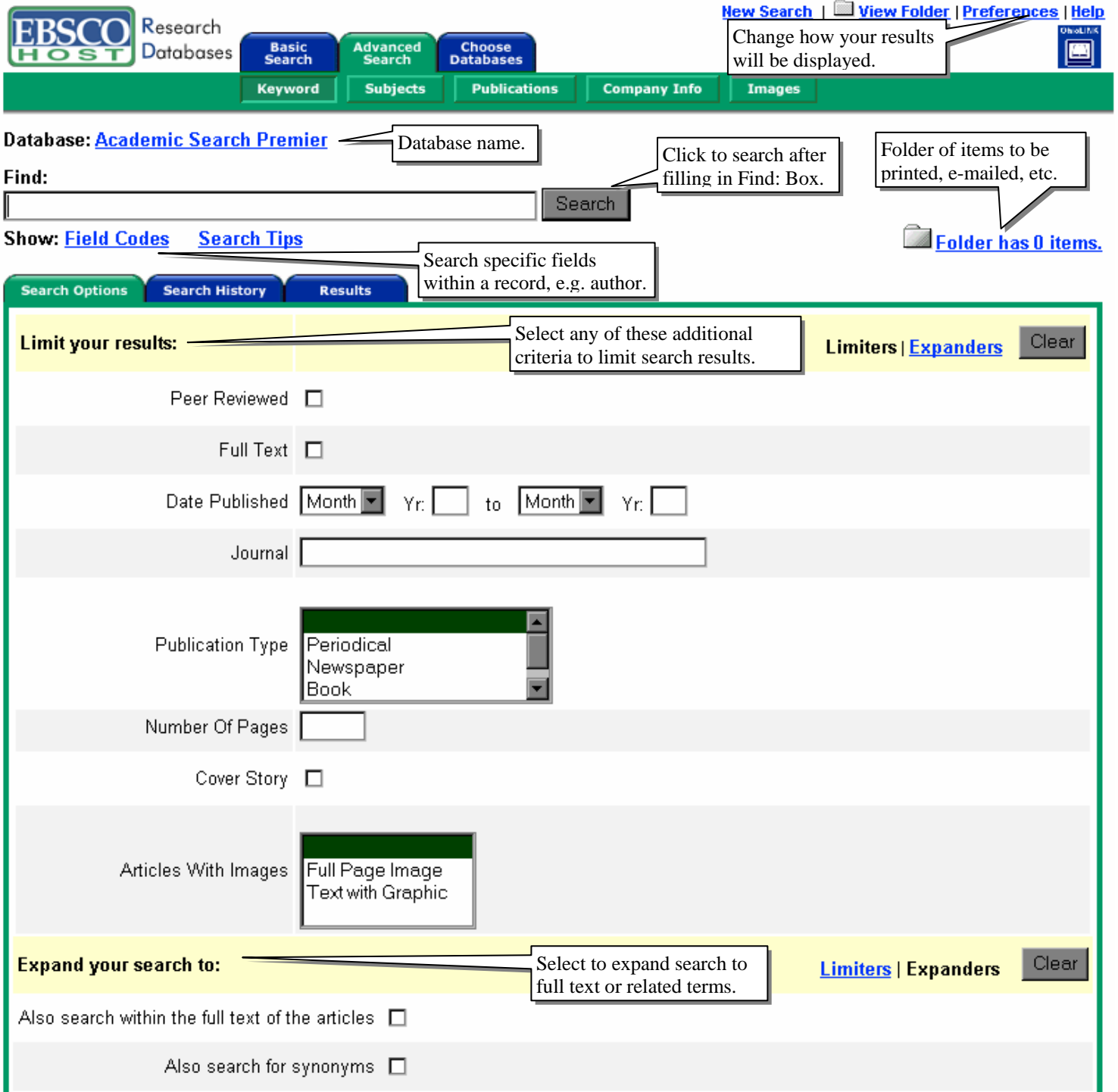


Several of the [Research Databases](#) available from OhioLINK are provided by the EBSCO company and use the same method of searching. This guide will show you the basic features common to all of these databases. A [list of databases](#) that this guide applies to can be found on the last page.

EBSCO Main Search Screen (Academic Search Premier)



EBSCO Research Databases

[New Search](#) | [View Folder](#) | [Preferences](#) | [Help](#)

Change how your results will be displayed.

