EBSCO*host* User Guide

EBSCO
HOST

Research
Databases

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What is EBSCO*host*®

EBSCO*host* 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 EBSCO*host*'s features, the minimum browser requirements are Internet Explorer 5.0 or higher and Netscape 4.7 and above. If you are using below the minimum requirements for Netscape or Internet Explorer, or using a Lynx browser, please use the EBSCO*host* Web Text Only Interface.

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.

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

Database-specific help is available from within the search screens and the Result List. Beneath the database names at the top of each of these screens, there is a link entitled **Database Help.** If you are searching more than one database a screen appears, from which you may choose the database you would like help with.

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

EBSCO*host* 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.
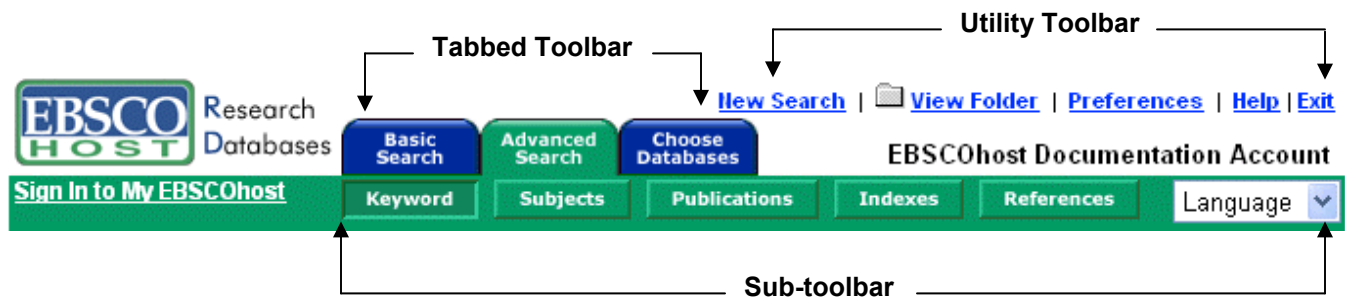
Using the Utility Toolbar

- **New Search** – This link returns you to the default search screen.

- **View Folder** – This link displays results placed in the folder.

- **Preferences** – This link allows you to change the format and number of results per page for your Result List.

- **Help** – This link opens the Online Help Manual.

- **Exit/Home Library** – This link will only appear if no home library graphic and URL are available. Click **Exit** to log out of EBSCO*host.*

- **Home Library Graphic** – Click on the library graphic or logo to return to the library home page.

The Sub-toolbar

The sub toolbar is available from the search screens, and will vary depending on the database and which features your library administrator selects. Keyword, subject, and publication authority files are displayed on the sub-toolbar on both the Basic and Advanced Search Screens.

The Language drop-down list allows you to translate the search screen, tabs, buttons and citation field descriptors into Spanish, French, German, Portuguese, Russian, Korean, Japanese, Simplified Chinese or Traditional Chinese.

The function of each option on the sub tool-bar is explained throughout this guide.

Note: *When searching multiple databases, database-specific authority files (Publications, Subjects, Author, Indexes, References, etc.) will not appear.*

The Tabbed Toolbar

The Tabbed Toolbar is always available. From the Tabbed Toolbar, you can select the Basic or Advanced Search Screen; click the tab you are on to clear any terms on the screen and start over; or choose other databases for searching. If available, you may also be able to select other EBSCO services to which your institution subscribes.
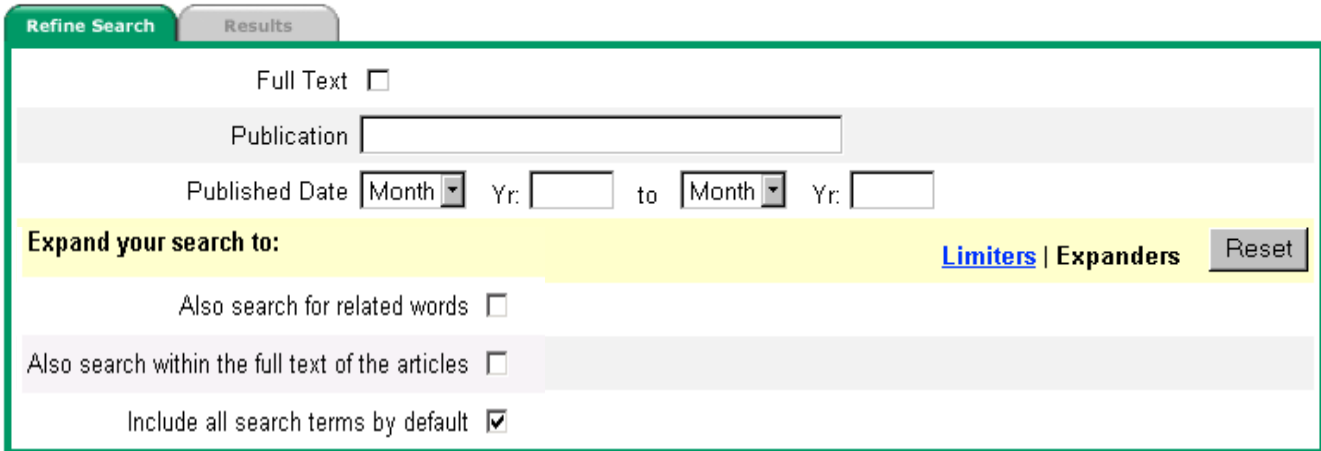
Using the Basic Search Screen

Performing a Basic Search

To perform a search, enter your term(s) in the **Find** field and click **Search**. Click **Clear** to remove any term(s) located in the **Find** field. The **Clear** button does not remove any limiters selected in the Refine Search Tab.

You may use Boolean operators, field codes, truncation (*), wildcard (?) and phrase searches in quotes when performing a Basic Search. All results are in reverse chronological order, beginning with the most current item. Boolean Search techniques are explained in the next section.

Search Options:

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

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

When you select one of the above limiters, that limiter narrows your search. For example, if you search on **technology** and select the Full Text limiter, only articles containing full text will appear in the Result List.

Expanders: The availability of expanders differs from database to database. They are: Also search within the full text of the articles; Also search for related words; Include all search terms by default.

- **Also search within full text of the articles** expands search results by searching for your term(s) within the full text of the articles.

- **Also search for related words** expands search results to include synonyms and plurals of your term(s).

- **Include all search terms by default** expands search results by applying the **AND** operator between each term. Typing in **technology advancement** would result in articles that contain both **technology** and **advancement**.

Note: *The **Reset** button will clear all items selected in the Refine Search Tab.*

Search 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 broaden or focus your search results.

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

- The **OR** operator combines search terms so that each search result contains at least one of the terms. For example, **tax OR revenue** will result in articles that contain either **tax** or **revenue**.

- 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.**

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 (?). EBSCO*host* 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**. EBSCO*host* 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 (*). EBSCO*host* will find all available forms of that word.

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

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**) – **W3** will find the words if they are within three (3) words of each other, in the order in which you entered them.

  For example: type **tax W3 reform** for results that contain **tax reform** but not **reform of income tax.**
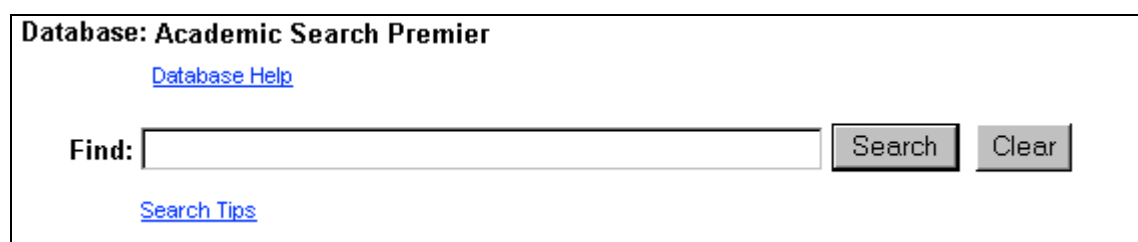
Spell Checker

EBSCO*host* automatically checks for commonly misspelled words when a search is performed and will suggest alternate spellings.

