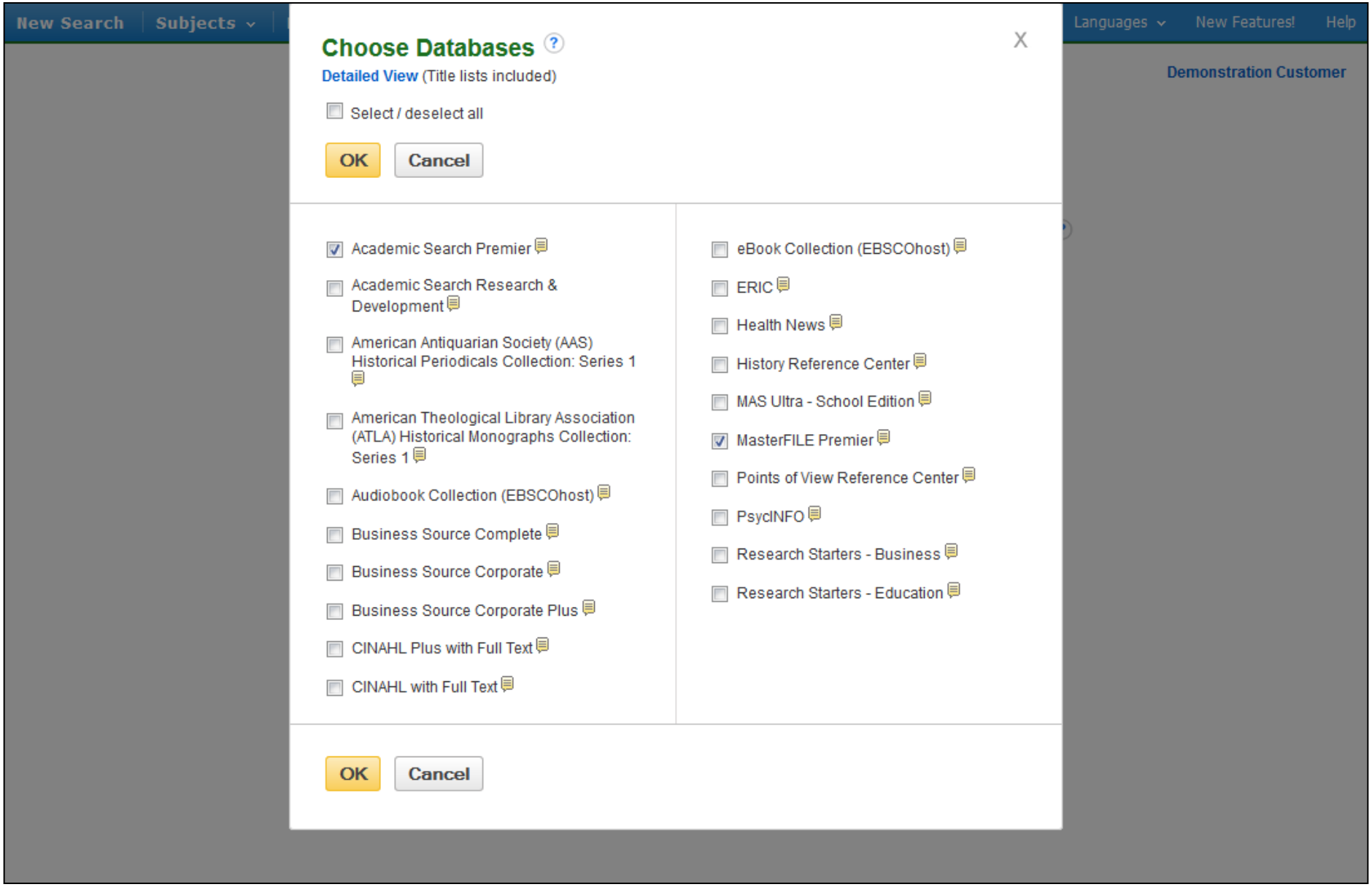




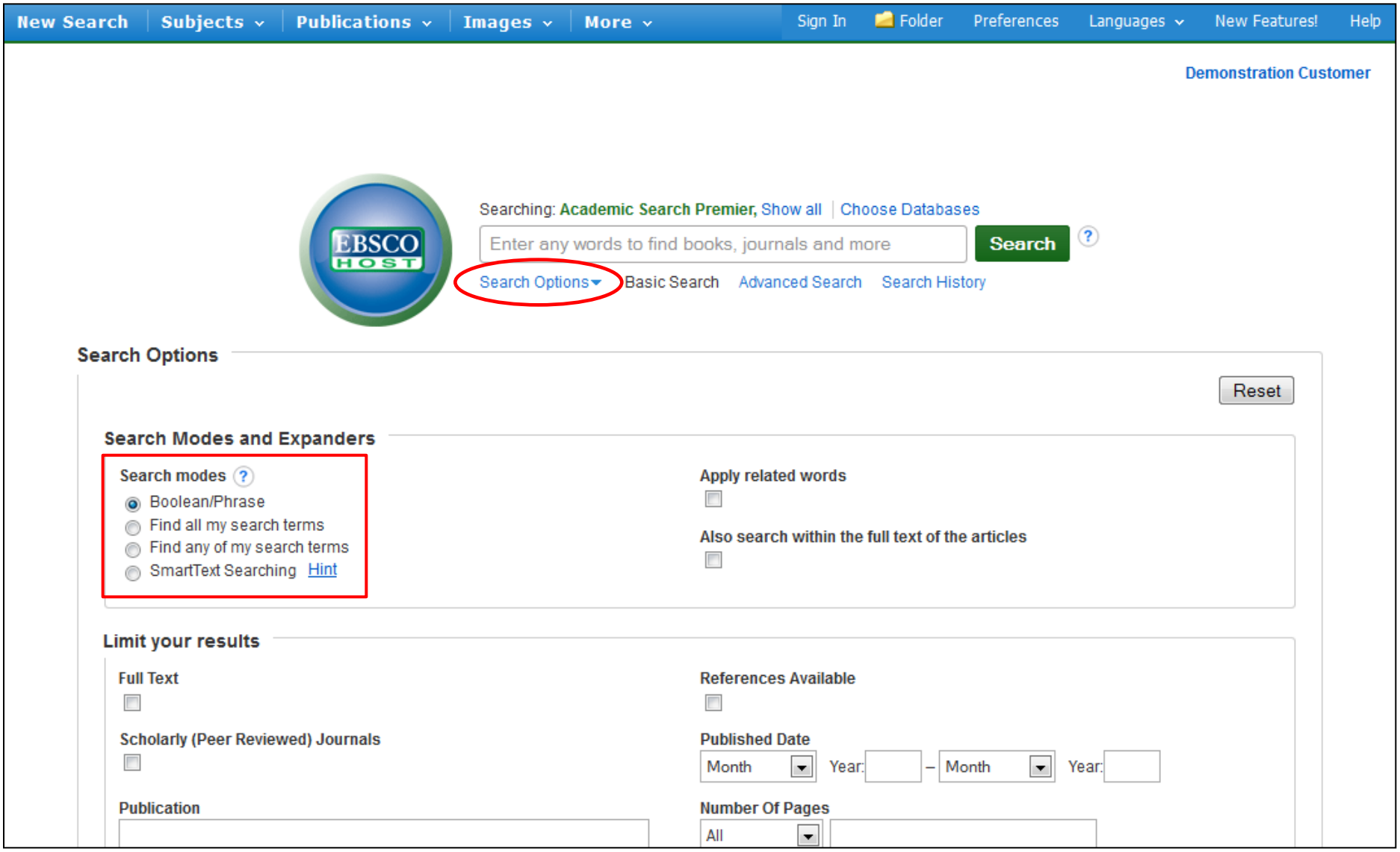
Welcome to the EBSCO*host* interface overview. In this tutorial, we will look at the EBSCO*host* searching interface, as well as features including: the result list, article and image preview, and preferences options.



