



EBSCOhost User Guide—Searching

Basic, Advanced & Visual Searching, Result List, Article Details, Additional Features

support.ebsco.com

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What is EBSCOhost®

EBSCOhost 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, school, medical, corporate, and government libraries.

System Requirements

In order to effectively use all EBSCOhost features, the minimum browser requirements are Internet Explorer 6.0, Firefox 2.0, and Safari 2.0 (for Macintosh). You must also have Adobe® Reader® installed to view the PDF Full Text files. If you are using Visual Search, you must also install Adobe® Flash Player 8.0 or higher.


Inside this User Guide

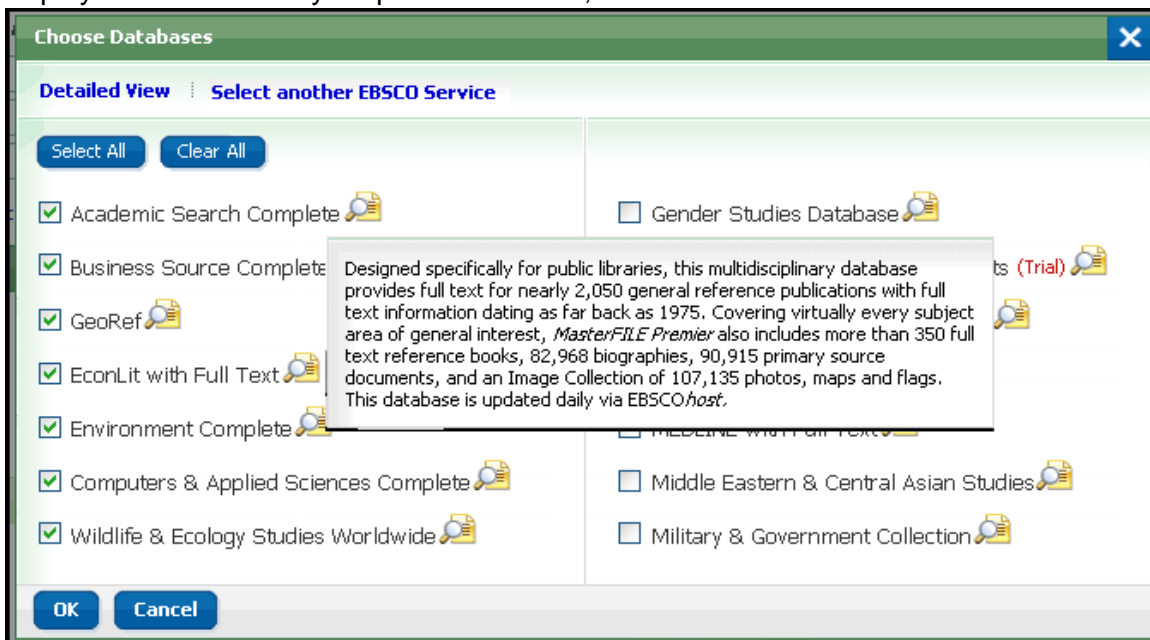
This guide is designed to cover the basics of searching and finding results. Additional user guides cover topics such as browsing, searches and alerts, and printing, e-mailing and saving. All user guides can be downloaded from the EBSCO Support Site: support.ebsco.com.

Learning More about a Database

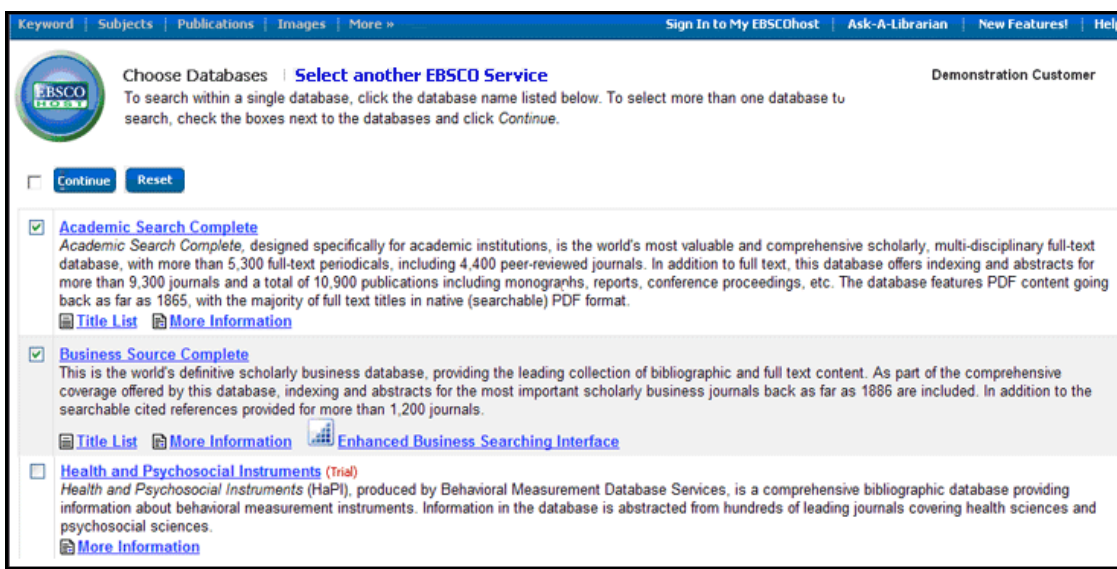
There are two versions of the Choose Database Screen—brief and detailed. The brief version of the Choose Database Screen is available from any search or browse screen, result list, or citation details.

To learn more about a database:

1. Click the **Choose Databases** link.
2. Place your mouse over the Preview  icon. A brief description of the database is displayed. To return to your previous screen, click **OK**.



3. To view descriptions of *all* the databases available to you, click the **Detailed View** link. The Choose Databases Screen displays.