Using the Advanced Search Screens

The library administrator chooses one of three available Advanced Search Screen styles: Single Find Field, Single Find Field with Search Builder or Guided Style. 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 Published Date.

- **Expanders**: The availability of expanders differs from database to database. Examples of expanders include: Also search for related words, Include all search terms by default and Also search within the full text of the articles.

- **Special Limiters** are database-specific and will appear in separate sections when conducting a multi-database search.

Advanced Search: Single Find Field
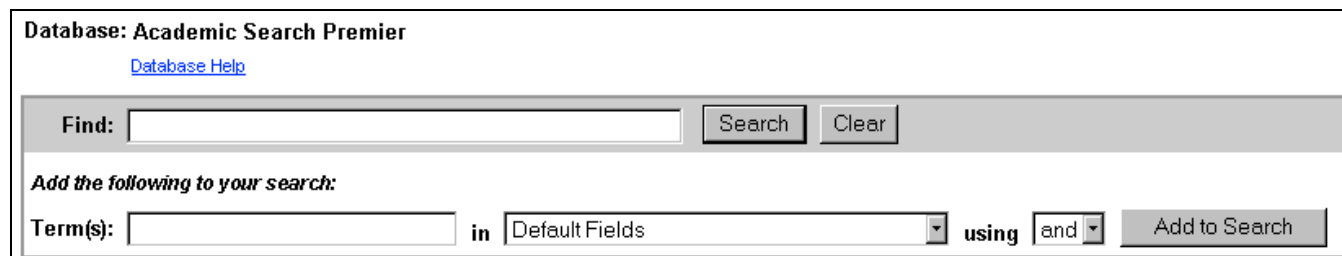
To perform a Single Find Field search:

1. From the search screen, click the Advanced Search Tab.

2. In the **Find** field, enter keyword(s).

3. Apply any limiters or expanders, using the Refine Search Tab

4. Click on the **Search** button.

Advanced Search: Single Find Field with Search Builder

Single Find Field with 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 you click **Add to Search**, the new terms are surrounded by parentheses.

To perform a Single Find Field with Search Builder search:

1. Type: **natural selection OR evolution** in the **Find** field.

2. Type: **Darwin** in the **Term(s)** field.

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

Guided Style Find Fields provides fill-in-the-blank keyword searching to aid in complex or specific searches.

To perform a Guided Style Find Fields search:

1. In the first **Find** field, enter a keyword.

2. Choose the **Search** field from the drop-down list.

3. Select the Boolean operator you want to use to combine the next term and press Tab on your keyboard.

4. Enter the next keyword in the next field.

5. Choose the **Search** field from the drop-down list.

6. Click **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

All searches performed on the Advanced Search Screen are available from the Search History/Alerts tab. From this tab you are able to combine recent searches and retrieve previous searches saved in your personal folder.

To use your search history:

1. On the Advanced Search Screen, up to five of your most recent searches are displayed. You can click **Show More (or Show Less)** to control how many searches performed in the current session are displayed.

2. Enter new search terms in the **Find** field. Use the search numbers to combine previous searches with your new terms. (For example, enter **S1 and organic carbon** to combine *the results of search S1* with the results of your new search using *organic carbon*.)

3. Click **Search**. A Result List is displayed.

4. To clear your search history, either click **Clear Search History**, or end your EBSCO*host* session.

Grouping Terms Together Using Parentheses

Parentheses can be used to control a search query. Without parentheses, a search is executed from left to right. Words enclosed in parentheses are searched first. Why is this important? Parentheses allow you to control and define the way the search will be executed. The left phrase in parentheses is searched first; then, based upon those results, the second phrase in parentheses is searched.

Generalized Search: heart or **lung** and **blood** or **oxygen**

Focused Search: (**heart** or **lung**) and (**blood** or **oxygen**)

In the first example, the search will retrieve everything on **heart** as well as references to the terms **lung** and **blood**, and everything on **oxygen**.

In the second example, parentheses control the query to only find articles about **heart** or **lung** that reference **blood** or **oxygen**.

Sub-Toolbar Options

As an alternative to keyword searching, EBSCO*host* offers the capability to search by browsing a list of subjects, publications, indexes, or references, which are database-specific.

Searching by Subject

You can browse a list of subject headings for a specific database.

To browse the Subject Authority File:

1. 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 using 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 types of publications. There may also be a hierarchy of subdivisions relating to your search.

5. Click any of the available links to open another Result List.

6. To modify or conduct a new search, enter your new term(s) 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.

You can browse a list of publications or perform a search on several publications for a specific database.

To browse a Publication Authority File:

1. Click the **Publications** 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, Harvard Business Review.

3. Select a search type by clicking the radio button to:

- **Publications Beginning With** – This search type finds journals beginning with the letters you entered. Results are displayed in alphabetical order.

- **Match Any Words** – This search type finds publications containing one or more of your terms. Results are displayed in order of relevance to your search terms.

- **Exact Phrase** – This search type finds publications which are an exact match to your search terms. 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.

Click on the name of the publication to view the publication title, publisher's address and the dates of coverage.

You can view all articles within a particular volume and issues by using the view tree.

Click on the **Publication Details** link view the journal title, ISSN, frequency, annual subscription price, publisher's address, 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 Tab to search within several publications simultaneously, or to combine publication names with other search terms.

To set up a Journal Alert:

1. From the title's Publication Overview Screen, click the **Journal Alert** link. If you have not logged in to My EBSCO*host,* you will need to do so at this time.

2. The Journal Alert Screen appears. The Journal Alert Name, Date Created and Database Name are automatically filled in.

3. In the **Run Alert for** field, select how long the Journal Alert should run:

- One month (the default)
- Two months
- Six months
- One year

4. In the **E-mail Address** field, enter your e-mail address. To enter multiple e-mail addresses, place a semicolon between e-mail addresses.

5. Type in a subject for the e-mail.

6. Select the desired e-mail format (Plain Text or HTML.)

7. To have your search string included in the e-mail, check **Include query string in e-mail.**

8. Select whether you want the e-mail to include a link to the publications Table of Contents (TOC) page on EBSCO*host,* or links to individual articles.

Click **Save**. You are returned to the Publication Overview Screen. A message is displayed that indicates a Journal Alert has been set up for the publication. You can edit your Journal Alerts by accessing them from within your personalized folder.

To search for several publications simultaneously:

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 screen. (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**.

You could click **Search** to 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.

EBSCO HOST Research Databases

Searching by Indexes

You can browse a list of indexes for a specific database. The list of indexes contains certain fields that are available in the citation.

To search by Indexes:

1. From the Advanced Search Screen, click the **Indexes** sub-toolbar button.

2. Choose the field you would like to view from the drop-down list, for example: **Publication & Document Type.**

3. Enter your search term in the **Browse for** field, for example: **case study.**

4. Click **Browse** to list your search results in alphabetical order, beginning with your selected term.

5. Click the box next to the term you want to select. Repeat steps 2-4 to add more items to the **Browse for** field.

6. Click **Search** to view your results.

Searching by References

EBSCO*host*® allows users of *Academic Search Premier*®, *Business Source*® *Premier*, *Business Source*® *Corporate, e-psyche*® and *PsycINFO*® to browse and search by references.

To search by References:

1. Click the **References** button from the sub-toolbar. The References Screen appears.

2. Enter search terms in the **Author**, **Title**, **Source**, **Year** or **All** fields, then click **Search.**

The results of a reference search are displayed below the References sub-tab. The search fields remain available so you can edit your search terms or conduct a new search.

- **References** – From the References Search Screen, the References sub-tab presents a list of citation records for the search terms you entered.

