



# EBSCOhost Web Databases

## Saving Results—Printing, Downloading, Emailing

ACU Library <http://www.acu.edu/academics/library/home.html> [under Full-text Resources]

EBSCOhost is the software used by a variety of ACU databases. Although each database has unique features, they all work similarly because they use the same search interface. This is a quick reference guide to how they work. For more details, ask a librarian or click the **help** link in the top right corner of the screen within any of these databases.

### Databases covered:

Alt HealthWatch	ERIC	Newspaper Source
ATLAS Full Text Plus	Funk & Wagnalls New World Encyclopedia	Primary Search
Academic Search Premier	Health Source: Consumer Edition	Professional Development Collection
Applied Science & Technology Abstracts	Health Source: Nursing/Academic Edition	PsychINFO
Business Source Premier	MAS FullTEXT Ultra	Psychology & Behavioral Sciences
Business Wire News	MasterFILE Premier	Religion & Philosophy Collection
CINAHL	MEDLINE	Salud para todos
Computer Source	Middle Search Plus	Sociological Collection
EBSCO Animals	Military Library FullTEXT	USP DI V.II, Advice for the Patient

Articles may be printed, saved, or emailed one at a time, or they can be stored in the folder and managed all at once. Saving things to a folder offers the additional advantage of being able to save articles between searches or between databases.

## Printing

If you have saved articles, open your folder by clicking this icon:



- Click the Print button at the top of the page to open the Print Manager.
- Chose the print format (see Format Options on p.2 of this guide).
- Click the Print button again to display your print job. Make sure the display is what you expected. Click OK in the print window to start printing.

Printing at ACU is 10 cents per page.

Printing a single article can also be done when viewing that article.

## Downloading (Saving)

You need a 3.5 in. floppy disk formatted for DOS. Disks are sold at the library circulation desk. Make sure you have enough room on your disk or your articles will not be saved.

If you have saved articles, open your folder by clicking this icon:



- Click the Save button at the top of the page to open the Save Manager.
- Chose the format you want (see Format Options on p.2 of this guide).
- Click the Save button again. A screen will appear displaying what will be saved.
- Use your browser to save. Under the File menu, click Save As. A window will pop up asking you to name the resulting file and where you want to save it. Under "save in" select 3 ½ Floppy (A:). In the file name box, type a name of your choice, like articles.txt. Click the save button in the pop up window.

Saving a single article can also be done when viewing that article.

## Emailing

If you have saved articles, open your folder by clicking this icon:



- Click the E-mail button at the top of the page to open the E-mail Manager.
- Chose the format you want (see Format Options on p.2 of this guide).
- Enter a valid email address in the "E-mail address" line. If you want to send articles to more than one person, separate the email addresses with a semicolon ([person1@acu.edu;person2@hotmail.com](mailto:person1@acu.edu;person2@hotmail.com))
- Enter a subject on the "subject" line. This is optional, but helpful for the recipient.
- Click the E-mail button to send.

# Format Options

All results are printed, saved, or emailed through a corresponding print manager, save manager, or email manager. The managers offer various format options for how you want your records handled. The format options are explained below.

## Print Manager

Articles

The 5 item(s) you selected will be printed. To continue, click Print.

Empty folder after printing

**Include:**

Additional citation details and abstract

Full Text (when available)

A complete citation (no abstract) is included with all options.

**Additional citation details:** subject headings, word count, ISSN, & abstract (no full text)

**Full Text (when available):** includes only articles with the Full Text link. If you want PDF Full Text or Linked Full Text, you must either email it, or print/save it separately.

You will have a chance to view your print job before you actually print.

Article format: click article tab

## Save Manager

Articles Links Bibliographic Manager

The 7 item(s) you selected will be saved. To continue, click Save.

Empty folder after saving

**Save options:**

Additional citation details and abstract

Full Text (when available)

A complete citation (no abstract) is included with all options.

**Additional citation details:** subject headings, word count, ISSN, & abstract (no full text)

**Full Text (when available):** includes only articles with the Full Text link. If you want PDF Full Text or Linked Full Text, you must either email it, or print/save it separately.

You will have a chance to view selections before you actually save.

Saving Links:

Instead of saving the articles themselves, you can save the internet links to the articles by clicking the Links tab. **HTML links to articles** saves the clickable address to each actual article. Select **An HTML link that will run your last search again** to re-execute your search at a later time.

Saving links is useful for saving disk space, but only authorized ACU patrons will be able to access the links; therefore saving links is not the recommended method.

## E-mail Manager

Articles Links

The 3 item(s) you selected will be e-mailed. To continue, enter an e-mail address and click Send.

E-mail Address:

Subject:

Empty folder after e-mailing

**E-mail content includes:**

Additional citation details and abstract

Full Text (when available)

PDF as separate attachment (when available)

A complete citation (no abstract) is included with all options.

**Additional citation details:** subject headings, word count, ISSN, & abstract (no full text)

**Full Text (when available):** includes only articles with the Full Text link.

**PDF as separate attachment:** select this to include .pdf articles. Citation is included.