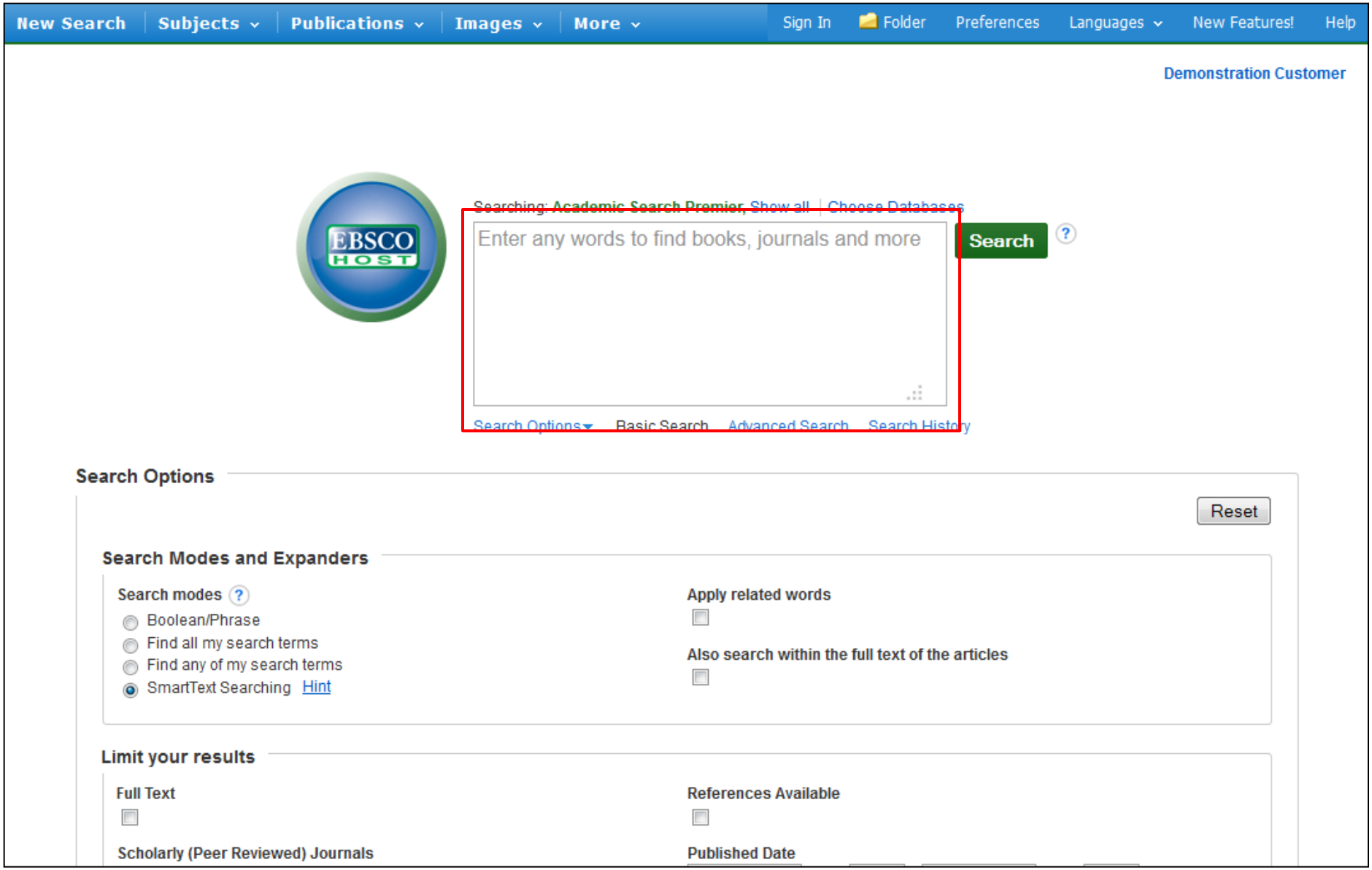
When logging into the EBSCO*host* interface, you will first notice a clean Basic search screen. Also, you see the authority files (**Subjects**, **Publications**, & **Images**) at the top of the EBSCO*host* screen. Click on these to search individual publications, subject terms, image collections, and more. If at any time during your session you wish to return to the basic search screen, simply click the **Basic Search** link below the **Find** field. You can add or change databases being searched by clicking the **Choose Databases** link above the **Find** field.



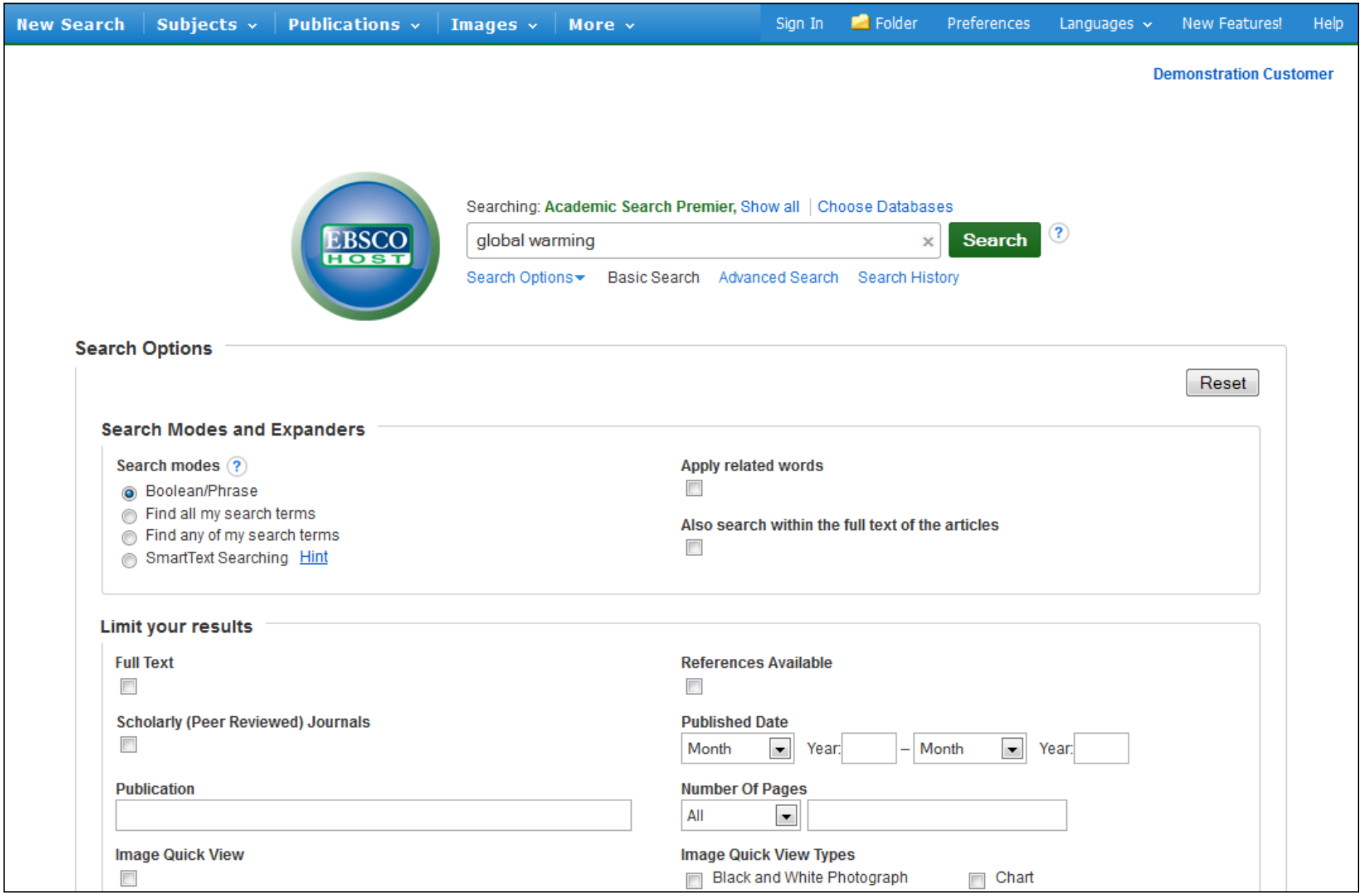
The **Choose Databases** window includes all of the databases available to you. From the list, add or change the database(s) being searched by checking the box next to the database name. After you've made your selections, click **OK**.