- **Citing Articles** – From the References sub-tab, you can mark check boxes, click **Find Citing Articles** and retrieve a list of Citing Articles.

| References | Citing Articles | To print, e-mail, or save an article or citation, add it to your folder. |

◄ 1 to 2 ► Pages: 1

Add (1-2)

These records cite: WA emslie

1. Aggressiveness in king penguins in relation to reproductive status and territory location. Côté, Steeve D.; Animal Behaviour. Vol 59(4), Apr (2000). (pp. 813-821). [Journal Article]
References (52)
[100% - matched 1 terms]
Notes: This title is not held locally
📄 **Linked Full Text**

Add

2. The Protector Species Hypothesis: Do Black Skimmers Find Refuge from Predators in Gull-billed Tern Colonies?. Pius, Sandra M.; Leberg, Paul L.; Ethology. Vol 104(4), Apr (1998). (pp. 273-283). [Journal Article]
References (10)
[100% - matched 1 terms]
Notes: This title is not held locally
📄 **Linked Full Text**

Add

◄ 1 to 2 ► Pages: 1

Add (1-2)

Searching for Images

The Image Collection provides you with instant access to more than 115,000 worldly images relating to people, natural science, places, history and flags. The images are organized by category to simplify the search process.

You can focus your image search by using the categories available on the search screen: 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 **Images** sub-toolbar button. The Image Collection Search Screen appears.

2. Enter your search terms for the image you want in the **Find** field, for example: **Eleanor Roosevelt**.

   Your search term must exactly match a word in the title or caption of an image; the search term **Roosevelt** does not yield the same results as the search terms **Eleanor Roosevelt**. You can use Boolean terms to broaden your search, for example: **Eleanor 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 on the thumbnail image and click **Print**. The Print Manager Screen is displayed. Click **Print**.

   - To save the image, click on the thumbnail image and click **Save to Disk**. The Save Manager Screen is displayed. Click **Save**, and then save from your browser window.

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 page of results. The numbers allow you to go directly to a specific page.

- PDF Full Text displays a graphical image of the article in PDF format as it appeared in the original publication.

- HTML Full Text represents full text availability. Click on this icon to view the full text of the article.

- The camera icon signifies 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 EBSCO*host* databases you subscribe to, EBSCO*host* Electronic Journal Service(EJS), or CrossRef.

- **References** – A reference is a note in a publication referring you to another source that the author used when writing the article. If you click the **References** Link for an article, the References sub-tab presents a list of records cited in your original article.

- **Times Cited** – Times Cited indicates the number of times that the article was cited in other articles. If you click the **Times Cited** Link for an article, the Citing Articles sub-tab presents a list of records that cite your original article.

- Add allows you to add one or all results on the page to the folder. For more information on folder functionality, please refer to the My EBSCO*host* section of this Guide.

The Result List displays the search results in reverse chronological order and includes the total number of results.

You may choose to re-sort the results by Date, Source, Author or Relevance using the **Sort by:** drop-down list.

Persistent Link to Searches

Once a search has been performed, you have the ability to add a persistent link to a search to the folder. The link to a search can be e-mailed or saved and will allow you to perform the same search again by clicking on the link, or entering it in the address field. To add a link to your folder, click on the **Add** button next to the search string.

Searched: Academic Search Premier for *economic development*   Add
Database Help

Find: economic development   Search   Clear

Result List Features for Source Type Searching

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

◄ **1 to 10 (of 18853)** ► **Pages: 1** 2 3 4 5 ►

See: All Results   Scholarly Journals   Monographs   Sort by : Date   Add (1-10)
Date
Source
Author
Relevance

1. Essential Forms of Capital for Sustainable Community Development. By: Rainey, D
    Robinson, Kenneth L.; Allen, Ivye; Christy, Ralph D.. American Journal of Agricultur
    Aug2003, Vol. 85 Issue 3, p708, 8p; (*AN 10075595*)
    PDF Full Text (67K)   Add

2. Discussion: Social Capital as an Important Lever in Economic Development Policy and Private
    Strategy. By: Schmid, A. Allan. American Journal of Agricultural **Economics**, Aug2003, Vol. 85
    Issue 3, p716, 4p; (*AN 10075594*)
    PDF Full Text (43K)   Add

For certain databases, in addition to All Results, results will be listed separately by source types. Source types will appear to the right of All Results. Clicking on one of these links will display the results from that source only.

The Result List displays the search results in reverse chronological order, and includes the total number of results.

You may choose to re-sort the results by Date, Source, Author or Relevance using the **Sort by:** drop-down list.

Note: *All Results does not include certain types of results, such as images and companies. Source Type Searching is an administrative option and is not available for all databases.*

Browsing References

When a Basic or Advanced Keyword Search is performed, any **References** or **Times Cited** Links that are available are presented with your search results.

- **References** – A reference is a note in a publication referring you to another source that the author used when writing the article. If you click the **References** Link for an article, the References sub-tab presents a list of records cited in your original article.

- **Related Records** – If you select one or more references and click the **Related Records** button, the Related Records sub-tab presents a list of records related to your original article. These records are sorted by relevance, based on the greatest number of shared references.

Related Records for : **Corporal Punishment by Parents and Associated Child Behaviors and Experiences: A Meta-Analytic and Theoretical Review**

◄**Original Results**

Folder has 0 items.

| References | Citing Articles | **Related Records** | To print, e-mail, or save an article or citation, add it to your folder. |

◄ **6 to 10** ► Pages: **1** 2 3 4 5 ► | **Add (6-10)**

These records are related to the article shown above and are sorted by relevance, based on the greatest number of shared references.

6. Object Permanence in Orangutans (Pongo pygmaeus), Chimpanzees (Pan troglodytes), and Children (Homo sapiens). Call, Josep; Journal of Comparative Psychology. Vol 115(**2**), Jun (2001). (pp. 159-171). [Journal Article]
References (10)
[54% - matched 5 terms]
Notes: This title is not held locally
📖 **Linked Full Text**
Add

7. Separate and Shared Sources of Dual-Task Cost in Stimulus Identification and Response Selection. Arnell, Karen M.; Duncan, John; Cognitive Psychology. Vol 44(**2**), Mar (2002). (pp. 105-147). [Journal Article]
References (43)   Times Cited (1)
[54% - matched 5 terms]
Notes: This title is not held locally
📖 **Linked Full Text**
Add

- **Times Cited** – Times Cited indicates the number of times that the article being viewed was cited in other articles. If you click the **Times Cited** Link for an article, the Citing Articles sub-tab presents a list of records that cite your original article.

| References | **Citing Articles** | Related Records | To print, e-mail, or save an article or citation, add it to your folder. |

◄ **1 to 3 (of 3)** ► Pages: **1** | **Add (1-3)**

These records cite the article shown above.

1. The Mentality of Apes Revisited. Povinelli, Daniel J.; Bering, Jesse M.; Current Directions in Psychological Science. Vol 11(4), Aug (2002). (pp. 115-119). [Journal Article]
References (6)
Notes: This title is not held locally
Add

2. Intuitive Conceptions of Dead Agents' Minds: The Natural Foundations of Afterlife Beliefs as Phenomenological Boundary. Bering, Jesse M.; Journal of Cognition and Culture. Vol II(4), (2002). (pp. 263-301). [Journal Article]
References (64)
Notes: This title is not held locally
Add

3. Are Chimpanzees `Mere' Existentialists? A Phylogenetic Approach to Religious Origins. Bering, Jesse M.; Evolution and Cognition. Vol 7(2), (2001). (pp. 126-133). [Journal Article]
References (34)   Times Cited (1)
Notes: This title is not held locally
Add

◄ **1 to 3 (of 3)** ► Pages: **1** | **Add (1-3)**

References and Times Cited Links are also displayed on the article detail page. Records with References and Times Cited Links can be saved to the folder. However, linking to References or Citing Articles lists is not available from the folder.