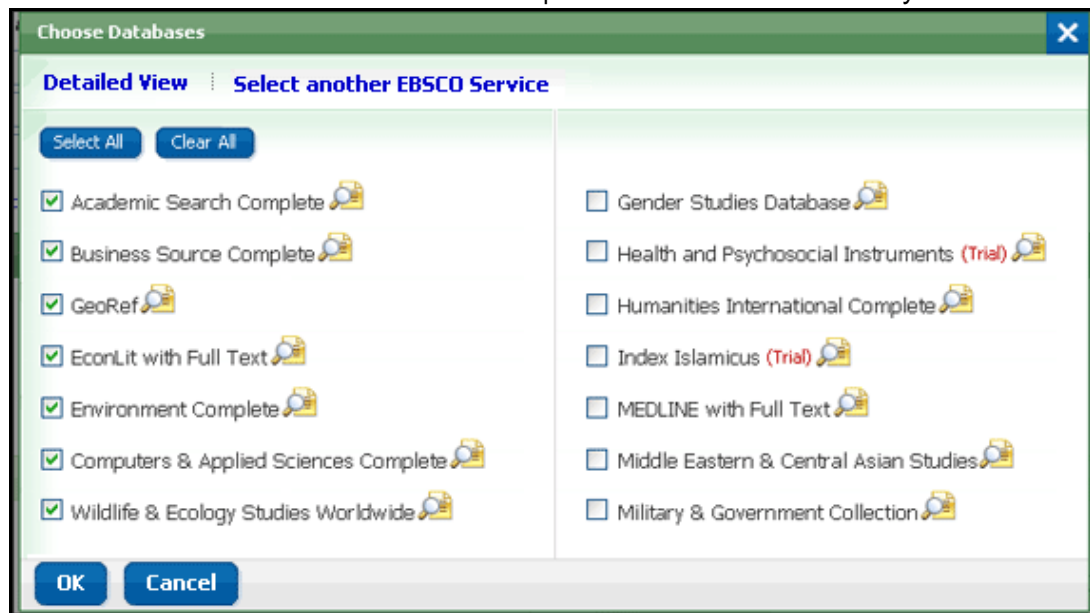
Choosing Databases to Search

EBSCOhost offers the ability to select the databases you want to search by *database name* or by *subject area*. Your library administrator decides how databases will be selected.

Selecting Databases by Database Name

To select a database:

1. Click the **Choose Databases** link. Select the database name, e.g., *Academic Search Complete*, *MasterFILE Premier*, etc. from the list of databases.
2. To search more than one database, mark the check boxes to the left of the *database names*. You can also use the **Select All** | **Clear All** buttons to make your selections.



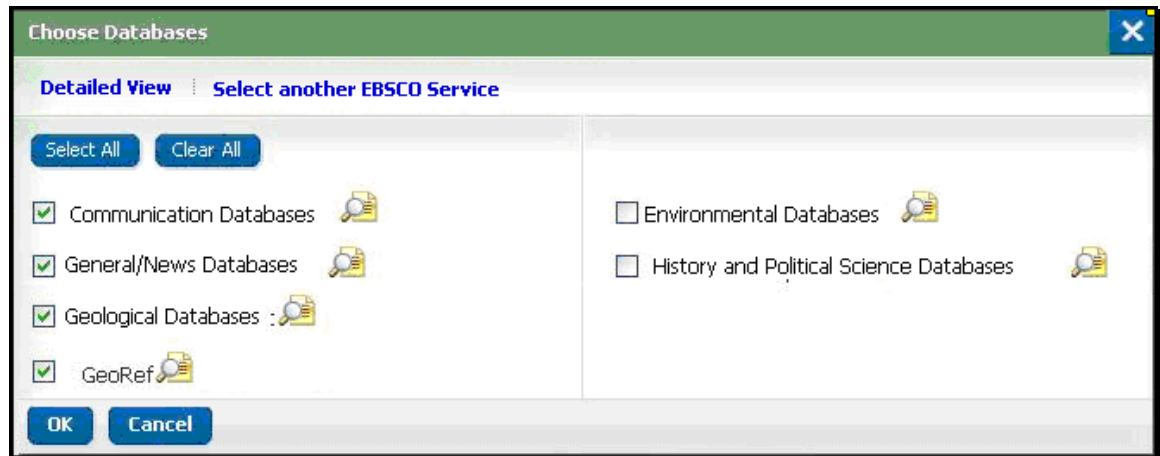
3. To save your selections, click **OK**; or click **Cancel** to discard your changes.

Selecting Databases by Subject Area

If your library groups your databases by subject area, the two most recently selected database groups are listed above the **Find** field. If additional groups are available, click the hyperlinked ellipsis (...) to view them.

To select databases by subject area:

1. Click the **Choose Databases** link. Select the subject area, e.g., *Communications/Media Databases*, *General/News Databases*, etc.
2. To search more than one subject area, mark the check boxes to the left of the subject areas. (You can also use the **Select All** | **Clear All** buttons to make your selections.)



3. To save your selections, click **OK**; or click **Cancel** to discard your changes.

Search Screens

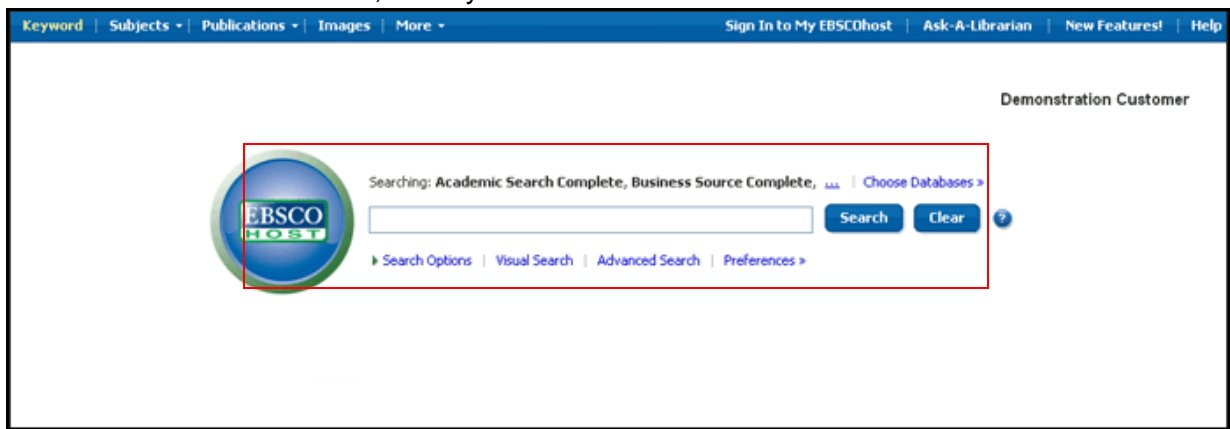
EBSCOhost offers a variety of search screens, which are described in this section.