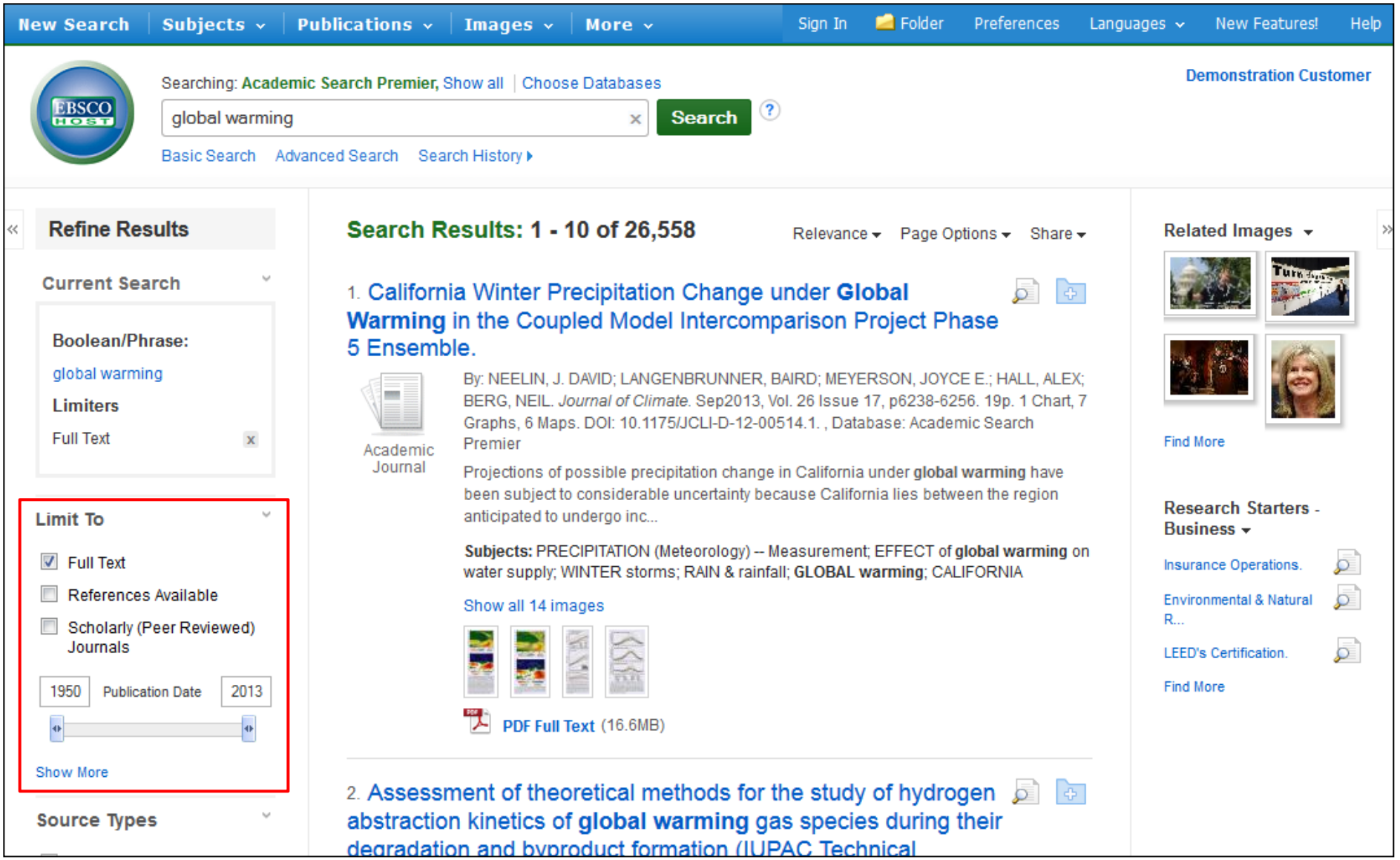
Click the **Search Options** link found under the **Find** field to add limiters to the Basic Search screen. Notice the **Search modes** feature. You can choose from the following Search Modes: **Boolean/Phrase** search, **Find all of my search terms**, which automatically adds an 'and' between your terms, **Find any of my search terms**, which automatically adds an 'or' between your terms, or **SmartText Searching**.



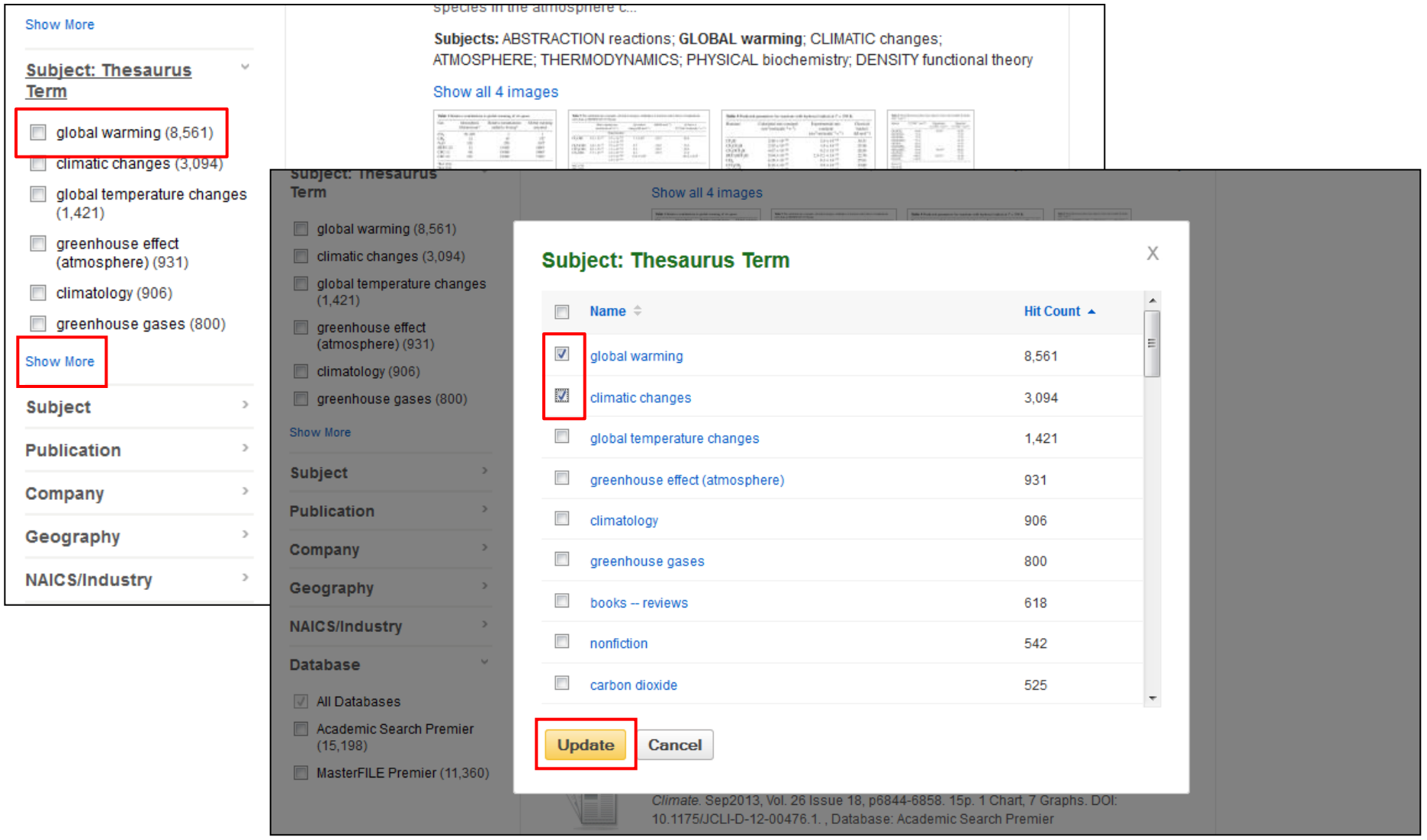
SmartText Searching allows you to enter a large amount of text to the **Find** field, or even an entire paragraph or page. SmartText searching examines the text, places a weight on the search terms, and returns a result list based on relevancy. Note the expanded **Find** field which accommodates more text.