Detailed Citation Features

Result List | **Refine Search**   📄 **Print** ✉ **E-mail**   📁 **Folder is empty.**
💾 **Save** 📁 **Add to folder**

Formats: 📄 **Citation** 📷 **HTML Full Text** 📄 **PDF Full Text** (677K)

Title:	Bigger, Better, More Beautiful. (cover story)
Author(s):	Gelernter, David
Source:	National Review; 6/3/2002, Vol. 54 Issue 10, p28, 3p, 3bw
Document Type:	Article
Subject(s):	WORLD Trade Center (New York, N.Y.) SKYSCRAPERS BUILDINGS ARCHITECTURE NEW York (State) NEW York (N.Y.)
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:	2453
ISSN:	00280038
Accession Number:	*6690735*
Persistent Link to this Article:	http://search.epnet.com/direct.asp?an=6690735&db=aph
Database:	Academic Search Premier

- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.

- **Result List** – This link returns you to the Result List.

- **Refine Search** – Click on this link to apply limiters and expanders to your search.

- **Delivery Options** – Click on these links when you want to Print, E-mail or Save the current result, add to the folder or access the folder.

- **Formats** – Use these links to view other items available for this citation, e.g., PDF or Full Text.

The following items may change, depending on the item selected:

- **Title** – This field contains the title of the article.

- **Author(s)** – This field contains the author name(s) of the article as hyperlink(s). By clicking on the link, you will receive all articles published in the databases, by that author.

- **Source** – This field contains the publication the article is from as well as the date and volume of the article. When you select the link to the source, you will receive all publisher information related to that title.

- **Subject(s**) – This field lists any Library of Congress subject headings this article is related to. By selecting a link, you will launch a new search on that specific subject heading.

- **Abstract** – This field contains a synopsis of the article.

- **Full Text Word Count** – This field contains the number of words contained in the full text of this article.

- **Accession Number(AN)** – This is the unique identifier for the specific article.

- **Persistent Link to this Article** – A link to an article that can be e-mailed or saved and will allow you to retrieve the same article again by clicking on the link, or entering it in the address field.

- **Database** – This field shows which database the article was retrieved from.

HTML Full Text Features

- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.

- **Result List** – This link returns you to the Result List.

- **Refine Search** – Click on this link to apply limiters and expanders to your search.

- **Delivery Options** – Click on these links when you want to Print, E-mail or Save the current result, add to the folder or access the folder.

- **Formats** – Use these links to view other items available for this article.

- **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.

- **Language Translation** – If enabled, this feature allows you to translate a full text article into one of three languages: Spanish, German or French.

My EBSCO*host*®

My EBSCO*host* is a personal folder in which you can save Result List items, persistent links to searches, saved searches, search alerts, journal alerts and web pages. All of these items can be saved in your personal folder and organized for ease of viewing, adding to/deleting from or editing any of the folder's items. After you sign in, the EBSCO*host* logo displays a "MY" banner on the corner to signify that you have logged in to your own personal folder. You will also be able to save your folder contents from session to session.

Signing in to My EBSCOhost

Click on the **Sign in to My EBSCO*host*** link from the toolbar to log in, create a new account, update your account, retrieve your password or retrieve your user name and password.

Update My Account

To update your account information, enter your user name and password in the spaces provided and click the **Update My Account** button. The **Your Account Information Screen** appears. You can change all of your personal information, e-mail address, password, secret question and account type. You can also delete your account by clicking the **Delete Account** button. To save your changes, click **Submit**. A screen will appear confirming your account, and clicking **OK** will log you in to My EBSCO*host.*

I'm a new user

Once you have chosen to set up a new account, the Create a new account Screen appears.

After all of the required information has been entered, click **Submit**. A screen will appear confirming your account, and clicking **OK** will log you in to My EBSCO*host.*

My EBSCO*host* will also allow you to create Charge Back Accounts for clients. This will enable you to start a timer to track usage by client, do research and obtain a report of the time spent. Usage information can be printed and/or e-mailed.
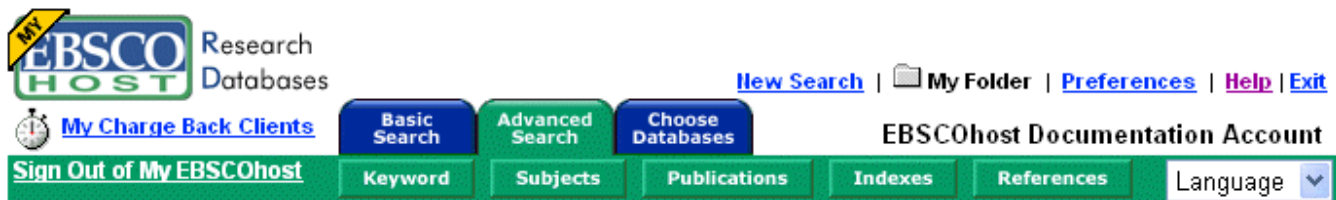
Account Types

Personal Account – If you are an individual user interested in saving items related to searching (for example, search results, saved searches, etc.) select **Personal Account**. Once you sign in as a personalized user, any items that you collect are automatically saved to your folder for future use.

Charge Back Account – If you are a corporate user who needs to track EBSCO*host* usage on a per client basis for billing purposes, select **Charge Back Account**. In addition to having all features available in a personal account, you can also set up clients, start a timer to track usage by client, and obtain a report of the time spent. Usage information can be printed and/or e-mailed.

Once you have signed in the EBSCO*host* icon displays a "MY" banner on the corner.

Note: *If your account is a personal account, you will not see the **My Charge Back Clients** link.*

Charge Back Timer

If you are a corporate user who needs to track EBSCO*host* usage on a per client basis for billing purposes, you can do this with the Charge Back feature of My EBSCO*host*. In addition to having all features available in a personal account, you can also set up clients, start a timer to track usage by client, and obtain a report of the time spent. Usage information can be printed and/or e-mailed.

Note: *If you have set up a personal account and want to use the Charge Back feature for the first time, you must update your account from within MY EBSCOhost and choose **Charge Back Account**.*

Once you have logged in to My EBSCO*host*, select the **My Charge Back Clients** link to create a list of clients. There is no limit to the number of clients you can have and they can be deleted at any time.

To set up a new client:

1. Click the **My Charge Back Clients** link.
2. Enter in a name of the client in the **Name** field.
3. Enter an ID in the **ID** field.
4. Click **Submit**.

To start a timer for a specific client:

1. Click the **My Charge Back Clients** link.
2. Click the radio button next to the client name.
3. Click **Start Timer**.

Beneath the My EBSCO*host* icon there is a **Stop Charge Back Timer** link. Clicking this link will stop recording the session time for that particular client and display a brief report.

Time is represented in hours and minutes and is rounded up to the next full minute. You can e-mail or print the Charge Back Report. Once this has been e-mailed or printed, the timer will reset for this client.

