

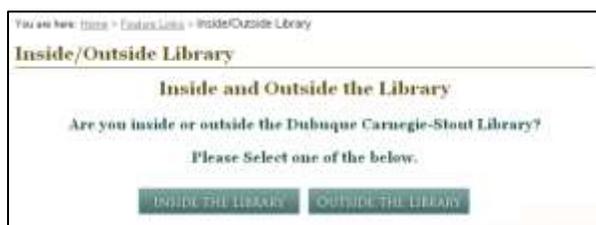
## Introduction to EBSCO Host

EBSCO Host is an online database of thousands of periodicals, both popular and academic. Most of these periodicals are fully digitized, meaning you can get the entire text of each article. Other periodicals are only indexed, meaning EBSCO will let you search by subject and tell you the title and date of an article but you'll need to find a print copy. You can access EBSCO in the library or, if you're a Dubuque resident, from home.

### Logging In

In the library, you can get to EBSCO either on the computers in the Internet Service Center or on any of the catalog computers. The Internet Service Center computers will offer you a better interface, a more comfortable chair, and the ability to save information to a disk, but can only be used for an hour and a half a day. At a catalog computer you'll probably end up on a stool rather than a chair and will have a less helpful interface, but won't have a time limit. Either type of computer will let you print what you find.

From an internet computer, you'll get to EBSCO through the library's website (the library's web address is printed on your library card, and the library site is the homepage on all the computers in the Internet Service Center). On the library's page, you'll find a maroon ribbon near the top of the page with several menu options printed across it. Move your mouse over the phrase **E-Branch**



**Library** and a small menu will appear; in this menu, click on **Library Research Databases**. You'll be taken to a page that asks whether you're inside or outside the library. Click on **Inside the Library**. This will take you to a list of

all the databases available inside the library. Click on the EBSCO Host link and you'll be taken to the database.



To get to EBSCO from a catalog computer, click on the **Online Databases** tab at the top of the screen. This will take you to the list of databases available in the library. When you click on the EBSCO Host link, EBSCO will open in a new window. I strongly recommend that you maximize this window (use the middle of the three buttons at the top right corner of the window). The catalog computers are set up to prevent people from accessing the

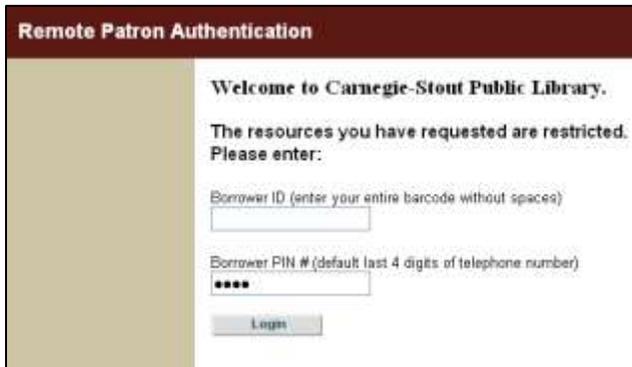


internet or using other programs, so they can be a little bit difficult to work with. One problem is that if you switch from

your new EBSCO window back to the window with the database list your EBSCO window will be lost. Maximizing the EBSCO window will help keep this from happening. You'll also notice that you don't have a navigation bar across the top of your window, meaning you don't have forward and back buttons. You'll have to move around with the links on the page (this isn't difficult, but may be different from what you're used to).



Accessing EBSCO from home is a lot like accessing it on one of the Internet Service Center computers. You'll go to the library homepage and click on **Library Research Databases** in the **E-Branch Library** menu. When you get to the page that asks whether you are inside or outside the library, click on **Outside the Library**.