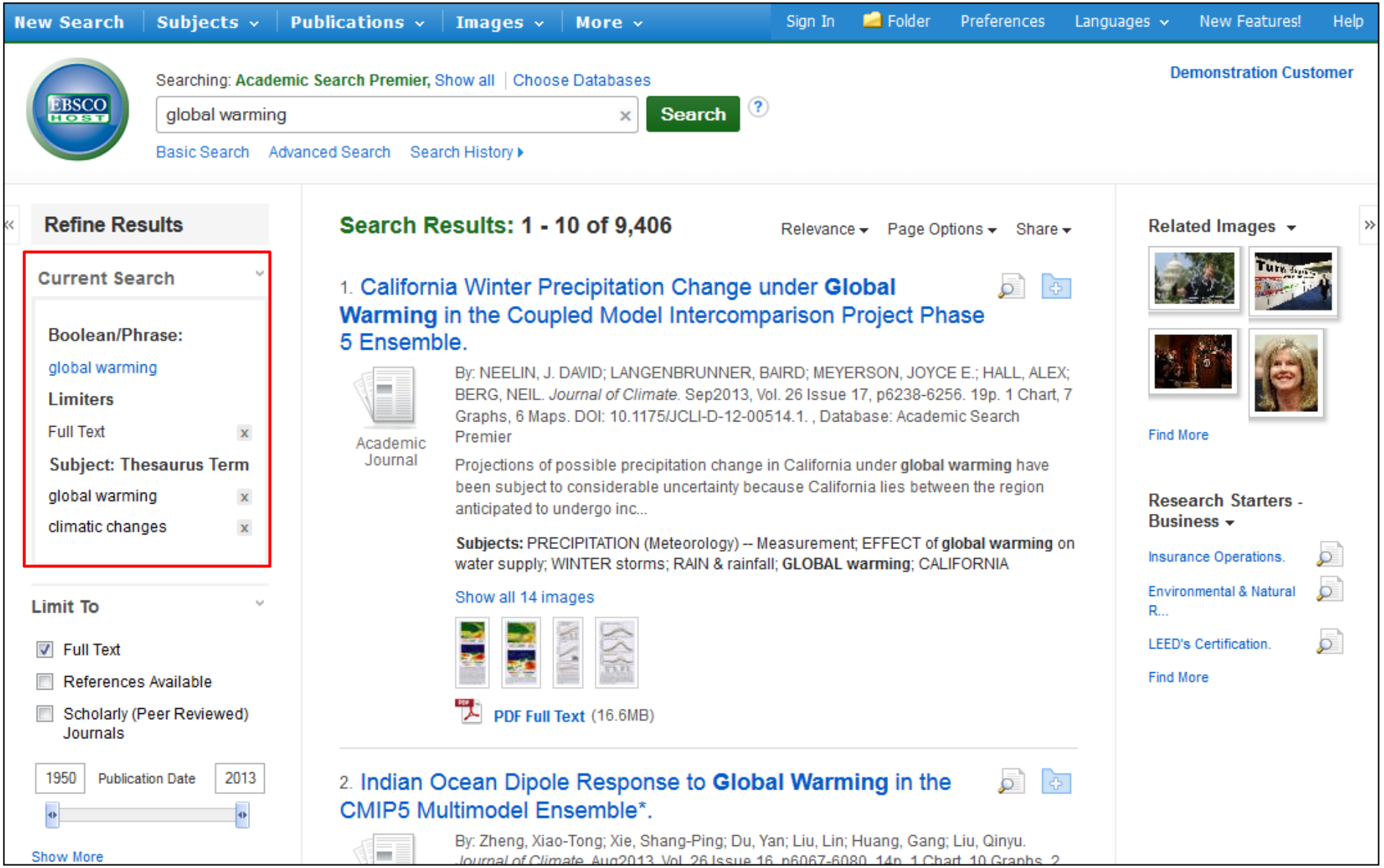
For now, let's do a basic search for the term "global warming." Enter the search term in the **Find** field and click **Search**.



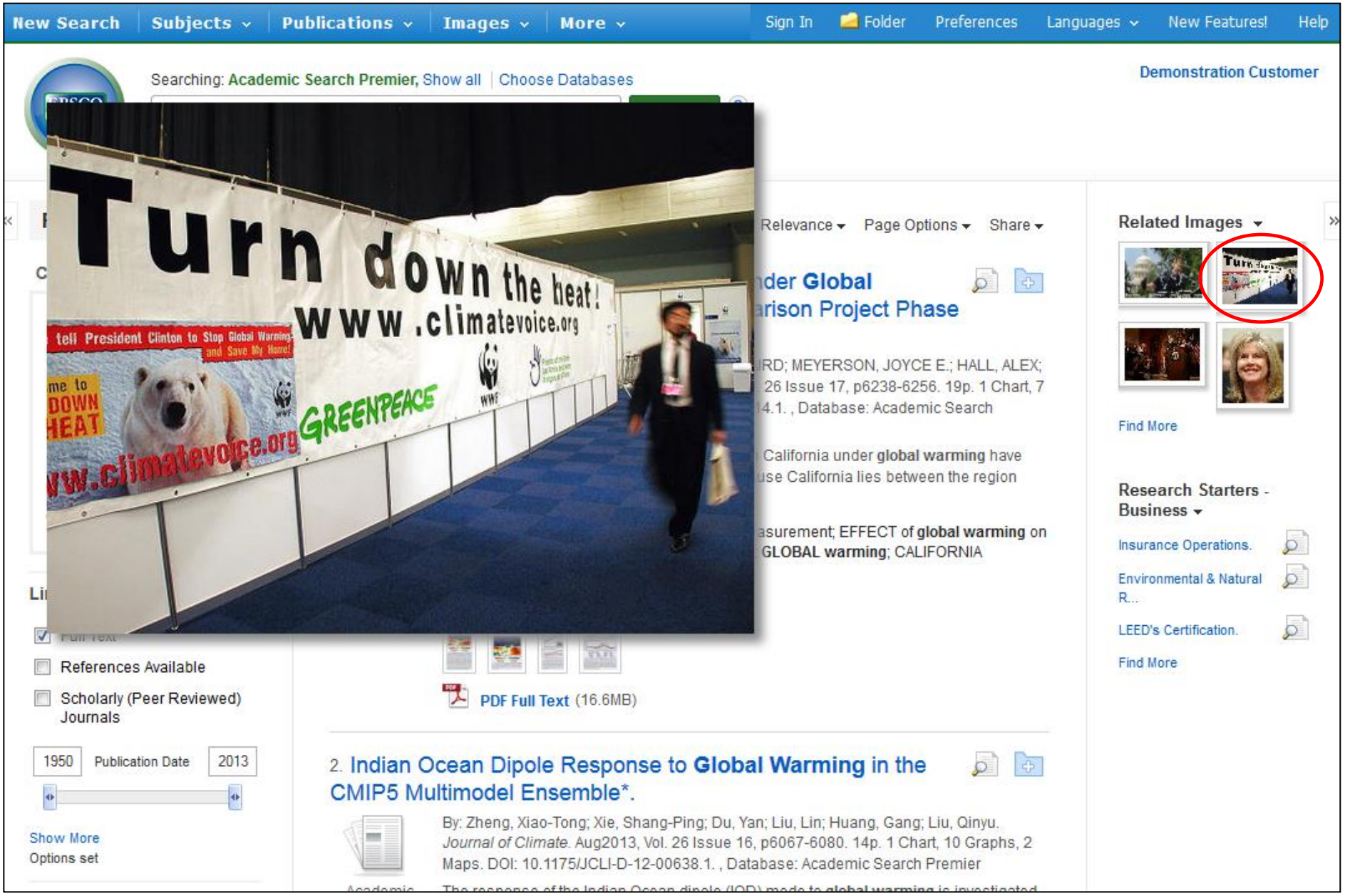
The result list is displayed. On the left, you can narrow your results using the limiters under **Limit To**. Limit your results to Full Text, References Available, or use the date slider bar to change the date range of your results. To view the entire list of available limiters, click the **Show More** link. When you click on a limiter, the result list is refreshed.



