

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 detailed help, ask a librarian or click the **help** link in the top right corner of the screen within any of these databases.

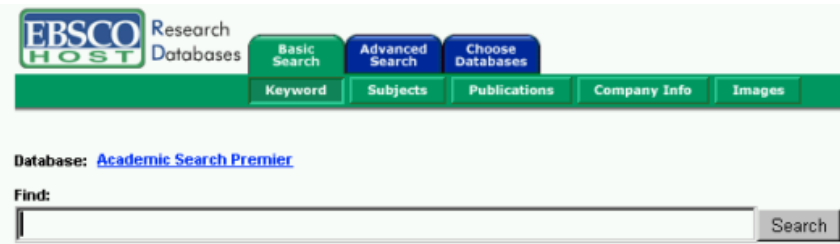
Databases covered:

- | | | |
|--|---|-------------------------------------|
| 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 |

Searching

Basic Search: Keyword

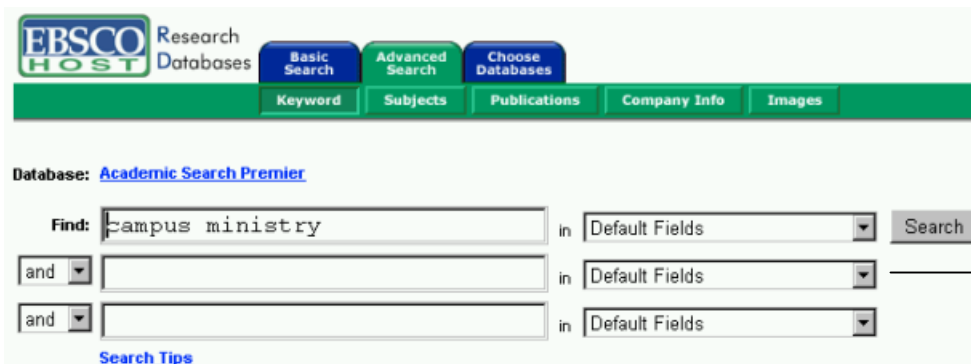
Basic Search by Keyword is the default. Enter your terms in the Find box and click the Search button or press Enter.



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|--------------|------------------------------|--|
| Phrases | Health care | Finds the exact phrase Ex. Employment in health care occupations is on the rise. |
| AND | Health and care | finds articles with all the terms (both health and care) Ex. Health is something we all care about. |
| OR | Health or care | finds articles with at least one term (either health or care or both) Ex. Good nutrition is essential to good health. |
| NOT | Health care not taxes | Finds articles that mention health care but do not mention taxes |
| Near(N) | Campus n5 ministry | finds terms within five words of each other regardless of their order Ex. Ministry on a college campus is challenging work. |
| With(W) | Campus w3 ministry | finds terms within three words of each other in the order specified Ex. A campus supported ministry encourages student involvement. |
| Truncation * | Christ* | finds Christ, Christian, Christians, Christmas, Christianity, etc. |

Advanced Search:

Click the Advanced Search tab near the top of the screen. Advanced Search gives you more options and lets you specify which portions, or fields, of the articles you want to search. This often gives you greater precision. Type your search terms in the Find boxes, choose the corresponding field, and click Search or press Enter.



- Fields include
- Author
 - Article title
 - Subject
 - Abstract
 - Accession number
 - ISSN
 - Journal name
 - Author supplied abstract

LIMITING and EXPANDING Your Search

Options for limiting and expanding appear below the search boxes. Different options appear for different databases and search methods.

Limits under all search methods:

Full text limits results to articles with the actual text online
Magazine restricts results to a certain magazine or journal
Date Use a two digit year.

Additional limits under Advanced Search:

Scholarly (Peer Reviewed) Journals limits to articles that were quality reviewed before being published. Good way to eliminate popular magazines and return results from professional journals.
Publication type periodical, newspaper, book, etc.
Number of pages ex. 5 (only 5 pages) >10 (at least 10 pages) <15 (less than 15) 5-10 (five to 10 pages)
Cover Story useful for finding the main feature of a journal
Articles with images useful if you need charts, graphs, or pictures

You can also **EXPAND** your search to **search the full-text** of the articles (instead of just the citation and abstract) or to include **related words** (plurals and synonyms).

Viewing Results

Results are listed in order of most recent first. Each item is displayed as a brief citation. Some may also have a link for **Full Text**, **PDF Full Text**, or **Linked full text**.

The screenshot shows a search results interface. At the top, there are tabs for 'Search Options' and 'Results'. Below the tabs, there is a navigation bar with '1 to 10 (of 35)' and 'Pages: 1 2 3 4'. The main content area displays three search results, each with a folder icon and an 'Add' button. The first result is 'FEEDING THE SOUL' by Foster, Amy., with a 'Full Text' link. The second result is 'The Amoral University' by Jabusch, Willard F., with 'Full Text' and 'PDF Full Text (363K)' links. The third result is 'Campus ministry report will focus attention on neglected area of mission;' by Network News, with 'Full Text' and 'PDF Full Text (83K)' links.

Scroll through the list by clicking the **arrows** at the top and bottom of the results.

Click the article title to view the complete record plus any full text if available.

Click one of the full-text links, if available, to go directly to the article contents.

Click **Result List** to go back to the list of retrieved citations.

If it's not full-text, how can I get the article?

If the article is not full text online, you have to find the journal on the library shelves and photocopy the article you need.

- From the results list, click on the title of your article to display the full citation.
- Near the bottom of the citation, click **Check Library Catalog at Abilene Christian University**. This searches our online catalog to see if the journal you need is in one of the consortium libraries.
- If the journal is in our catalog, make sure we have the volume and issue you need. Note the library who has it and the journal call number.
- Click the database's **Back button** below the green bar at the top to return to your EBSCOhost database.

Not all journals will be available from one of the consortium libraries. Ask a librarian at this point for other options.

Selecting Records

Selecting lets you choose articles you want for printing, saving to a disk, or emailing.

From the results list, click the folder next to each title you want. Scroll through the list to add as many articles as you need.

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- The screenshot shows a search result for 'Campus Ministries and New Paradigms for Educating Religiously;' by Winings, Kathy., with a folder icon and an 'Add' button. The citation includes 'Religious Education, Summer99, Vol. 94 Issue 3, p329, 16p' and a 'Full Text' link.



When viewing an individual article, an **Add to folder** option also appears above the citation.

Saving Records

See the separate handout for EBSCOhost Databases entitled **Saving Records—Printing, Downloading, Emailing**.