My Folder/Folder has items
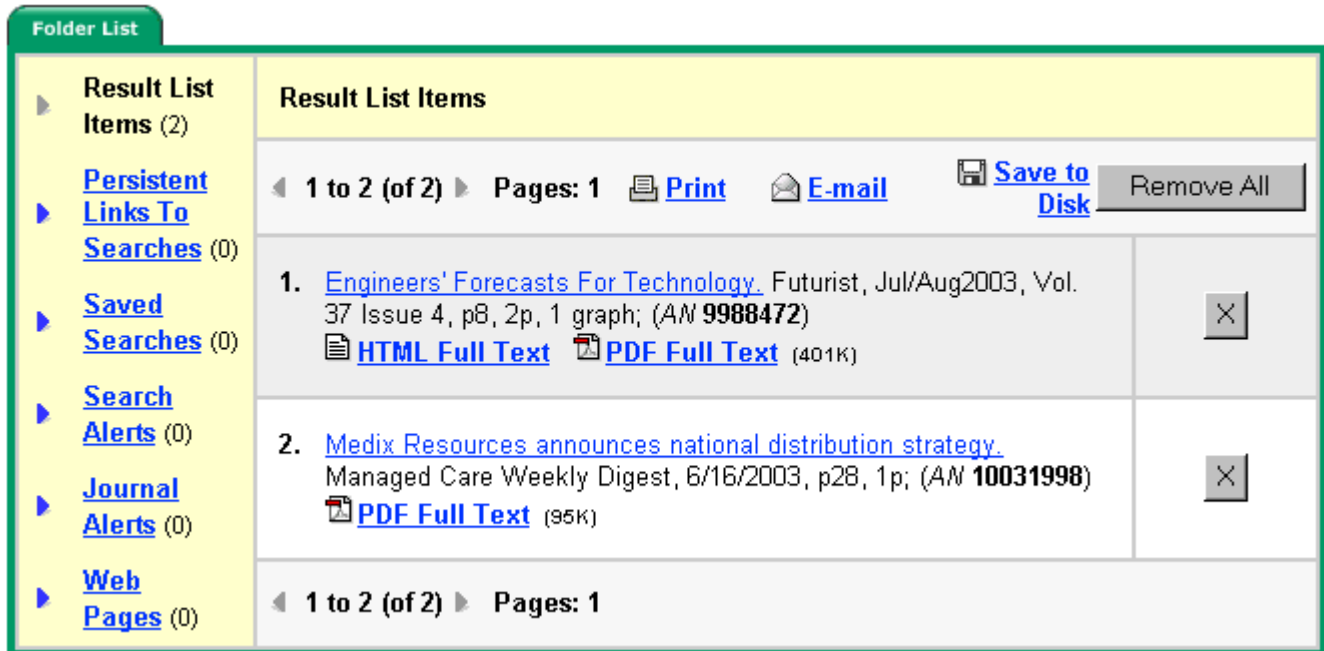
You can retrieve individual results, persistent links to searches, saved search histories, search alerts, journal alerts and web pages from your folder.

Note: *Result List Items and Persistent Links To Searches can be placed in the folder without logging in to My EBSCOhost. Once you log out, if you haven't signed into My EBSCOhost, all items in the session folder will be lost.*

Result List Items

You can search a particular area of interest, save selected results using the folder function, then print, e-mail, save or add to a web page any or all of the results in your folder. There are two ways of adding results to your folder; click on the **Add** icon to the right of the result, or click on the **Add (1-10)** icon at the top of the Result List to add all results on a page.

Delivery Options

From within the folder, Result List items can be printed, e-mailed or saved. Once you have chosen to perform any of these functions by clicking on the associated hyperlink, e.g., Print, the Articles Tab will appear. The **Remove these items from folder after printing/e-mailing/saving** option, if checked, will result in an empty folder, once you complete the chosen function. To retain the results in your folder, simply make sure that this option is not checked, before you complete the print, e-mail or save function.

Print

- **Brief Citation** – Choose this option to print a brief citation of the result(s.) The brief citation includes the article title, publication name and volume details.

- **Brief Citation and Abstract** – Choosing this option indicates that the brief citation and abstract should be printed.

- **Detailed Citation and Abstract** – Choosing this option indicates that all fields in the citation, including the abstract, will be printed.

- **HTML Full Text –** This option, when checked, indicates that the HTML Full Text of the article (if available) will be printed with the citation.

- **Estimate Number Of Pages** – Select this option to identify the approximate number of pages that will be printed.

E-mail Options

If you click on the Articles Tab, the following choices appear:

- **Brief Citation** – Choose this option to e-mail a brief citation of the result(s.) The brief citation includes the article title, publication name and volume details.

- **Brief Citation and Abstract** – Choosing this option indicates that the brief citation and abstract should be e-mailed.

- **Detailed Citation and Abstract** – Choosing this option indicates that all fields in the citation, including the abstract will be e-mailed.

- **HTML Full Text** – This option, when checked, indicates that the HTML full text of the article (if available) should be e-mailed.

- **PDF as separate attachment** – E-mail the PDFs of the selected articles, if available.

Note: *Persistent links to the articles will appear with each result.*

If you click on the Bibliographic Manager Tab, the following choices appear:

- **E-mail citations in a format that can be uploaded to bibliographic management software** – The citations are e-mailed in a format that can be uploaded from within bibliographic manager software.

- **E-mail citations in Direct Export format** – The citations are e-mailed in a format that can be used with Direct Export. This will automatically open any bibliographic management software that is installed on your machine. An e-mail is sent with all of the ISI field codes so that they can be exported into a bibliographic management program.

Save Options

If you click on the Articles Tab, the following choices appear:

- **Brief Citation** – Choose this option to save a brief citation of the result(s.) The brief citation includes the article title, publication name and volume details.

- **Brief Citation and Abstract** – Choosing this option indicates that the brief citation and abstract should be saved.

- **Detailed Citation and Abstract** – Choosing this option indicates that all fields in the citation, including the abstract, will be saved.

- **HTML Full Text** – This option, when checked, indicates that the HTML full text of the article (if available) should be saved.

- **HTML link(s) to article(s)** – This option, when checked, indicates that the citation will include a persistent link to the article.

If you click on the Bibliographic Manager Tab, the following choices appear:

- **Save citations in a format that can be uploaded to bibliographic management software** – The citations are displayed in your browser window. Save the items from within your browser window to a location that your software can upload the saved file from.

- **Direct Export to your bibliographic management software** – Direct Export will automatically open any bibliographic management software that is installed on your machine. This will allow you to save the citation into a new or existing citation library.

Note: *To save a PDF you should open the PDF in Adobe Acrobat Reader®, and use the Reader's save capability.*

Persistent Links to Searches

You have the ability to add a persistent link to a search to your folder. The link to a search can be used in the same ways that a persistent link to an article can be used. You may choose to e-mail or save the persistent links to the articles.

Saved Searches

Note: *You must have an account and have logged in to My EBSCOhost to use this feature.*

If provided by your EBSCO*host*® administrator, you can save searches performed on the Advanced Search Screen and retrieve those searches for reuse. You can also print your Search History. Once you have saved a search, it can be retrieved at any time.

To save searches:

1. From the Advanced Search Screen, click on the Search History/Alerts Tab to view your search history. Click on the **Save Searches/Alerts** link.

2. If you have not already logged in to My EBSCO*host*, 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**.

To retrieve search history:

1. From the Advanced Search Screen, click on the Search History/Alerts Tab Click on the **Retrieve Searches** link.

2. If you have not already logged in to My EBSCO*host*, 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 **Retrieve Saved Search** link. If you currently have the Search History/Alerts Tab open, you are prompted to save your current search. If not, your current search is cleared.

4. The Search History/Alerts Tab now includes all information for the search you retrieved. All search counts are replaced with question marks. When you view the results a new search is launched and its results are added to your Search History.

To print Search History:

1. From the Advanced Search Screen, click on the Search History/Alerts Tab. Click on the **Print Search History** link. 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 window, click on the **X** in the upper right corner of the window. You are returned to the Advanced Search Screen.

Search Alerts

Note: *You must log in to My EBSCOhost to use this feature.*

If provided by your EBSCO*host*® administrator, you can save advanced searches as alerts and have EBSCO*host* e-mail you with any new results. You may also retrieve those alerts to perform the search immediately instead of waiting for the alert.

Note: *An alert is set up for the last search performed on the Advanced Search Screen.*

To save a search as an Alert:

1. From the Advanced Search Screen, click on the Search History/Alerts Tab to view your search history. Click on the **Save Searches/Alerts** link.

2. If you have not already logged in to My EBSCO*host*, 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**.

4. Click the **Alert** radio button.

5. Choose how often you would like the alert to be performed.

6. Choose to return articles published in the last month, two months, six months, one year or no limit.

7. In the **Run Alert for** field, choose if the alert should run for one month, two months, six months or for one year.

8. In the E-mail Properties section, check the **E-mail notification** field to be notified by e-mail when new articles are available.

9. In the **E-mail Address(es)** field, enter your e-mail address(es). To enter multiple e-mail addresses, place a semicolon between e-mail addresses.

10. Type in the Subject for the e-mail.

11. Select the desired e-mail format (Plain Text or HTML).

12. To have your search string included in the e-mail, check **Include query string in e-mail**. Click **Save**. You are returned to the Advanced Search Screen.