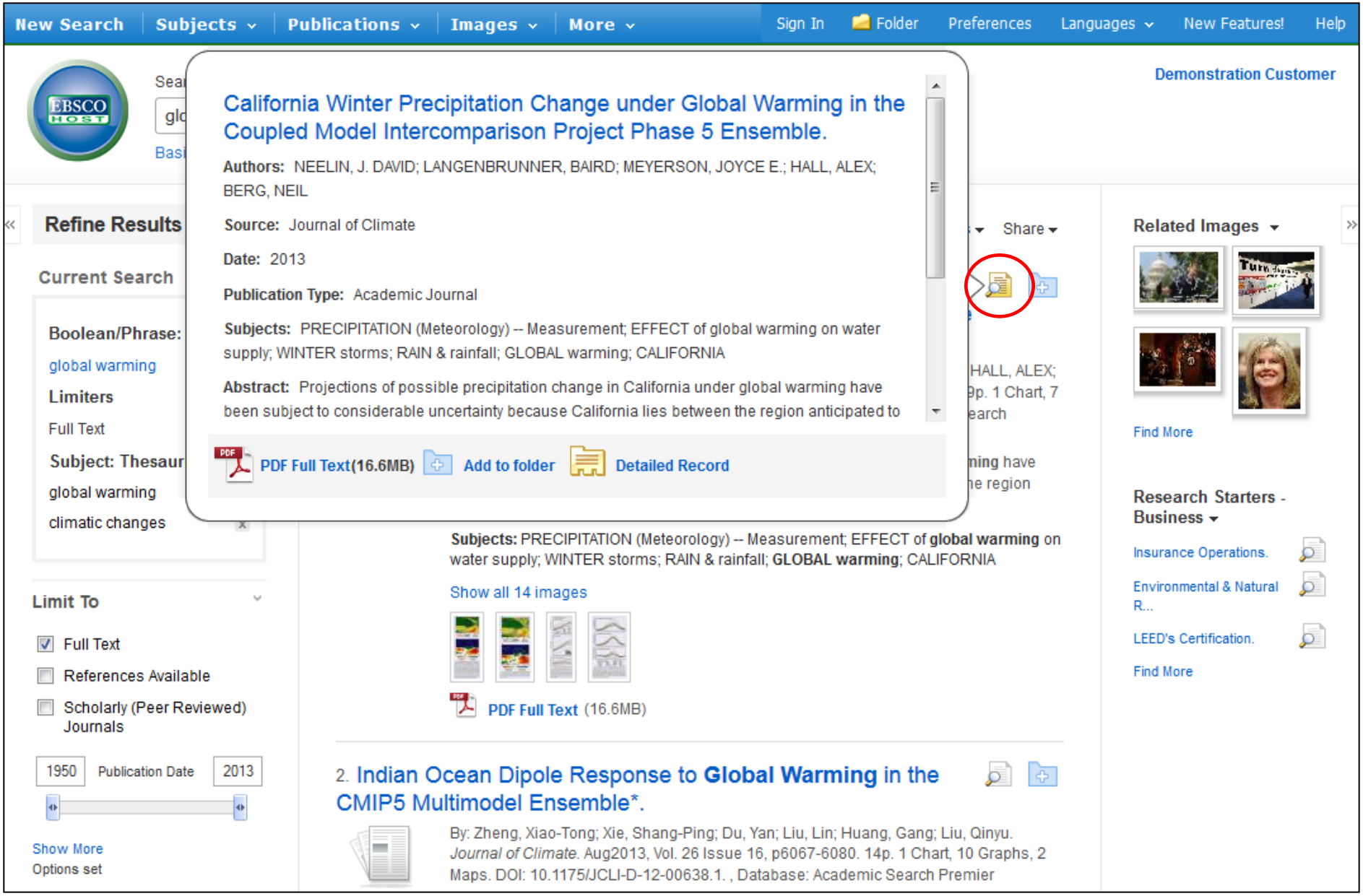
Below the **Refine your results** area, you can also narrow your results by selecting specific Source Types (such as Academic Journals or Magazines), specific Subject Terms or Subjects, or more. Click a Source Type or Subject Term to update your results. To view all available items, or select multiple terms, click the **Show More** link. After making your selections, click **Update**. The result list is refreshed.