[Basic Search](#) | [Advanced Search](#) | [Choose Databases](#)

[Keyword](#) | [Subjects](#) | [Publications](#) | [Company Info](#) | [Images](#)

Database: [Academic Search Premier](#) (Database name.)

Find: [Search](#) (Click to search after filling in Find: Box.)

Show: [Field Codes](#) | [Search Tips](#) (Search specific fields within a record, e.g. author.)

[Folder has 0 items.](#)

[Search Options](#) | [Search History](#) | [Results](#)

Limit your results: (Select any of these additional criteria to limit search results.)

[Limiters](#) | [Expanders](#) | [Clear](#)

Peer Reviewed

Full Text

Date Published Month Yr: to Month Yr:

Journal

Publication Type: (Dropdown menu: Periodical, Newspaper, Book)

Number Of Pages

Cover Story

Articles With Images: (Dropdown menu: Full Page Image, Text with Graphic)

Expand your search to: (Select to expand search to full text or related terms.)

[Limiters](#) | [Expanders](#) | [Clear](#)

Also search within the full text of the articles

Also search for synonyms

SEARCHING:

Enter the subject to be searched in the Find: box as keywords or phrases that describe your topic, then click Search. Keywords can be combined with 'AND,' 'OR,' or 'NOT' to control how the words are searched. Placing AND between words will require that both words are in all results. An OR between words means that either word will be in the results, but not necessarily both of them. Two or more words next to one another are searched as a phrase and will be found together (in that order) in all results. You can also find multiple forms of a word using '*' at the end (comput* will retrieve all articles including the words compute, computer, computing, etc.) or replace a single letter within a word with '?' (ne?t will find nest, next, neat, etc.). The database will automatically find both singular and plural forms of a word when searching.

In order to search by **subject heading, journal name, article title, etc.**, click on Field Codes. Another window will pop up with the two-letter code to enter before your search term. For instance: a search for where charter schools and legislation are subject terms, you would type SU(charter school and legislation).

LIMITING AND EXPANDING YOUR SEARCH RESULTS

Beneath the Find: box you will see options for limiting or expanding your search results. Selecting any of the Limiters will reduce the number of articles found. You can search for only articles from peer-reviewed (scholarly) publications, find only articles with full text from EBSCO (note: other full text may be available, see Find a Copy, below), limit to articles published in a specific year, month, or day, in a specific magazine or journal title, etc. To find articles of a specific number of pages, enter the number or page range; to find an article of more than 3 pages, for example, you would enter >3 ('greater than 3').

Expanders will increase the number of articles found. If you check 'Also search within the full text of articles', the database will look for your keywords in the entire text of articles that EBSCO has full text for. Also search for synonyms will search for words related to your keywords (when available). For example, a search for airplane will also search for aircraft, jet, airlines, etc.

RESULTS LIST

Results are displayed 10 articles at a time, with the newest articles first. Only a brief citation is shown for each article, along with links to any full text from EBSCO and the Find a Copy link. (To change the display format, order or number, click on **Preferences** in the upper right corner.) Several forms of full text may be available (Linked, HTML, PDF, etc.) and clicking on Find a Copy will check with OhioLINK for other forms of full text or to see if a printed copy of the article is available in UT's libraries.

Clicking on the article title will bring up more information about the article, including an abstract (summary) and subject headings. If there is HTML full text available, it will display after the citation. To see other full text formats, click on the Full Text link.

To see more results than the 10 shown on your screen, click on the small blue arrow next before the word Pages: at the top or bottom of your list, or click on the number of the page of results you want to jump to.

Sample Results List

Find:

charter schools

Show: [Field Codes](#) [Search Tips](#)

 [Folder has 0 items.](#)

Search Options	Search History	Results	To print, e-mail, or save an article or citation, add it to your folder
◀ 1 to 10 (of 1106) ▶ Pages: 1 2 3 4 5 ▶			
1. THE 34TH ANNUAL PHI DELTA KAPPA/GALLUP POLL OF THE PUBLIC'S ATTITUDES TOWARD THE PUBLIC SCHOOLS. ; Phi Delta Kappan, Sep2002, Vol. 84 Issue 1, p41, 16p  Linked Full Text  Find a copy			 Add
2. Do Charter Schools Do It Differently? ; By: Finn, Jr., Chester E.; Kanstoroom, Marci., Phi Delta Kappan, Sep2002, Vol. 84 Issue 1, p59, 4p, 1c  PDF Full Text (95K)  HTML Full Text  Find a copy			 Add
3. If School Is Home: Web Help For Age 5. ; By: Morris, Bonnie Rothman., New York Times, 8/15/2002, Vol. 151 Issue 52211, pG4, 0p  Find a copy			 Add
4. Coming Up Short. ; By: Feldman, Sandra., National Journal, 8/10/2002, Vol. 34 Issue 32, p2353, 1p  HTML Full Text  Find a copy			 Add