Journal Alerts

Note: *You must log in to My EBSCOhost to use this feature.*

EBSCO*host*® allows you to create an alert notification via e-mail each time a new issue for a selected title is made available in a specific database. This feature is available from the Publication Overview Screen for the selected title. EBSCO*host* will automatically send an e-mail with an updated list of article titles available for that specific journal, to those e-mail recipients specified in the alert.

For more information on creating Journal Alerts, please refer to the **Searching by Publication** part of this Guide.

Web Pages – Page Composer®

Note: *You must log in to My EBSCOhost to use this feature.*

Page Composer allows you to create customized web pages that integrate searches and persistent links with EBSCO*host*. With the integration of Page Composer into EBSCO*host*, you are not required to log in to a different service to create web pages. Once you log in to My EBSCO*host* for access to your personal folder, web pages can be saved and stored there for future management.

From within the folder, choose the **Web Pages** link. Any pages that have been created will be listed here and available for editing or deleting.
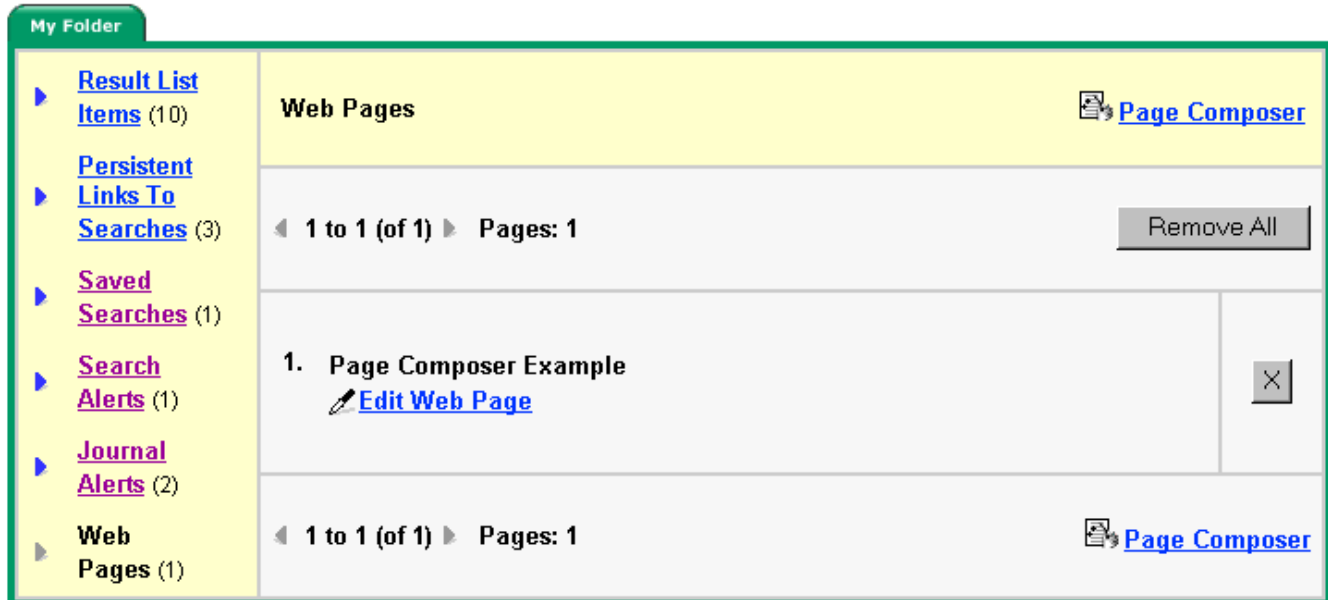
You can edit, delete or create a new web page. To edit a page, click **Edit Web Page.** You can delete individual pages by clicking on the **X** button located to the right of the page, or remove all of your pages by clicking the **Remove All** button located at the top of your list of pages.

Creating a New Page

To create a new page, click on the **Page Composer** link. The Create a New Page Screen appears. Type a description of your page in the **Page Description** field and click **Continue**. The Edit Web Page Screen appears.

You can add the following elements to your web page:

- Text
- Images
- Web Links
- Horizontal Rules
- Folder Items
- Search Box
- Page Background Graphics

You may move among the various elements of your page at any time during the creation process. For example, you may add an image to your page, and then add text beneath the image. Your entire page elements will appear at the bottom of your work area in a section entitled **Page Elements.** Each element will be shown in the order entered, except for the background, which will be listed first.

Adding Text to a Page

You can add text to your page by typing the text in box provided.

How to add text to your page:

1. Choose font and size
2. Choose the font style
3. Choose the placement of the text, e.g. left justified, centered or right justified.
4. Choose text color.
5. Enter the text in the box provided and click the **Add to Web Page** button.

Note: *Formatting applies to all text in the box. If you need additional formatting for additional text items, repeat the above process.*
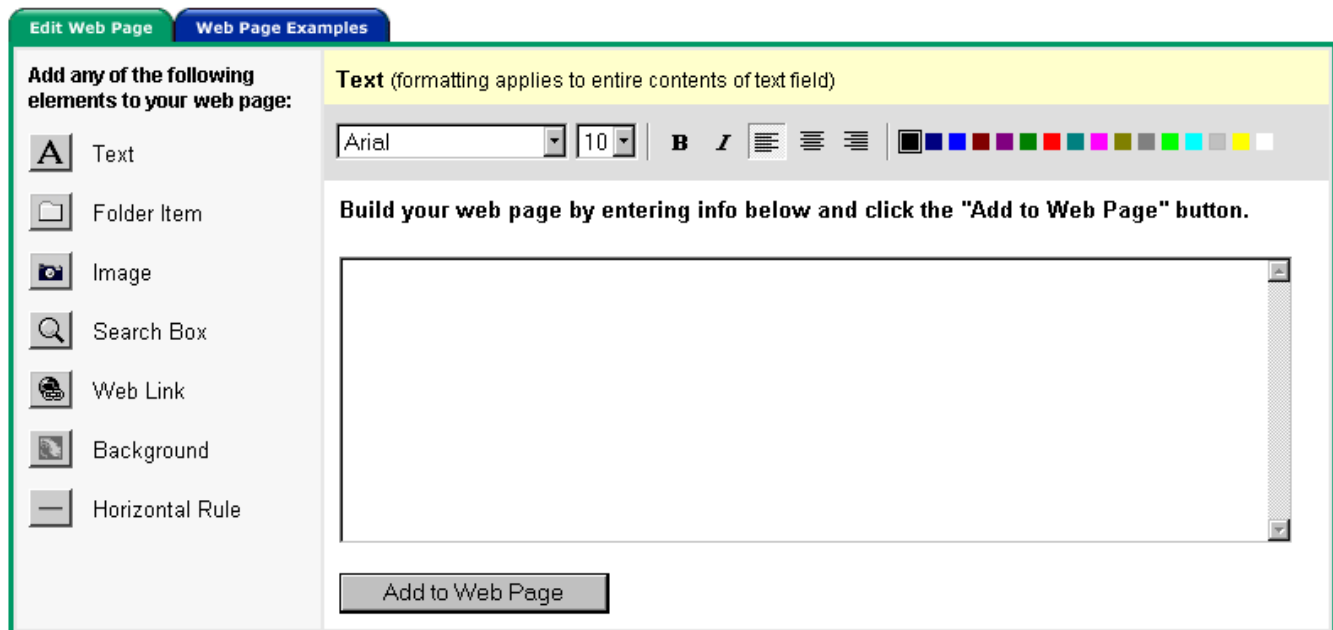
Adding Items from Your Folder

Result List Items and Persistent Links to Searches, from your folder, may also be added to your page.

To add Result List items from your folder:

1. Click on the **Result List Items** link.
2. Choose the font, size, style, position and color for these items.
3. Place a check mark in the box next to each Result List Item you would like to add.
4. Click the **Add to Web Page** button.