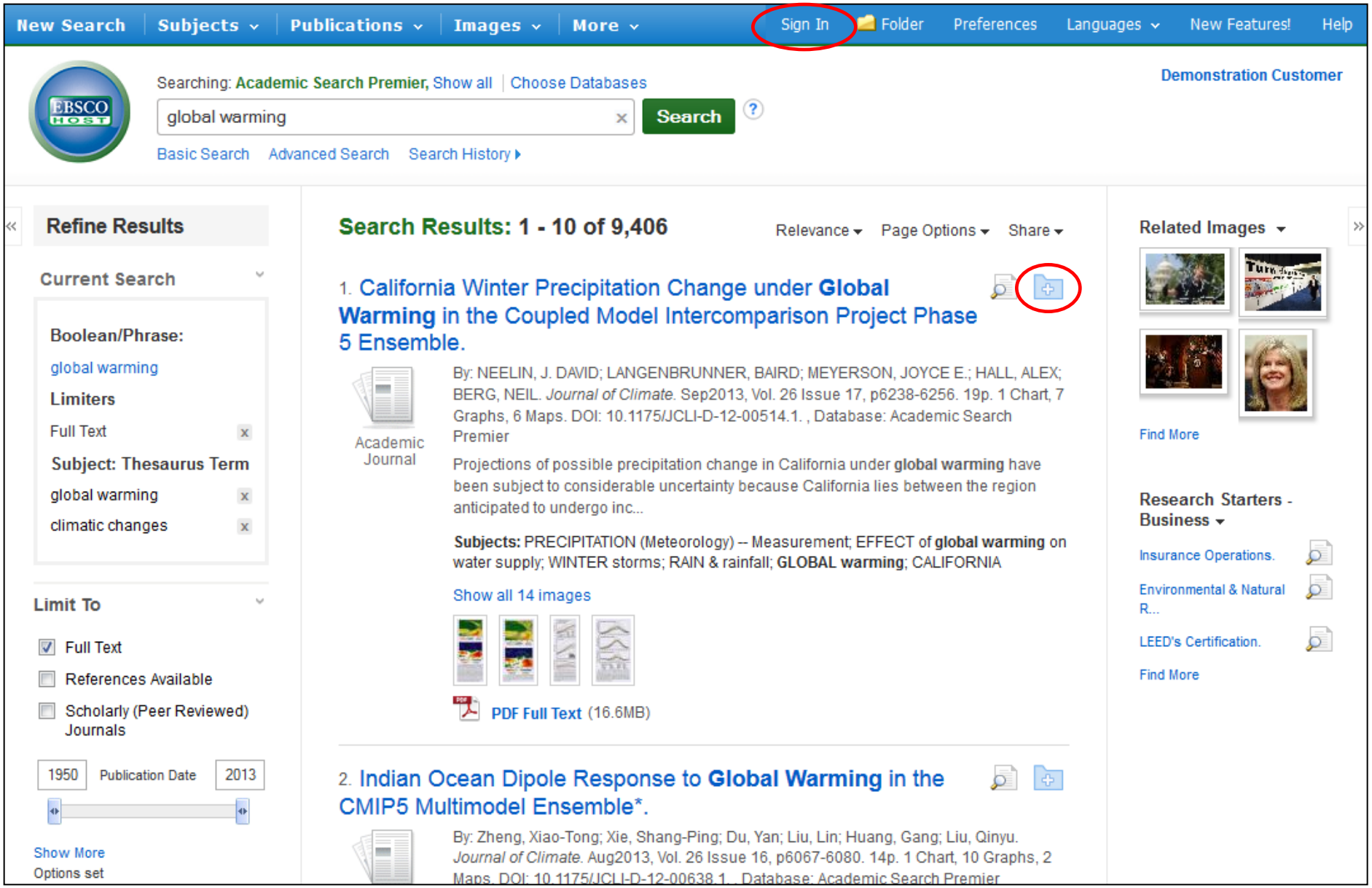
When refining your search results using limiters and source types, each item is added to the **Current Search** box found at the top of the left-hand column. Clicking on a hyperlinked item within **Current Search** executes a search for that term only. Clicking on the **X** icon removes the term from **Current Search** and refreshes your search results.



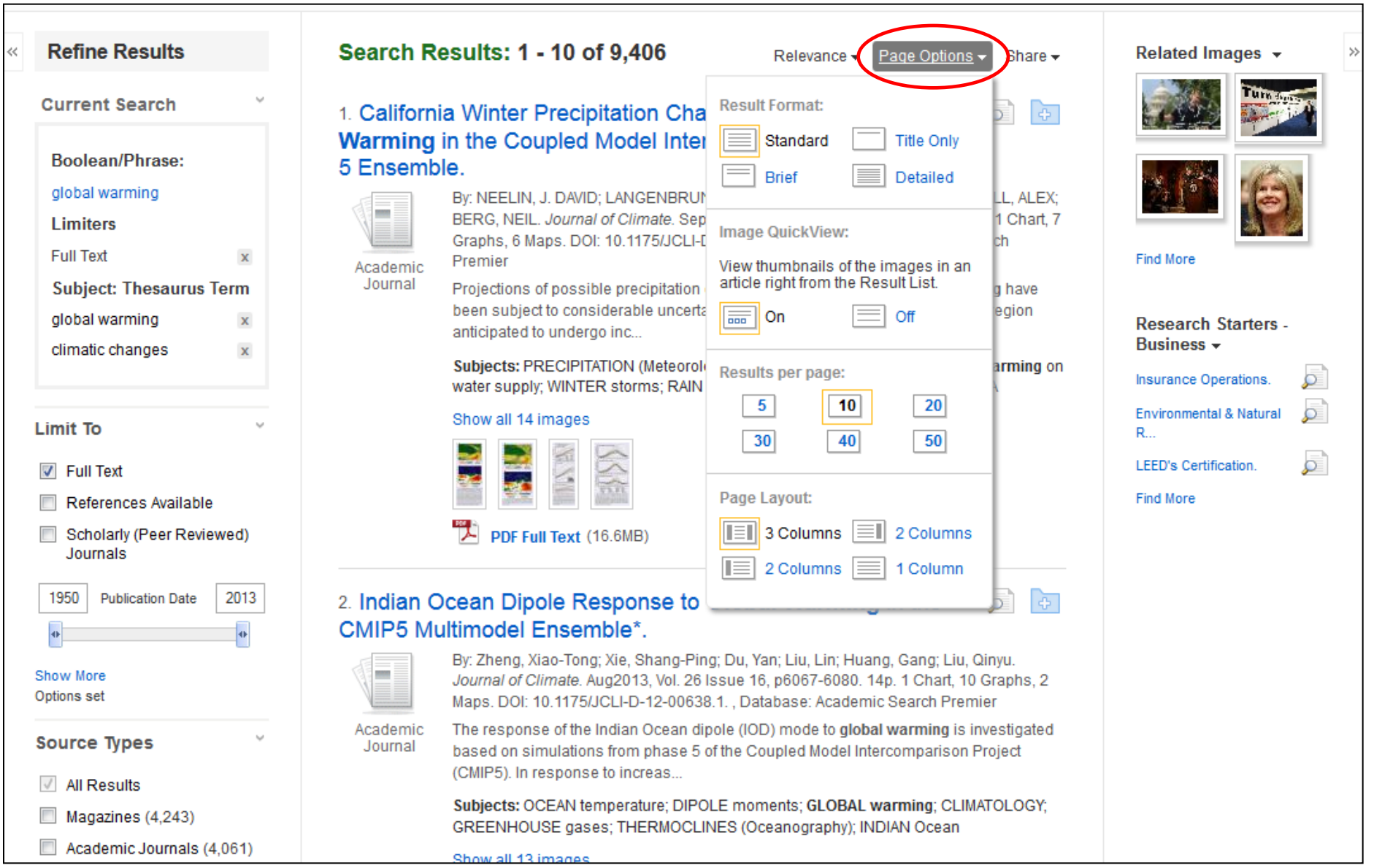
If there are images related to the articles in your result list, preview them by simply holding your mouse over the thumbnail image, displaying the image on the screen.