This will take you to a page that asks for your borrower ID (which is the entire fourteen digit number off the back of your library card) and your borrower PIN number (which should be the last four digits of your phone number). We get a lot of calls from people who have problems at this point, and they are almost always one of three things. First, a patron will change phone numbers without letting us

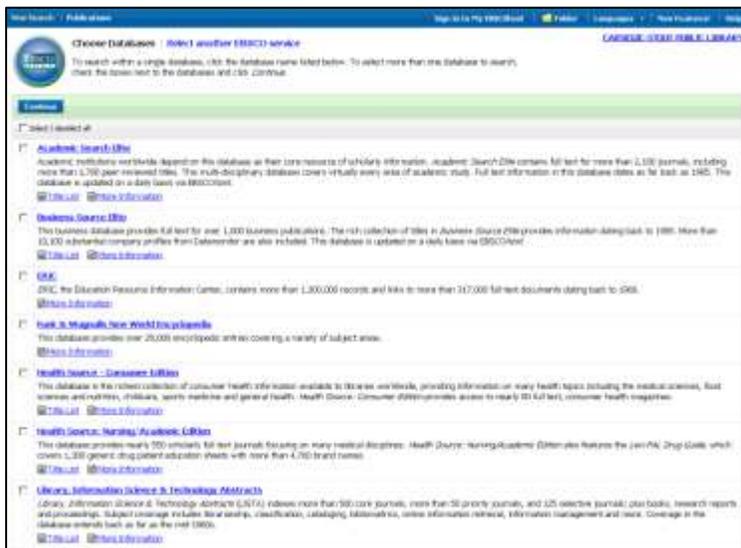
know or changing their PIN, so when they try to enter their new phone number it won't work. Second, a patron will change their PIN to something other than the last four digits of their number and then forget they've done so. Third, Dubuque residents' library cards need to be renewed every three years. This is just a quick address and phone number check and can be done over the phone. Please don't hesitate to call the Information Desk if you have trouble logging in. Once you've entered your barcode number and PIN, you'll be taken to a page with a list of the available databases. Click on EBSCO Host to be taken to the database.

## Getting Started



EBSCO runs several services and the first page you're taken to will ask you to select one. In this class, we'll be using EBSCOhost Web, so you'll want to click on that list. However, all of the other services are worth exploring at another

time. In particular, the Auto Repair Reference Center, Consumer Reports, and NoveList Plus have proven helpful to a number of patrons.



Continuing on into EBSCOhost, you'll be taken to a page listing several different databases. EBSCO indexes thousands of periodicals. In order to search these more quickly and effectively, users are asked to select a subset of the larger database. In this way, EBSCO doesn't waste time looking through publications that are unlikely to contain

useful information. EBSCO gives a short description of what each database contains, giving a clear idea of when to use each. Click the checkbox next to a

database name to select or deselect it for your search. You can search several of these subsets at once, if you wish, or even search them all at once (though if you select all the databases EBSCO will give a message warning that this may result in slower searches).

The default here is to search MasterFILE Premier, a broad database created specifically for use in public libraries. It covers numerous subjects and includes periodicals, reference books, primary source documents, and images. It's usually a good place to start, so for now we'll keep it and not select any other databases. Click the blue **Continue** button at the top of the screen.

## Performing a Search

You'll be taken to the Advanced Search interface. On this screen we're given three boxes in which to enter search terms and controls for several search options. Let's start by looking at some of the options. In the first block of options we're asked to select a search mode. There's a blue question mark button here that



will open a help window to explain

each mode, but for now let's stick with the default, "**Find all my search terms.**" In this mode, EBSCO will only give us results that include all of our search terms. This is how most web search engines work, so it should be fairly familiar. This block also contains toggle switches for two options "**Apply related words**" and "**Also search within the full text of the articles.**" "Apply related words" lets EBSCO look for synonyms of the terms you've entered, finding articles on your topic that have phrased things differently than you have. It's good to leave this on unless you're looking for very specific language. "Also search within the full text of articles" lets EBSCO search entire articles rather than just looking at titles, subject headings, and abstracts. It's good to this leave on unless your searches are returning more results than you can work with.