Basic Search

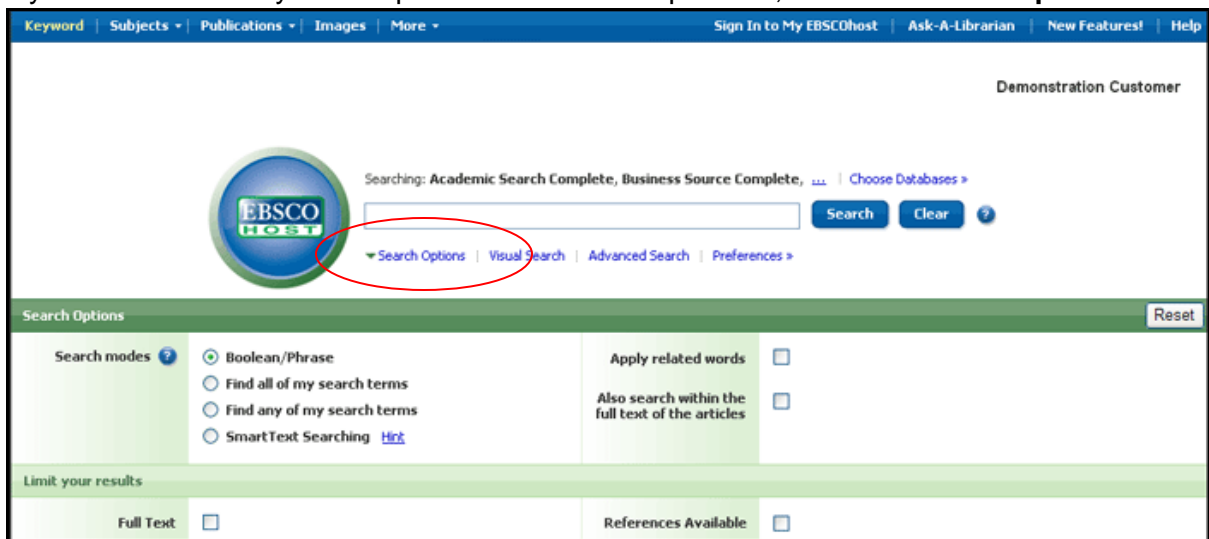
The Basic Search Screen lets you create a search with limiters, expanders, and Boolean operators.

To use Basic Search:

1. On the Basic Search Screen, enter your search terms in the **Find** field.



2. If you want to use any of the optional Limiters or Expanders, click the **Search Options** link.



You can use a specific **search mode**, such as “Find all of my search terms,” or “SmartText Searching”; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as “Apply related words.”

3. To close the **Search Options**, click the link again.
4. Click the **Search** button. The Result List displays.

The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can click the **Search Options** link under Limit your results.

Advanced Search Screens

The library administrator can choose from three styles of Advanced Search: Single Find Field, Single Find Field with Search Builder, or Guided Style Fields.

Advanced Search with Single Find Field

To use Advanced Search with Single Find Field:

1. Click the Advanced Search link below the **Find** field.
2. On the Advanced Search Screen, enter your search terms in the **Find** field.

The screenshot shows the EBSCOhost Advanced Search interface. At the top, there is a navigation bar with links for 'Keyword', 'Subjects', 'Publications', 'Images', and 'More'. The search bar contains the text 'Searching: Academic Search Complete, Business Source Complete...' and has 'Search' and 'Clear' buttons. Below the search bar are links for 'Visual Search', 'Advanced Search', 'Search History/Alerts', and 'Preferences'. The 'Search Options' section includes 'Search modes' (Boolean/Phrase, Find all of my search terms, Find any of my search terms, SmartText Searching), 'Apply related words', and 'Also search within the full text of the articles'. The 'Limit your results' section includes 'Full Text', 'Scholarly (Peer Reviewed) Journals', 'References Available', and 'Published Date from'. The 'Special limiters for Academic Search Complete' section includes 'Publication', 'Publication Type', 'Document Type', 'Language', 'Number of Pages', 'Cover Story', and 'Articles With Images'.

3. Select from the available **Search Options**:
 - **Search modes** – Use specific search modes, such as “Find all of my search terms,” or “SmartText Searching,” or use search options that expand your search such as “Apply related words.”
 - **Limit your results** – such as Full Text or Publication type.
 - **Special Limiters** – Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears
4. Click the **Search** button. The Result List displays.

The screenshot displays the EBSCOhost search interface. At the top, there is a navigation bar with links for 'Keyword', 'Subjects', 'Publications', 'Images', and 'More'. A search bar is present with the text 'Searching: Academic Search Complete, Business Source Complete...' and a search button. Below the search bar, there are links for 'Visual Search', 'Advanced Search', 'Search History/Alerts', and 'Preferences'. The main content area shows search results for 'going green'. The results are listed in a numbered format, with each item including a title, author, publication information, and a relevancy score. On the right side, there is a 'Limit your results' section with checkboxes for 'Full Text' and 'References Available', and an 'Update Results' button. Below this, there are 'Search Options' and a 'End More' link.

The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can click the **Search Options** link under Limit your results.

Advanced Search with Guided Style Find Fields

To use Advanced Search with Guided-Style Fields:

1. Click the **Advanced Search** link below the **Find** field.
2. On the Advanced Search Screen, enter your search terms in the first **Find** field.

3. Choose the search field from the optional **Select a Field** drop-down list (for example, search in only the Subject Terms field of the citation).
4. Repeat steps 1 and 2 for the second set of **Find** fields.
5. Select a Boolean operator (AND, OR, NOT) to combine the two **Find** field entries.
6. You can enter another Boolean operator, keyword, and search field in the third set of fields.
7. If you need additional rows, click the **Add Row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove Row** link.
8. Select from the available Search Options:
 - **Search modes** – Use specific search modes, such as “Find all of my search terms,” or “SmartText Searching,” or use search options that expand your search such as “Apply related words.”
 - **Limit your results** – such as Full Text or Publication type.
 - **Special Limiters** – Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears
9. Click the **Search** button. The Result List displays.

The screenshot displays the EBSCOhost search interface. At the top, there are navigation links for 'Keyword', 'Subjects', 'Publications', 'Images', and 'More'. The search bar contains the term 'global warming' and is set to search in 'Select a Field (optional)'. Below the search bar, there are two 'and' operators with dropdown menus for field selection. The search results are displayed in a list format, with the first result being 'Out of Sync' by Jane Memmott, and the second being 'Dynamical greenhouse-plus feedback and polar warming amplification. Part I: A dry radiative-transportive climate model' by Ming Cai. The interface includes a 'Narrow your results' sidebar on the left, a 'Limit your results' sidebar on the right, and a central area for the search results. The search results are sorted by 'Relevance' and show 'All Results: 1-10 of 6223'.

The search fields are displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can click the **Search Options** link under Limit your results.

Advanced Search 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 create an Advanced Search using the Search Builder:

1. Click the **Advanced Search** link below the **Find** field.
2. On the Advanced Search Screen, enter your search terms in the **Find** field. To remove search terms, click the **Clear** button.