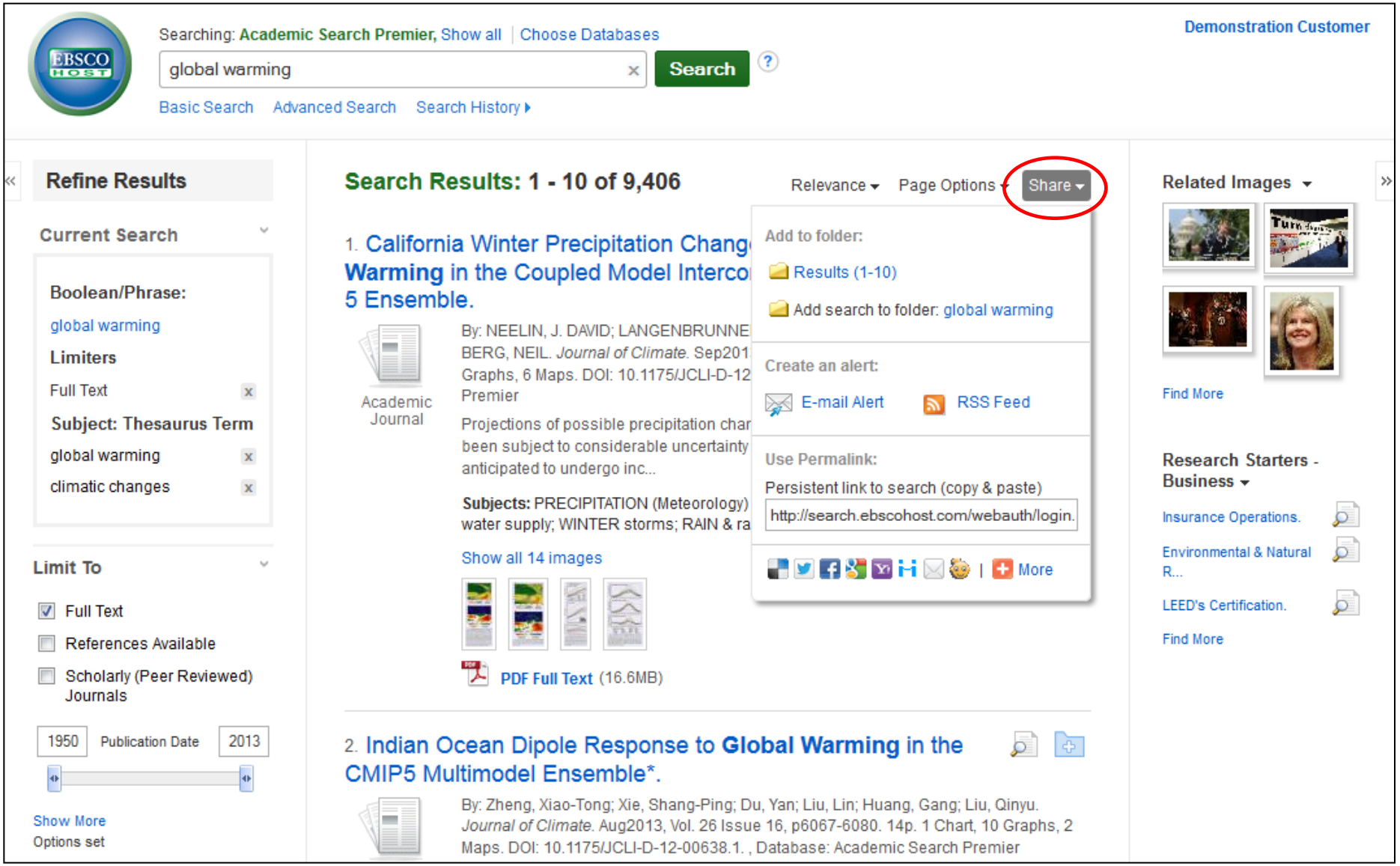
Preview an article's Detailed Record by holding your mouse over the magnifying glass icon next to the article title. This will display basic information regarding the article, as well as icons linking you to the full text, if available.



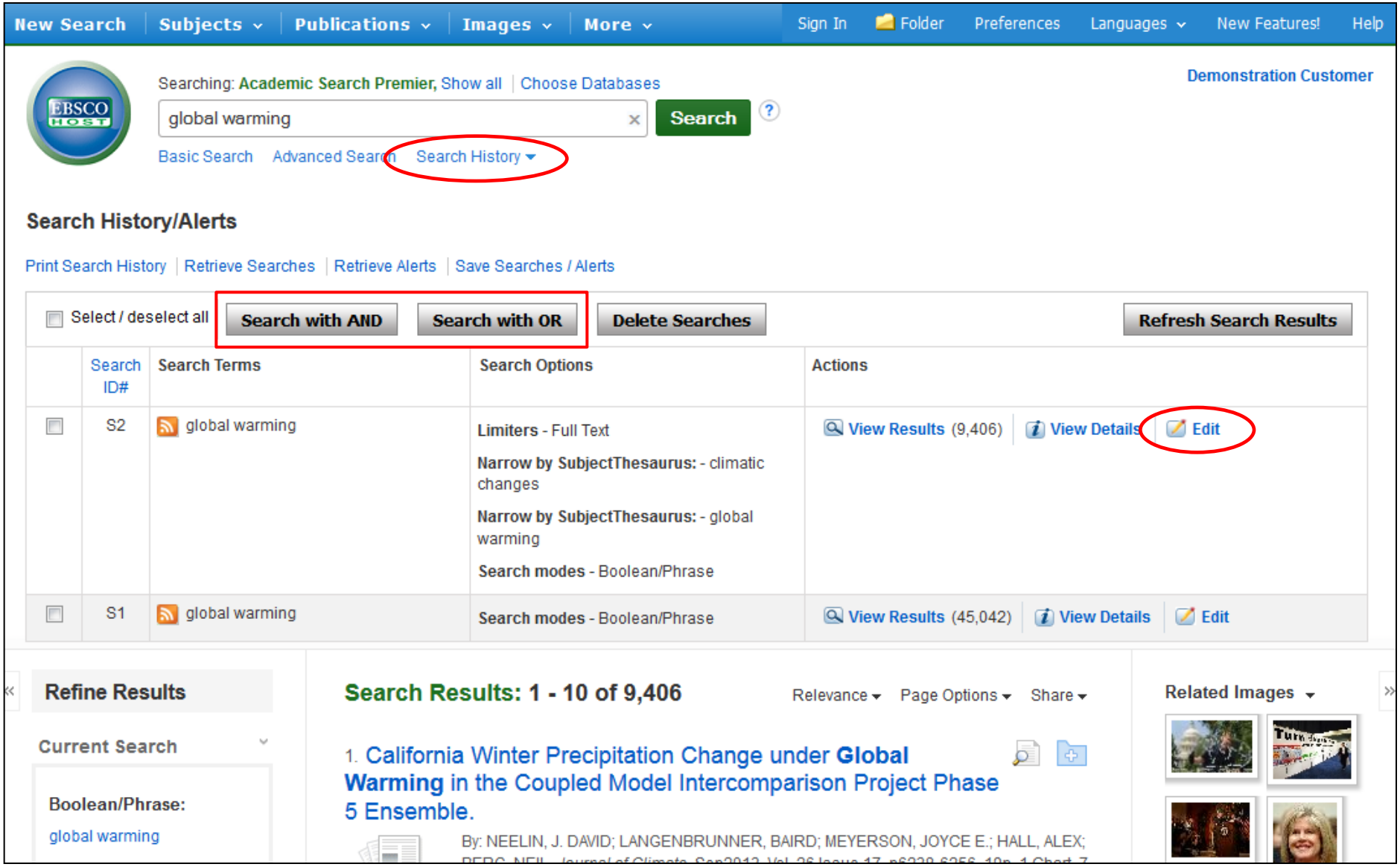
A session folder is available for saving items during a single research session. Or you can sign into your personal My EBSCO*host* folder by clicking the **Sign In** link found at the top of the screen. Create a free folder here to permanently store your results.