Edit Web Page | Web Page Examples

Add any of the following elements to your web page:

A Text

Folder Item

Image

Search Box

Web Link

Background

Horizontal Rule

Result List Items | Persistent Links to Searches
(formatting applied below will not be visible until viewed in Preview mode)

Arial | 10 | **B** *I* | ≡ ≡ ≡ | ■■■■■■■■■■■■■■■□

◄ 1 to 3 (of 3) ► Pages: 1

☐ 1. Academic Search Premier. By: LaGuardia, Cheryl. Library Journal, 4/15/2003, Vol. 128 Issue 7, p44, 1/9p; (AN 9464192)

☐ 2. DATABASE&DISC REVIEWS. By: LaGuardia, Cheryl. Library Journal, 5/1/2002, Vol. 127 Issue 8, p142, 2/3p, 1c; (AN 6618188)

☐ 3. EBSCO Greatly Expanding Business Journal Back Files. By: Rogers, Michael. Library Journal, 05/15/2001, Vol. 126 Issue 9, p29, 2p; (AN 4454926)

[Add to Web Page]

To add persistent links to searches from your folder:

1. Click on the **Persistent Links to Searches** link.

2. Choose the font, size, style, position and color for these items.

3. Place a check mark in the box provided next to each persistent link you would like to add.

4. Click the **Add to Web Page** button.

Edit Web Page | Web Page Examples

Add any of the following elements to your web page:

A Text

Folder Item

Image

Search Box

Web Link

Background

Horizontal Rule

Result List Items | Persistent Links to Searches
(formatting applied below will not be visible until viewed in Preview mode)

Arial | 10 | **B** *I* | ≡ ≡ ≡ | ■■■■■■■■■■■■■■■□

◄ 1 to 2 (of 2) ► Pages: 1

☐ 1. electronic services
       Database: Academic Search Premier; **Limiters Applied:** None
       Database: Business Source Premier; **Limiters Applied:** None

       Text for Persistent Link (required)
       [   ]

☐ 2. ebsco and library and search
       Database: MasterFILE Premier; **Limiters Applied:** None

       Text for Persistent Link (required)
       [   ]

[Add to Web Page]

Adding Images

Images can also be added to your page, complete with captions.

To add images to your page:

1. Click on the **Image** icon.

2. If adding a caption, choose the font, size, style, position and color for the caption.

3. Type in the caption text.

4. Type in the location of the image. You must include the http:// before any links to an image on a server. If you entered an image file name, the image will not appear in Preview mode. After you have completed your web page, copy the image file to the same location as your web page so the image can be viewed.

5. Choose the alignment of the image.

6. Add any alternate text for when a user moves their mouse over the image.

7. Click **Add to Web Page.**

Adding Search Boxes

A search box can be added to your web page. This will allow others to perform their own searches from your web page.

To add a search box:

1. Click the **Search Box** icon.

2. Choose the font, size, style, alignment and color of the text to appear above the Search Box and enter the text in the box provided.

3. Choose the database in which the search will be performed.

4. Choose the alignment of the Search Box and click the **Add to Web Page** button.

Adding Web Links

When creating a page, you may also want to include links to relevant web sites.

To add web links:

1. Click the **Web Link** icon.

2. Choose the font, size, style, alignment and color of the text describing what the web link is for and enter the text in the box provided.

3. Enter the URL and click the **Add to Web Page** button.
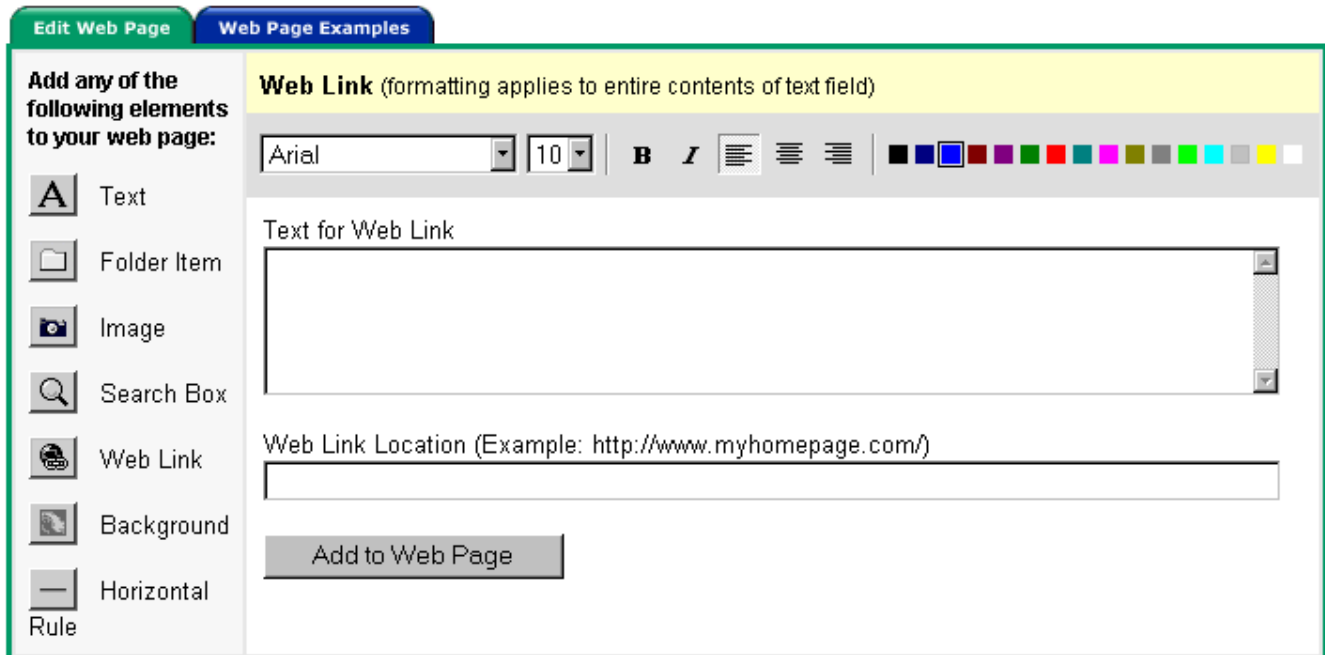
Choosing a Background for Your Page

Page Composer allows you to choose either a solid color or a pattern for your background. To choose a solid color, click on the radio button beneath that color.
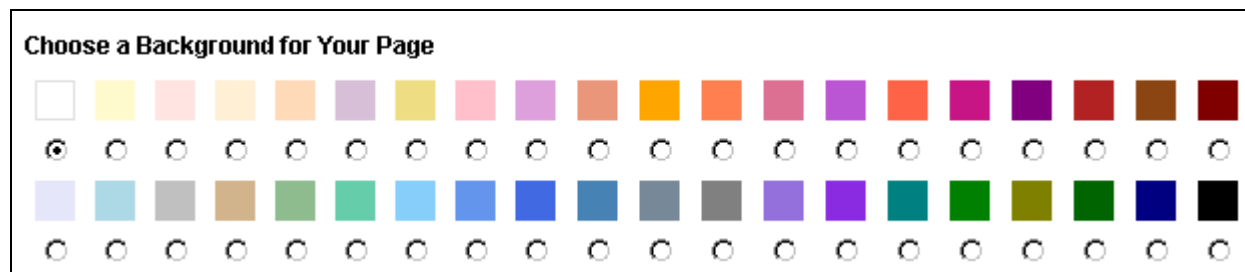
To choose a patterned background, click the radio button beneath the pattern of your choice. You can preview a pattern by clicking on the pattern directly.