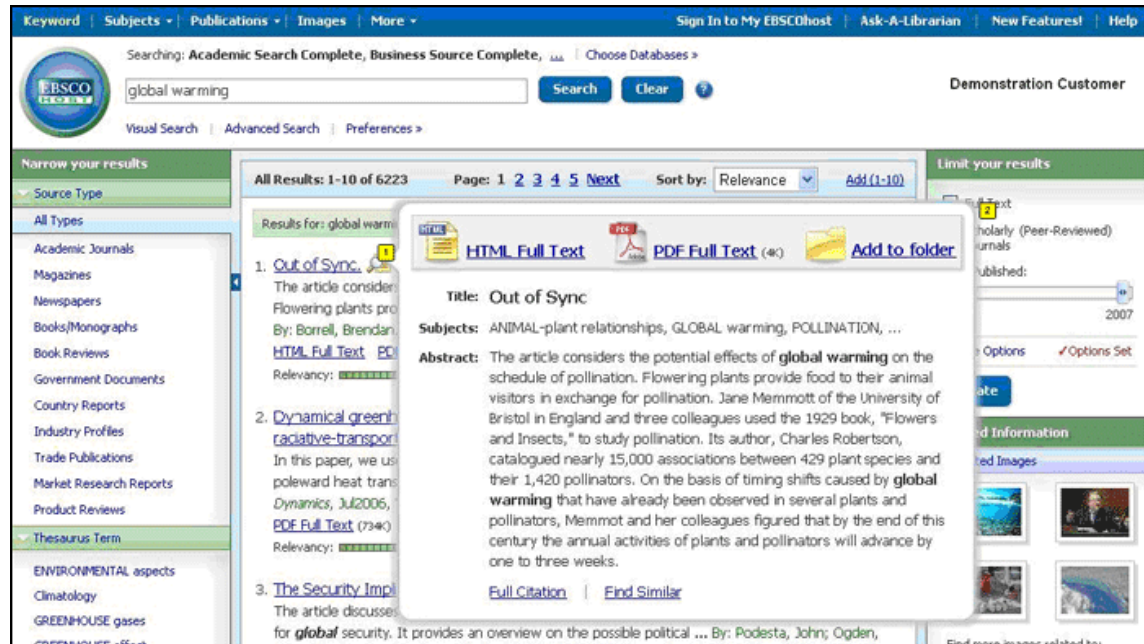
The screenshot shows the EBSCOhost search interface. At the top, there are navigation links for 'Keyword', 'Publications', 'CINAHL Headings', and 'More'. On the right, there are links for 'Sign In to My EBSCOhost' and 'Ask-A-Librarian'. The main search area has a search bar with 'global warming' entered, and 'Search' and 'Clear' buttons. Below the search bar, there is a section titled 'Add the following to your search:' which is highlighted with a red box. This section contains a 'Term(s):' field with 'China' entered, followed by 'in' and a dropdown menu set to 'Select a Field (optional)'. To the right of this is 'using' and a dropdown menu set to 'and', followed by an 'Add to Search' button. Below this section, there are links for 'Visual Search', 'Advanced Search', 'Search History/Alerts', and 'Preferences'. At the bottom of the screenshot, there is a 'Search Options' section with a 'Reset' button. This section contains radio buttons for 'Boolean/Phrase', 'Find all of my search terms', 'Find any of my search terms', and 'SmartText Searching'. There is also a checkbox for 'Also search within the full text of the articles' and a 'Limit your results' section at the bottom.

3. In the **Term(s)** field, you can enter more keywords.
4. Choose the search field from the optional **Select a Field** drop-down list (for example, search in only the Subject Terms field of the citation).
5. Select a **Boolean operator** (AND, OR, NOT) to combine the **Find** field with the **Term(s)** field.
6. Click the **Add to Search** button. Each time you click **Add to Search**, the added terms are surrounded by parentheses.
7. Click the **Search** button. The Result List displays.

Viewing Search Results

Viewing the Result List

Search results can be citations, full text articles, document summaries or abstracts, and can include links to full text.



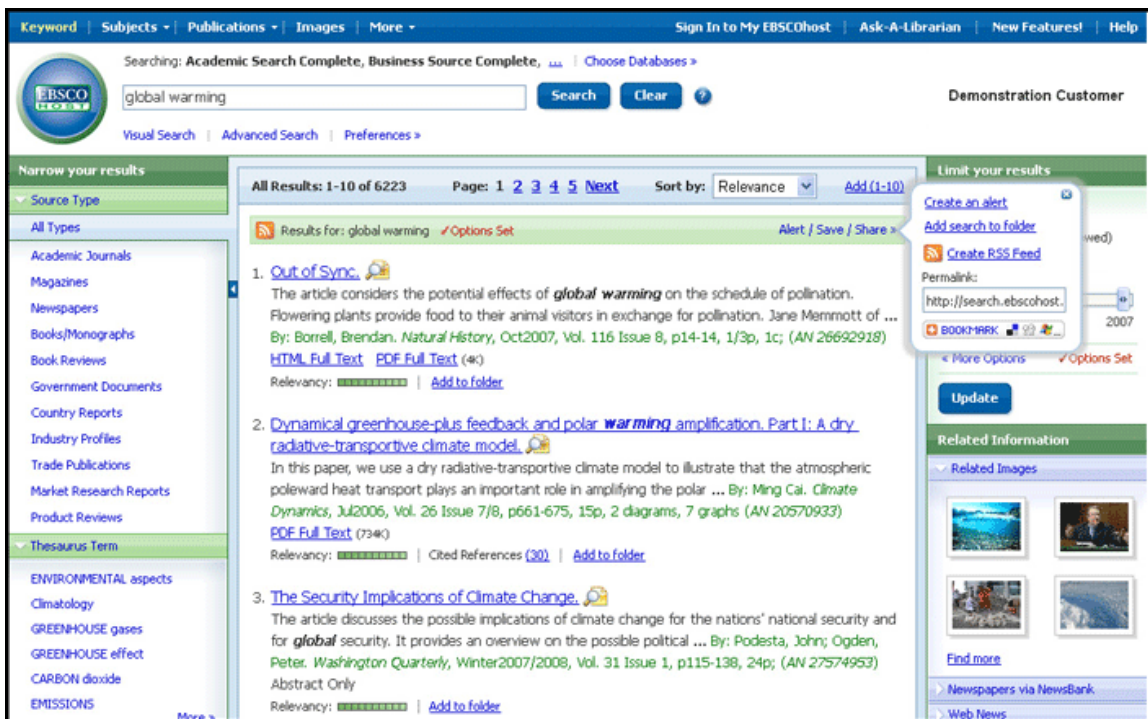
The Result List Screen has three columns—Narrow your results, All Results, and Limit your results. You can hide or show the different areas by clicking the control arrows near the top of your results. Your library administrator decides whether the subject clusters (Narrow your results area) displays.

Narrow your results – You can narrow by source type, subject, journal, author, and more. This feature, also known as “clustering,” is helpful if you want to discover the major subject groups for your topic without having to browse multiple pages of results, or checking individual articles to see if they are relevant.