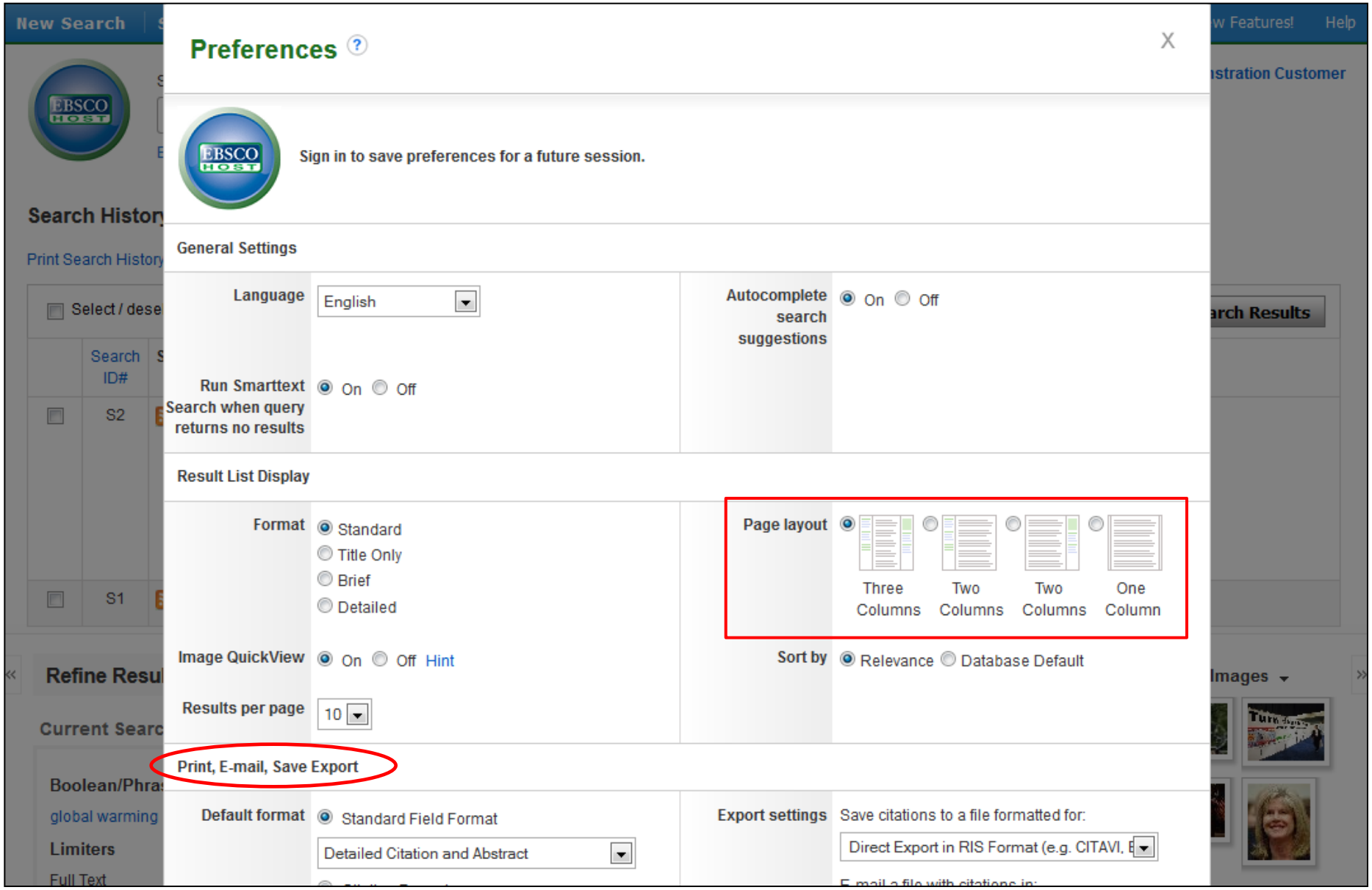
The **Page Options** drop-down menu allows you to set your **Result Format**, turn **Image QuickView** on or off, set the number of **Results per page**, and select your preferred **Page Layout**.



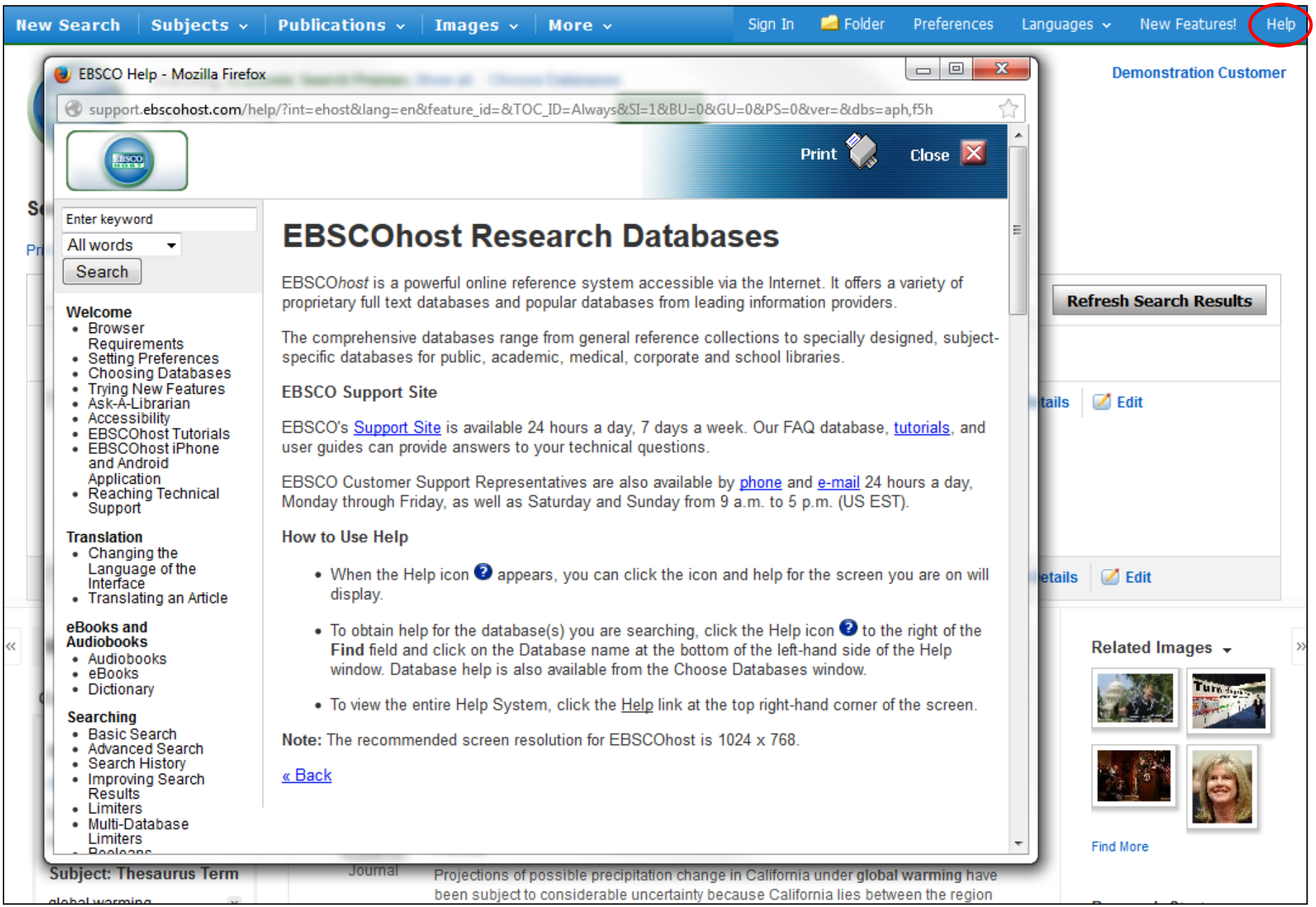
To place a link to the search in your personal folder, click **Share**. From the resulting menu, choose **Add search to folder**. From this menu, you can also add all displayed results to the folder, create an **E-mail Alert**, copy a persistent link (**Permalink**) to your search, or share it via services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



Next, click on **Search History** below the **Find** field. A record of the searches conducted during your current session is displayed. From here, you can combine searches and add them to the **Find** field by marking the check boxes next to the searches you would like to run, then 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 set your print, email, save, and export settings, as well as customize options such as page layout, language, result list display, and citation format. These preferences can also be saved for future sessions by signing into your My EBSCO*host* folder.



At any time, click the **Help** link to view the complete online Help system.

For more information, visit the EBSCO Support Site
http://support.ebsco.com