PRINTING, E-MAILING, AND SAVING USING THE FOLDER

When you are looking at the record for an article, you can Print, E-mail, or Save that article individually. You can also print, e-mail, or save multiple articles by adding them to your folder. Click on Add to Folder at the top of a record, or the Add icon to the right in your results list. The Folder icon near the top of the screen will show you the total number of items in the folder currently.

To retrieve the items you placed in the folder, click on **Folder has ... items**. At this point you will have the opportunity to print, email, or save the documents to a disk. When printing or saving to disk, you only have the option of including the HTML full text of the document. E-mail gives you the option to include the HTML full-text, as well as sending the PDF full text as a separate message.

Using the Folder

Find:

Show: [Field Codes](#) [Search Tips](#)

Folder has 2 items.

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

Search Options		Search History		Results	
◀ 1 to 10 (of 146) ▶ Pages: 1 2 3 4 5 ▶					
1.	Board Acts to Bring NAEP in Line With ESEA. ; By: Olson, Lynn., Education Week, 5/29/2002, Vol. 21 Issue 38, p22, 2p, 2c		HTML Full Text		Find a copy
					Added
2.	Pa. Court Orders Hearings For Charter School Funding. ; School Law News, 5/10/2002, Vol. 30 Issue 10, p8, 1p		PDF Full Text (44K)		Find a copy
					Add

SEARCH HISTORY

Your search history is a list of all of the searches you have already conducted during the current session, along with the number of results each had. Click on the number of results to see the results of a previous search, or on the word 'Revise' to return to a search and modify it (by adding more keywords or selecting new limiters/expanders). You can combine searches using AND, OR, and NOT, just like you combine keywords in your search box. In the example below, typing S1 AND S2 in the Find: box is the same as typing 'charter schools and legislation' in the Find: box.

You can print out your search history for future reference, clear your search history to start over. You can save and retrieve search histories if you want to use them in future database sessions; this requires you to register for free with EBSCO. This will also let you have EBSCO run searches and have the results sent to you by e-mail on a regular basis.

Sample Search History Screen

Find:

Show: [Field Codes](#) [Search Tips](#)

Folder has 0 items.

Search Options		Search History		Results		
Search History			Print History	Retrieve History	Save History	Clear History
Add to Search	Search ID #	Search Terms	Limiters	Results	Revise Search	Delete
<input type="checkbox"/>	S3	S1 AND S2		146	Revise	<input type="button" value="Delete"/>
<input type="checkbox"/>	S2	legislation		84113	Revise	<input type="button" value="Delete"/>
<input type="checkbox"/>	S1	charter schools		1106	Revise	<input type="button" value="Delete"/>
Add using: <input type="text" value="and"/> <input type="button" value="Add"/>						

CHANGING DATABASES AND MULTIDATABASE SEARCHING

There are twenty databases provided by EBSCO (14 aimed at college and university students). Click the **Choose Database** tab at the very top of the screen to choose another database or search multiple databases in the EBSCO service. You will see a listing of all of the OhioLINK databases that can be searched using EBSCO's software, along with brief descriptions of their content and a list of journal and magazine titles included in each database.

To search a single database, click on the name of the database itself.

To search multiple databases simultaneously, click the check boxes next to the database names and then click 'Continue'. Duplicate results from multiple database searching are removed. Please note, the greater the number of databases selected, the slower the service will be and you may not have all of the limiters available to you in individual databases.

The complete list of EBSCO databases available to OhioLINK libraries follows:

Academic (College & University) Databases

Academic Search Premier

Business Source Premier

Computer Source

Regional Business News

MasterFILE Premier

Newspaper Source

Alt HealthWatch

Health Source: Nursing/Academic Edition

Health Source - Consumer Edition

USP DI Volume II, Advice for the Patient

Professional Development Collection

Sociological Collection

Psychology and Behavioral Sciences Collection

Religion and Philosophy Collection

Databases Primarily for School Age Students

Primary Search

Middle Search Plus

Funk & Wagnalls New World Encyclopedia

EBSCO Animals

MAS Ultra - School Edition

Vocational and Career Collection