To narrow your results, click a hyperlinked term in the "Narrow your results" column. A new Result List, limited to the chosen term is displayed and a new list of terms appears in the left-hand column.

All Results – The **articles** that were found display in the center of the Result List Screen.

- The **article title** link takes you to the citation information and/or the full text. Place your mouse over the **Preview** icon to view the Abstract. 📄 Indicates citation only; 📄📄 indicates citation plus full text.
- The **HTML Full Text** link takes you directly to the full text of the article.
- The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.
- **Add to Folder** – To save an article to the Folder, click the **Add to Folder** link to the right of the Relevancy indicator, or inside the Article Preview that you hover over with your mouse.
- The **Relevancy** indicator 📊 tells you how relevant the article based on your search terms.



Limit your results – Apply limiters right from the Result List. Select any of the limiters displayed and click **Update**. A revised Result List displays. (You can refine your search even more by clicking the **Search Options** link under Limit your results.)

- **Folder** – To save an article to the Folder, click the **Add to Folder** link to the right of the Relevancy indicator. To view the items in your Folder, click the **Go to Folder View** link.
- **Related Information** – When additional sources such as images, blogs, and Web news are available, they will be displayed.
- **Related Images** – Place your mouse over an image—a full size view of the image displays.
- **Alert/Save/Share** – Click this link to view alerting, linking and bookmarking options.
 - **Create an alert** – Create a search alert right from the Result List., even if you are not signed in to My EBSCOhost.
 - **Add search to folder** – Add the query to the folder as a persistent link to a search.
 - **Create RSS feed** – A pop-up screen displays with the search alert information. Copy the **Syndication Feed URL** into your newsreader.
 - **Permalink** – The search query is displayed in a shaded area below the link. Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.
 - **Bookmark** – Store links to your EBSCOhost pages to social bookmarking sites such as dig, del.icio.us, Technorati, bloglines, etc.

Notes:

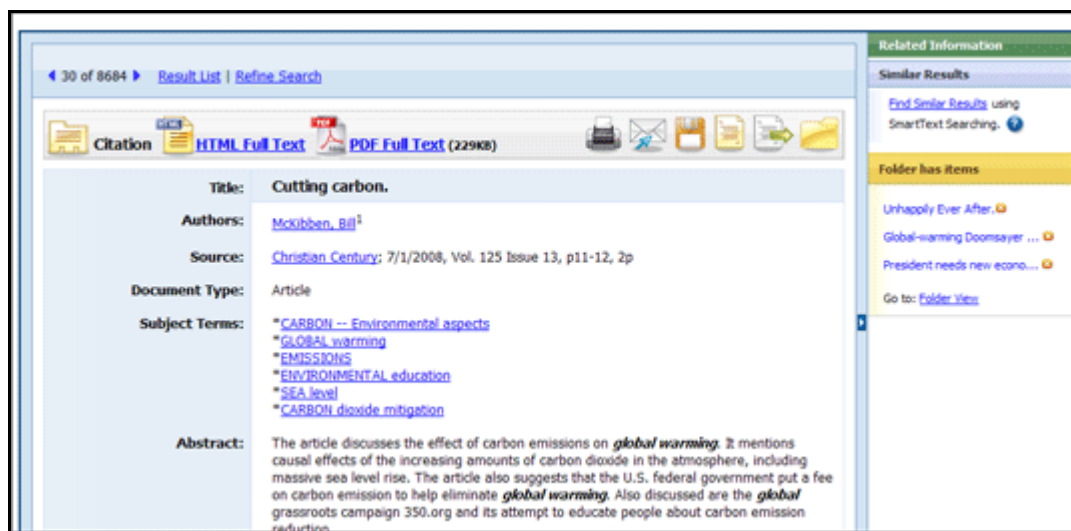
- The library administrator decides which features will be available, so your Result List may look slightly different.
- You can change the look of your Result List on the Preferences Screen.

Reading an Article

When you click the title of an article, the "Best View" selected by your library administrator is displayed. To view a different format, click on the citation, HTML full text or PDF icon.

Citation View

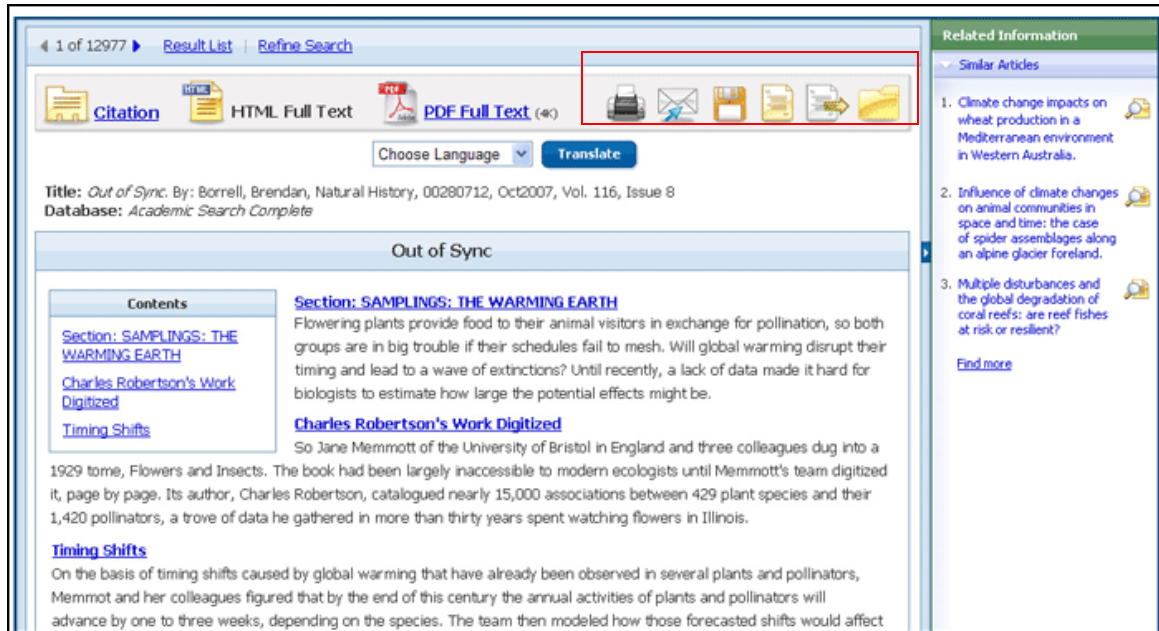
When the citation view is displayed, it may also include a summary or an abstract. If activated by your library administrator, the full text of the article may appear below the citation. The **Image Quick View** feature provides the ability to view thumbnails of the images in an article right from the citation.