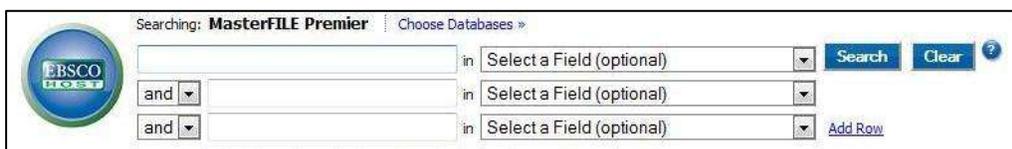
The next block of options contains things that don't change how EBSCO searches but instead automatically filter which results you're shown. They're generally pretty straight-forward, but a few of them are worth explaining in detail. Turning on **Full Text** will filter out any articles that aren't available in full through EBSCO (most publications are available in full text, but sometimes EBSCO will



only tell you a title and date). This option is great if you don't have time to go

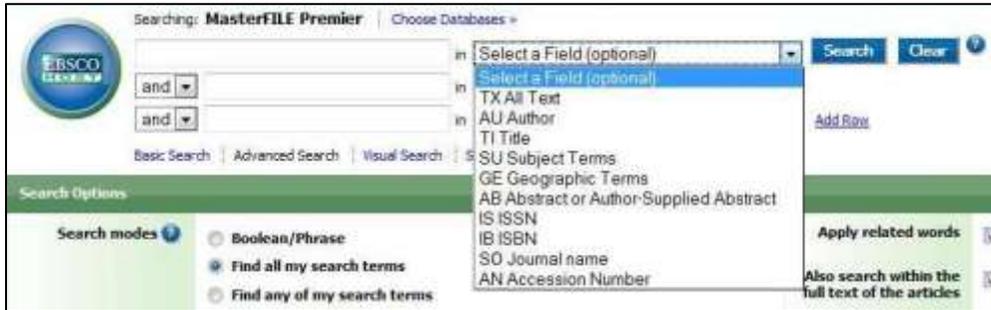
hunting for a print copy of an article. EBSCO offers the full text of articles in two different formats. When an article is offered in HTML full text, the article is copied into a web page. It won't include pictures and won't be in the original formatting. When an article is offered in PDF full text, EBSCO contains a scanned image of the original publication including pictures, ads, and original formatting. In the Advanced Search interface you can turn on **PDF Full Text** to be shown only those results that are available as PDFs. If you turn on **Peer Reviewed** you will only be shown articles from publications that carefully review the accuracy of their articles. This can be important in serious academic research. Finally, turning on **Image Quick View** will do two things: your results will be limit to articles that contain images and you'll be given thumbnail versions of those images on the search results page. You can also turn on Image Quick View for specific types of images (for example, selecting **Graph** will limit your search to articles that contain graphs). You can click the **Reset** button to return all of these options to the defaults.

Once you've got the search options the way you want them, go back to the top of the page to enter search terms. You can simply enter a few words into the



first search box and click **Search** to look for any

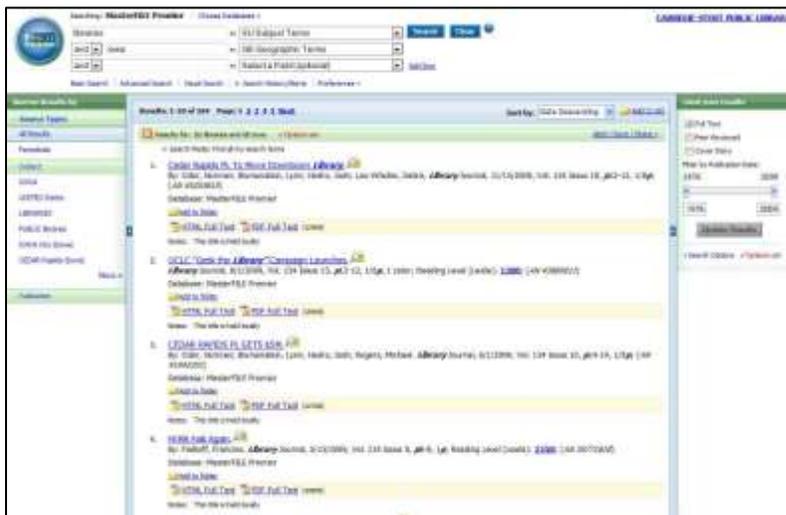
article containing all of those words either in the text or in the citation. This is quick and easy, but is likely to give lots of false hits (results that aren't actually helpful). You can search more accurately by using the dropdown menus to the right of the search boxes to tell the computer where to look for each word. For example, searching for "iowa libraries" as general keywords gives over 11,000 results, but the first result is an article about an Iowa-class battleship. Searching for