Show More
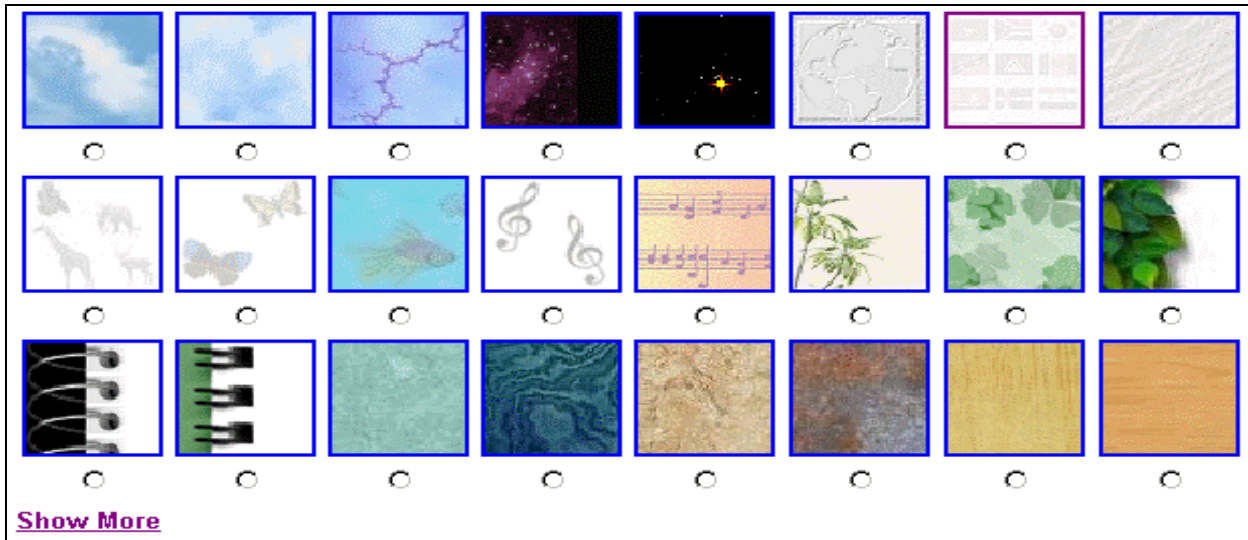
Once you have chosen your background, you can fill the entire page with your selection or choose to have the text area filled with a color. If you choose to fill the text area with a color, you can also choose the color of the border. Once all choices have been made, click the **Add to Web Page** button.
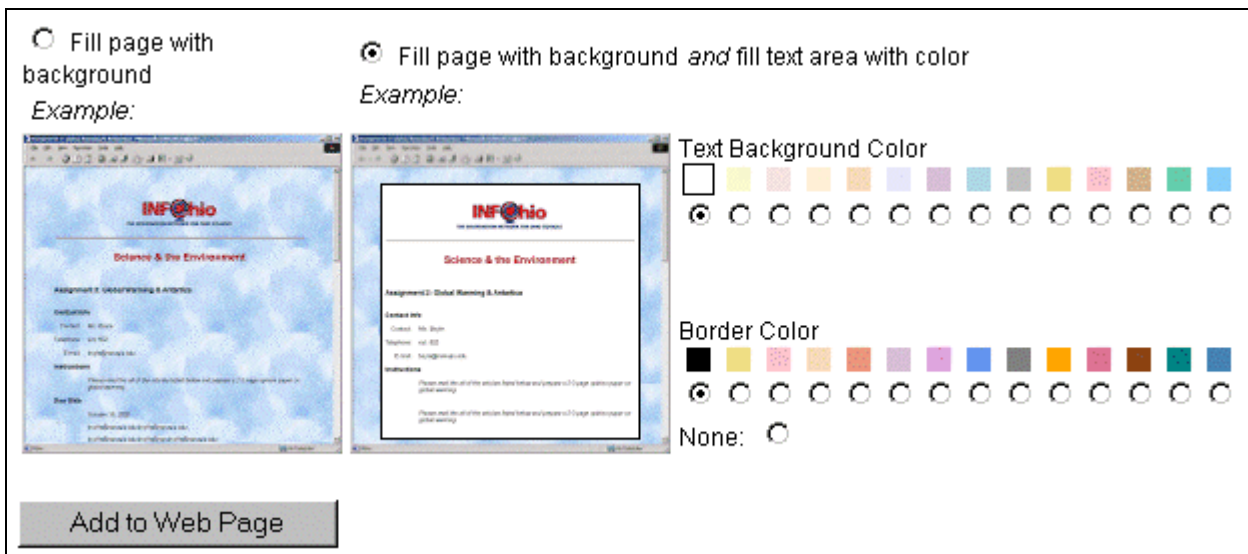
Adding Horizontal Rules

You can include horizontal rules on your page. This will enable you to set "breaks" throughout the page.

To add a horizontal rule:

1. Click the **Horizontal Rule** icon.

2. Choose the height, width and color of the rule.

3. Choose the alignment.

4. Click **Add to Web Page.**
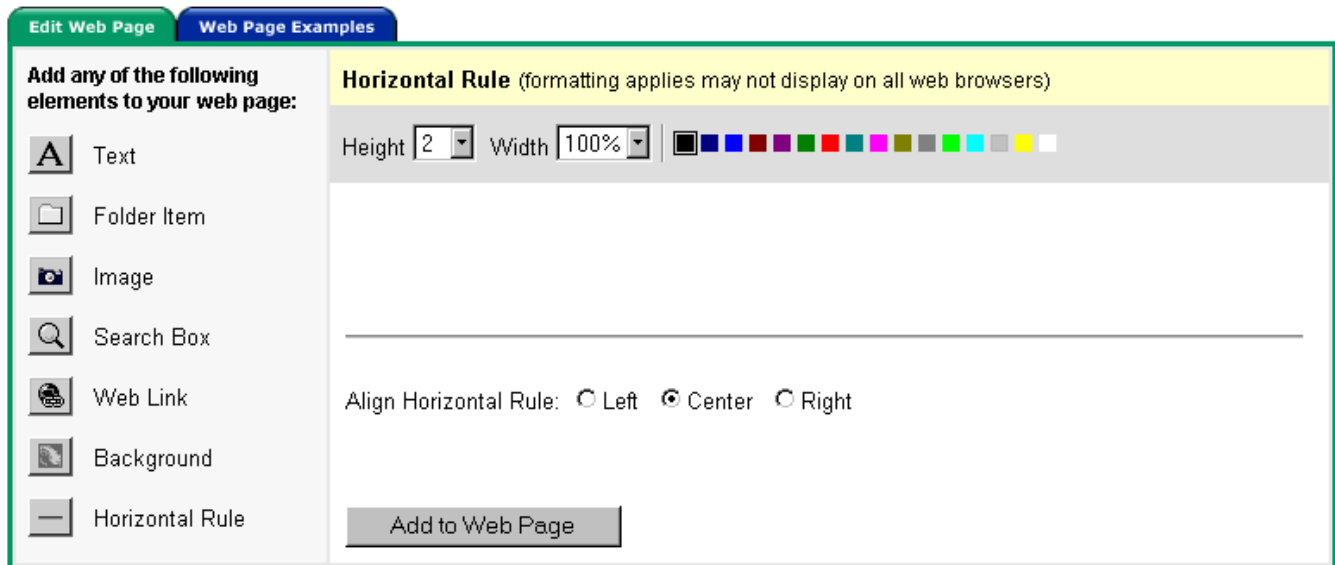
Page Elements

The Page Elements section of the Edit Web Page Screen is located in the bottom of your screen. From here you can move your web page elements up or down, or delete them. You can also preview, e-mail, download or copy your completed page.

E-mailing a page

If you choose to e-mail a page, you will receive a separate e-mail with the image file for the background you selected.

Downloading a page

You must download both the page and background file (if you choose one). Each file must be saved in the same location.

Delivery Options

Download Your Web Page

Select the link below for your web page and background image. A dialog box will appear for each. Follow the instructions to save the items to your hard drive.

Page Composer Example

File Name: backgroundRock04.jpg

Note: If you included image files on your web page, copy the image files to the same location as your web page so the images can be viewed.

Copying a page

You can copy the page you have just created. Enter the new description and click **Continue.**

Copy Web Page

Page Description	Page Composer Example
New Page Description	
	This is the name that will appear in your Web Pages folder list.

Continue   Cancel

Final Results

Below is an example of a web page created in Page Composer.