- The author and subject terms of the record can appear as links that let you perform a search of that particular field.
- If similar articles are found, they are displayed in the **Related Information** column. You can click on the hyperlinked title to read the article, or hover over the **Preview** icon to view the abstract.
- When available, a **Find Similar Results** link may display on the citation. Click the link to perform a SmartText search for related articles. SmartText Searching will run the search using the citation's abstract and a new Result List will display. If no abstract is available, SmartText Searching will run the search on the article title. If SmartText Searching is not available in the database being searched, Find Similar Results searches the article's subject headings or descriptors.
- The source may display a link or journal logo that leads to a detailed view of the source or publication. Clicking on the journal logo links you to a detailed description of the journal. Clicking **Back** returns you to the full record of the article.
- The source may also include a table of contents link that lets you perform a search on the same issue of the source or publication.

HTML Full Text View

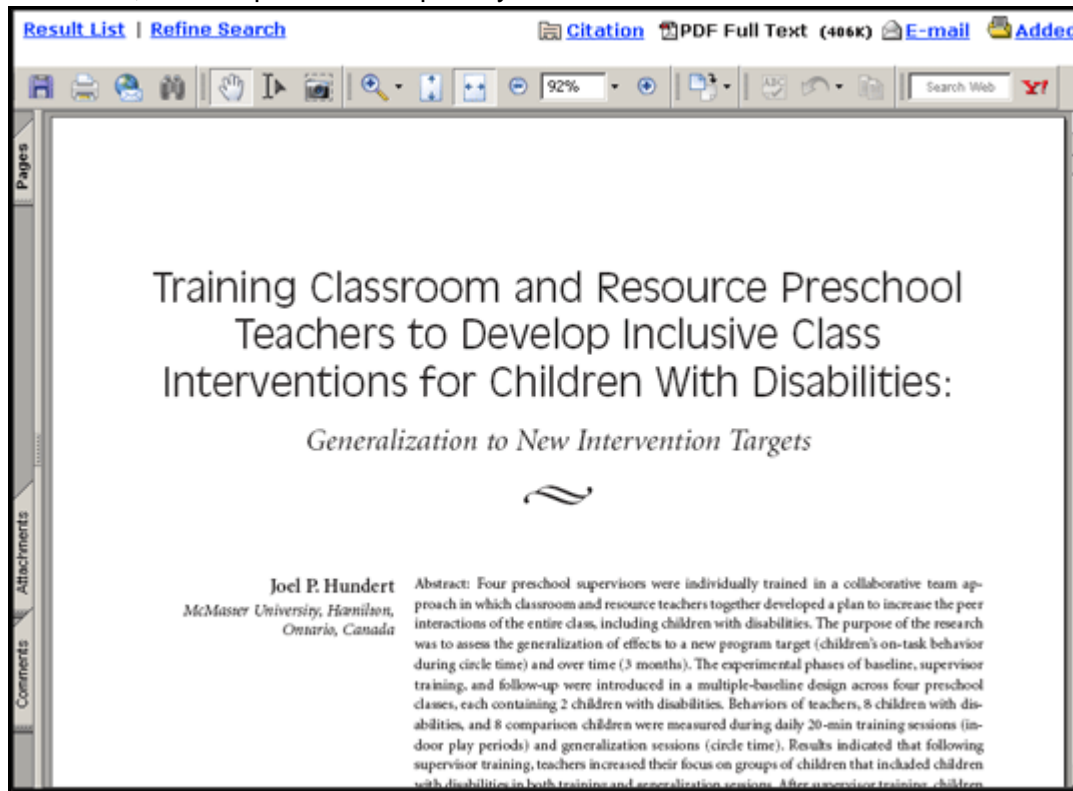
When the HTML full text view is displayed, you can also return to the citation, or any PDF or linked text by clicking on the available icons. The text is displayed formatted and ready for printing. A brief citation is always included at the end of the article.



- From either the citation or full text views, you can refine your search, return to the Result List, save to the **Folder** , and **Print**  **E-mail**  or **Save**  the article.
- Click the **Cite**  icon to view the citation for the article formatted in several different citation formats, including MLA, APA, etc., or the **Export**  icon to export your citations in a variety of bibliographic manager formats.
- When available, a **Find Similar Results** link may display on the HTML Full Text. Click the link to perform a SmartText search for related articles. SmartText Searching will run the search using the citation's abstract and a new Result List will display. If no abstract is available, SmartText Searching will run the search on the article title. If SmartText Searching is not available in the database being searched, Find Similar Results searches the article's subject headings or descriptors.

PDF View

When the PDF view is displayed, the article opens in the Adobe Acrobat Reader. To print or save the article, use the print/save capability available from the Reader.



You can also return to the citation, any full text, or linked text by clicking on the available icons. From the PDF view, you can also refine your search, return to the Result List, or e-mail the article.

Saving Results to the Folder

You can save an article to the Folder from the article, or from the Result List.

Click the **Add to Folder** link or icon.

The screenshot shows the EBSCOhost search results page for the query "global warming". The search results are sorted by Relevance, showing 1-10 of 6223 results. A red circle highlights the "Add to folder" link next to the first result, "Out of Sync". The article details are visible, including the title, author (Borrell, Brendan), and abstract. The abstract discusses the potential effects of global warming on the schedule of pollination, mentioning Jane Memmott and Charles Robertson's research on 429 plant species and 1,420 pollinators.

As you add the articles to the folder, you can click the **Folder** icon (or the Go to **Folder View** link) and review which items have been added.

The screenshot shows the EBSCOhost Folder Contents page. The folder contains one article, "Out of Sync". The article details are visible, including the title, author (Borrell, Brendan), and abstract. The abstract discusses the potential effects of global warming on the schedule of pollination, mentioning Jane Memmott and Charles Robertson's research on 429 plant species and 1,420 pollinators. The folder view includes a "Delete Items" button and a "Sort by" dropdown menu set to Name.