“iowa” as a geographic term and “libraries” as a subject gives many fewer results, but at

first glance they appear to be more accurate. By default, you’re given three separate search boxes, but if you need more you can click **Add Row** to get up to twelve. You can click Clear to reset all the boxes and dropdown menus. You can click the blue question mark button to open a help window that explains advanced search techniques such as Boolean operators, truncation, wildcards, and proximity.

Once you’ve clicked **Search** you’ll be taken to a results page. Each result includes the article title, bibliographic information, and links to any available full text options. You can click on the title to see the full citation including subject terms, abstract, and more. In either the citation or full text window you’ll be given



links to do a variety of things with your article. The buttons to **Print**, **Email**, and **Save** are all self-explanatory. Click on **Cite** to open a window with the bibliographic information formatted in a variety of citation styles (such as APA or MLA). If you use a bibliographic management program such as EndNote

or ProCite, you can click **Export** to save the file for use with your program. The **Add to Folder** and **Create Note** buttons can be used to make an annotated list of articles. Your notes and saved articles will not be saved between sessions unless you create a personal account with EBSCO (there are instructions for creating an account at the end of this handout).



## Refining Your Search

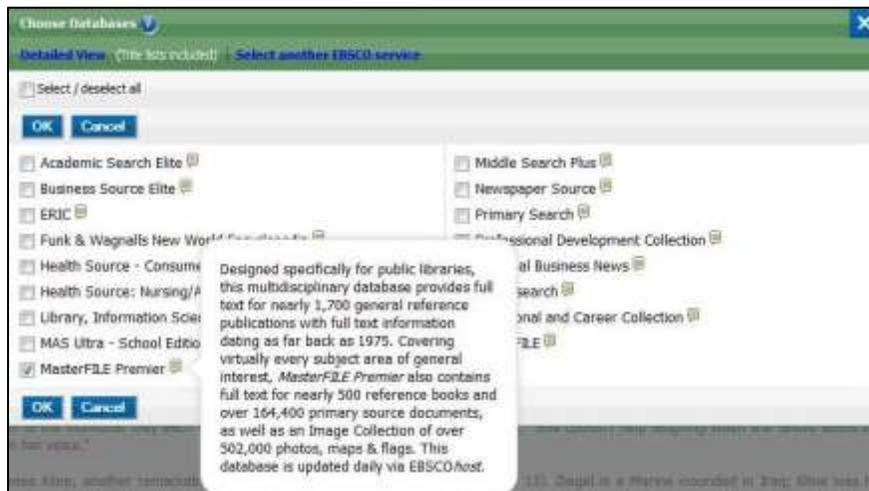
It's easy to refine or filter a search from the results screen. Your search boxes are at the top of the screen. You can change or add terms here and then click **Search**. If you're happy with your search terms but want to limit the results shown,



you can use the controls on either side of the screen. On the left side of the screen, you'll find lists of the **Source Types, Subjects, and Publications** represented in your results. You can click on an item in this list to limit your results to articles that match your selection (for example, you could click on the title of a publication to see only articles from that publication). On the

right hand side of the screen you can toggle **Full Text, Peer Reviewed, and Cover Story** on and off and use the slider to adjust the range of dates you see. With this box, you'll have to change your settings and then click **Update Results**. Right underneath the Update Results button you'll find a link to **Search Options**. This link will open a window with all of the options from the Advanced Search page. You can change these and then click **Search**.