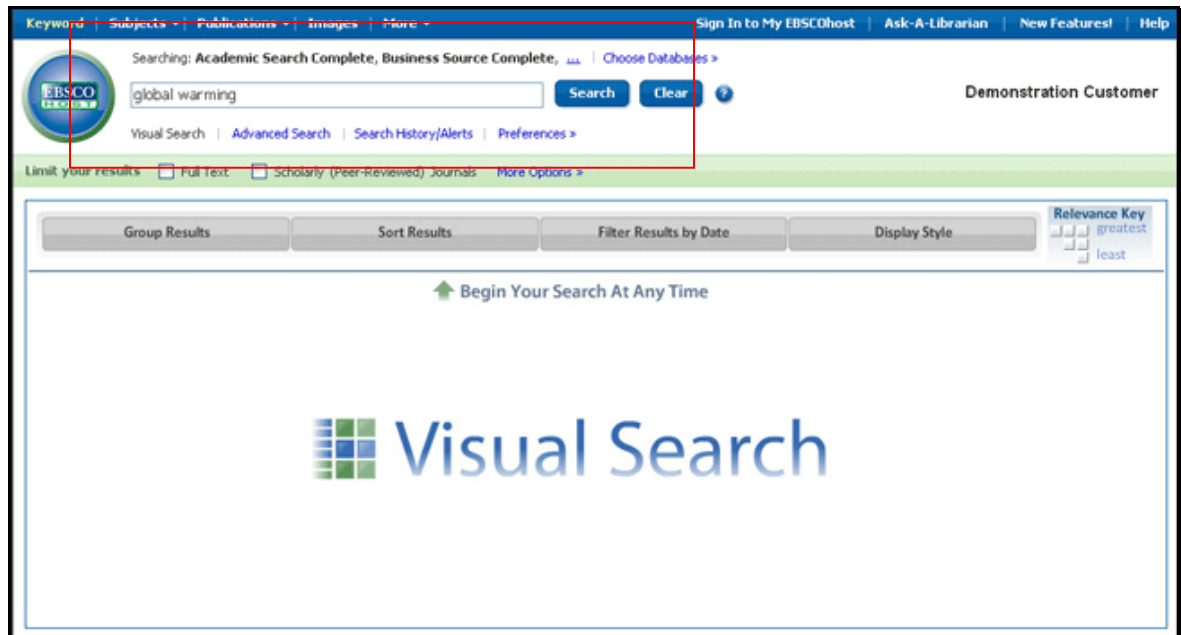
You can then print, e-mail or save many results all at the same time. If you have signed in via *My EBSCOhost*, any search results that you collect in your folder will be automatically saved at the end of the session.

Visual Search

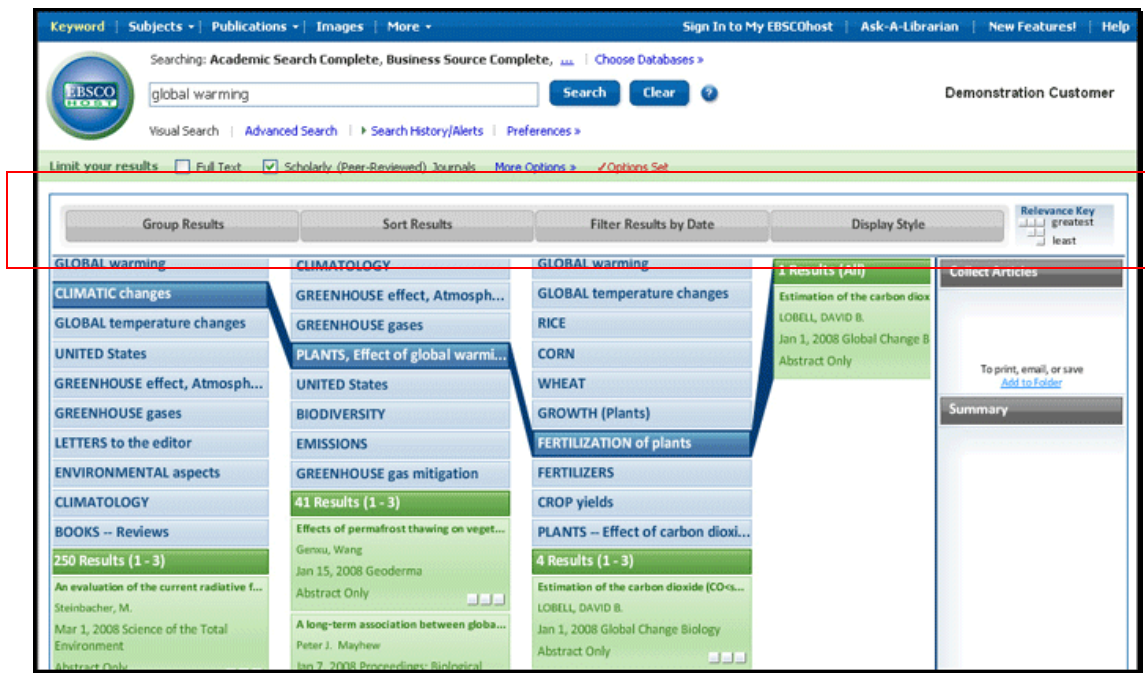
Visual Search is a new and innovative way to search EBSCOhost. Your results are sorted by topic in an interactive, visual map. You can switch between Result List styles at any time by selecting either Block style or Column style from the Display Style menu. Adobe Flash Player 8.0 or higher is required when using Visual Search.

To conduct a visual search:

1. Click the **Visual Search** link, and then enter your search terms in the **Find** field.



2. If you want to use any of the optional Limiters or Expanders, click the **Search Options** link. You can use a specific **search mode**, such as “Find all of my search terms,” or “SmartText Searching”; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as “Apply related words.”
3. To close the **Search Options**, click the link again.
4. Click **Search**. Your search results are displayed in columns. To follow a path, click on the subject (or publication) name. Your results are narrowed even further.



5. **Results Sorting Options** - To see different ways to group, sort, or filter your search, click any of the buttons above the Result List. You can select these options at any time – before you run your search, or after, when you are viewing your results.
- **Group Results** – You can group by Subject or by Publication Name.
 - **Sort Results** – You can sort the results by Date (newest to oldest), or by Relevance (articles with the greatest relevance at the top of the list; those with the least relevance at the bottom of the list).
 - **Filter Results by Date** – Move the Date Range slider to filter from the newest articles to the oldest.
 - **Display Style** – Switch between the Blocks or Columns style at any time.

To preview an article:

1. To view the citation, click the **article title** inside the result. The Summary window displays more information about the article, including Title, Author, Journal Name, and a brief abstract.

The screenshot shows a search results interface with two columns of results and a summary panel on the right.

Left Column:

- GALAXIES
- RED shift
- STARS -- Formation
- COSMOLOGY
- STARS -- Luminosity function
- DARK matter (Astronomy)
- DISKS (Astrophysics)
- GALAXIES -- Clusters
- INTERSTELLAR matter**
- SIMULATION methods
- 89 Results (1 - 3)
- Requirements for cosmological 21-cm ...** (highlighted with a red box)
- Dijkstra, Mark
- Aug 1, 2008 New Astronomy
- Full Text: External
- Binocular Telescope snaps first image.