If you want to switch to another of EBSCO's databases, you can click the **Choose Databases** link just above the search boxes. A new window will open with



a list of available databases. You can use the checkboxes next to each database name to select the databases you want. You can mouse over the yellow word balloons to the right of each database name to see a short

description of what each database includes. To return to the detailed list of databases we saw when we first entered EBSCO, click **Detailed View**.

## Search History

If you want to repeat a search you've done previously, you can click on the **Search History/Alerts** link just underneath the search boxes. On this page, you'll see all the searches you've performed during this session. Each entry will show your search terms and search options and offer three links. The first link, **View Results**, takes you to a results page, just as if you'd performed the search from the Search page. The second link, **Revise Search**, takes you to the Search page with all of your terms and options set up just as you entered them when you first performed the search. The last link, **View Details**, opens a small window with

Search ID #	Search Terms	Search Options	Actions
55	Iowa libraries	Search modes - Boolean/Phrase	<a href="#">Return</a> <a href="#">Revise Search</a> <a href="#">View Details</a>
54	Iowa libraries	Search modes - Boolean/Phrase	<a href="#">Return</a> <a href="#">Revise Search</a> <a href="#">View Details</a>
53	SU libraries and GE Iowa	Limiters - Full Text; PDF Full Text Expanders - Apply related words; Also search within the full text of the articles Search modes - Find all my search terms	<a href="#">View Results (244)</a> <a href="#">Revise Search</a> <a href="#">View Details</a>
52		Limiters - Full Text; Publication: american medical Expanders - Apply related words; Also search within the full text of the articles Search modes - Find all my search terms	<a href="#">Return</a> <a href="#">Revise Search</a> <a href="#">View Details</a>
51		Limiters - Publication: american medical Expanders - Apply related words; Also search within the full text of the articles Search modes - Find all my search terms	<a href="#">Return</a> <a href="#">Revise Search</a> <a href="#">View Details</a>

more information about the search you performed. If you create a personal EBSCO account you can save searches between sessions or even set EBSCO to alert you when new articles are entered that match your search terms.

## Creating an Account with EBSCO

If you use EBSCO often, you may wish to create a personal account so you can save articles, notes, and searches. Creating an account is free and easy. To start, click on **Sign In to My EBSCOhost** at the top right of the screen. On the



The screenshot shows the 'Sign In to My EBSCOhost' page. At the top left is the EBSCO logo. Below it is a green navigation bar with links: 'Create a new Account', 'I forgot my password', and 'I forgot my user name and password'. The main content area has two columns. The left column contains 'User Name' and 'Password' input fields, a 'Login' button, and a checkbox for 'Load Preferences from My EBSCOhost'. The right column contains the text 'Sign in to access your personalized My EBSCOhost account.' and a list of benefits: 'Save preferences', 'Organize your research with folders', 'Share your folders with others', 'View others' folders', 'Save and retrieve your search history', 'Create email alerts and/or RSS feeds', and 'Gain access to your saved research remotely'. At the bottom, there is an 'Update My Account' button and a note: 'To update your account, enter your user name and password above and click Update My Account.'

next screen, click **Create a new Account** just underneath the blue EBSCO logo. Fill out their form, click **Submit**, and you're done. If there is a problem with the information you supply, the form will reload with problems marked with red text.



The screenshot shows the 'Create a new account' page. It features a form with the following fields: 'Account Type' (set to 'Personal Account'), 'First Name', 'Last Name', 'E-mail Address', 'User Name' (with a note: 'This is the user name you will use to sign in to My EBSCOhost.'), 'Password' (with a note: 'Five-character minimum, no spaces'), 'Retype Password', 'Secret Question' (a dropdown menu with 'Select One'), and 'Secret Answer' (with a note: 'used to help identify your account if you forget your user name or password.'). A note at the bottom says: 'Note: Please remember your account information for future reference.' There are 'Submit' and 'Cancel' buttons at the bottom left.

Once you've created an account, you'll want to log in to it when you return to EBSCO. To do so,

click on **Sign In to My EBSCOhost** just like you did when creating a new account. On the next screen, enter the username and password you created and click **Login**. If you forget your username or password, use the links on the green bar just about the login boxes.