Right Column:

- GALAXIES
- DARK matter (Astronomy)
- DISKS (Astrophysics)
- STARS -- Formation
- ELLIPTICAL galaxies
- STARS -- Luminosity function
- RED shift
- ACTIVE galactic nuclei
- ASTRONOMICAL photometry
- STARS -- Density
- 10 Results (1 - 3)
- The molecular polar disc in NGC 2768.**
- Crocker, Alison F.
- Jun 1, 2008 Monthly Notices of the Royal Astronomical Society
- Full Text: External

Summary Panel:

- Collect Articles
- To print, email, or save [Add to Folder](#)
- Summary**
- Title:** Requirements for cosmological 21-cm ...
- Date:** Aug 2008
- Journal:** New Astronomy
- Author:** Dijkstra, Mark
- Abstract:** Abstract: We perform Monte-Carlo calculations of the radiative transfer of Ly photons emitted by a source embedded in a neutral collapsing gas cloud. This represents a young galaxy or quasar during the early stages of the epoch of reionisation (EoR). After

2. To view the full text of the article (if available), click the **More** link at the bottom of the citation. The Summary window will expand to display the full article.

To collect articles:

Use the Collect Articles area to "drag-and-drop" articles that you are interested in. Items that you "collect" will remain there for the current session, unless you remove them. You will need to collect the items that you want to save to your folder.

To save items to your folder:

1. With your Result List displayed, drag the articles to the **Collect Articles** area.

The screenshot displays the EBSCOhost search results interface. At the top, there are buttons for 'Sort Results', 'Filter Results by Date', and 'Display Style'. A 'Relevance Key' dropdown is set to 'greatest'. The main area is divided into two columns of search results. The left column has 89 results (1-3) and the right column has 10 results (1-3). A 'Collect Articles' area is highlighted with a red circle, showing two green boxes and an 'Add to Folder' link. Below this is a 'Summary' section for the first article in the right column, titled 'Requirements for cosmological 21-cm ...'.

Sort Results	Filter Results by Date	Display Style	Relevance Key greatest least
GALAXIES	GALAXIES	Collect Articles	
RED shift	DARK matter (Astronomy)		
STARS -- Formation	DISKS (Astrophysics)		
COSMOLOGY	STARS -- Formation		
STARS -- Luminosity function	ELLIPTICAL galaxies		
DARK matter (Astronomy)	STARS -- Luminosity function		
DISKS (Astrophysics)	RED shift		
GALAXIES -- Clusters	ACTIVE galactic nuclei		
INTERSTELLAR matter	ASTRONOMICAL photometry		
SIMULATION methods	STARS -- Density		
89 Results (1 - 3)	10 Results (1 - 3)		
Requirements for cosmological 21-cm ... Dijkstra, Mark	The molecular polar disc in NGC 2768. Crocker, Alison F.		
		Summary	
		Title: Requirements for cosmological 21-cm ...	
		Date: Aug 2008	
		Journal: New Astronomy	
		Author: Dijkstra, Mark	
		Abstract: Abstract: We perform Monte-Carlo calculations of the radiative transfer of Ly photons emitted by a source embedded in a neutral hydrogen gas.	

2. Click the **Add to Folder** link. The items are immediately added to your "session" folder.
3. If you want to save the items for use in a future session, be sure to sign into your My EBSCOhost account.

Block Style Result List

If you select a Display Style of Blocks, the "block-style" Result List will display.

The screenshot displays the EBSCOhost Block Style Result List interface. At the top, there are options to 'Limit your results' with checkboxes for 'Full Text' (checked) and 'References Available', and a 'More Options' link. Below this are buttons for 'Group Results', 'Sort Results', 'Filter Results by Date', and 'Display Style'. A 'Relevance Key' is shown with a grid of squares and labels 'greatest' and 'least'. The main content area is titled 'Remove Subject Filters | ASTRONOMY + INTERSTELLAR matter'. It features a grid of result blocks. The first row is under the 'ASTRONOMY' category, the second under 'INTERSTELLAR matter', and the third under 'GALAXIES'. Each block contains a title, a snippet, and a date. A red circle highlights the control arrows on the left side of the grid. A red box highlights the article 'Holes within galaxies: The egg or the hen?' in the ASTRONOMY category. On the right side, there is a 'Collect Articles' section with 'Add to Folder' buttons and a 'Summary' section for the selected article.

The Block Style Result List has two additional features - the **control arrows**, and the **Results Map**. To follow a path, use the control arrows on the left-hand side of the screen. Or, click in a new block within the Results Map to move to a different area of the Result List.

Note: Your library administrator decides whether Visual Search will be available, and which style (blocks or columns) will be the default.

Searching for Images/Video

The Image Collection provides you with instant access to more than 180,000 images relating to people, natural science, places, history, and flags.

Focus your image search by using the categories available: Photos of People, Natural Science Photos, Photos of Places, Historical Photos, Maps, and Flags.

To search for an image:

1. Click the **Images** (or **Images/Video**) link. The Image Collection Search Screen displays.

The screenshot shows the EBSCO Image Collection search interface. At the top, there is a navigation bar with 'Keyword', 'Publications', 'Images', and 'More'. Below this is a search bar with the text 'Image Collection' and buttons for 'Search' and 'Clear'. There are also links for 'Visual Search', 'Advanced Search', 'Search History/Alerts', and 'Preferences'. The 'Search Options' section includes radio buttons for 'Boolean/Phrase', 'Find all of my search terms', 'Find any of my search terms', and 'SmartText Searching', along with an 'Apply related words' checkbox. The 'Limit your results' section has checkboxes for 'Photos of people', 'Historical photos', 'Natural science photos', 'Maps', 'Photos of places', and 'Flags'. A 'Search' button is located at the bottom left of the form.

2. Enter your search terms in the **Find** field, for example: **Martin Luther King**.
Your search terms 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. (Click on a thumbnail image—a full size view of the image displays.)



5. Apply limiters right from the Result List. Select any of the limiters displayed and click the **Update** button. A revised Result List displays.
 - To print the image, click on the thumbnail image and click **Print**. The Print Manager Screen is displayed. Click the **Print** icon.
 - To save the image, click on the thumbnail image and click **Save to Disk**. The Save Manager Screen is displayed. Click the **Save** icon, and then save from your browser window.

Note: Your library administrator decides whether image searching will be available. If enabled by the library administrator, you may also be able to search for video content. The Images/Video link would display, and additional limiters would be available. You can filter your Result List to display only images, or only videos.

Searching for Company Information

To search for company information:

1. Click the **Company Profiles** link at the top of the EBSCOhost screen. The Company Profiles List Screen appears with the beginning of the list displayed. You can use the **Next | Previous** and **A - Z** links to page through the Company Profiles List.

Company Name	PDF Complete Report	Location	Industry
01 Communique Laboratory Inc.	Datamonitor Report (112K)	Canada	TECHNOLOGY
1-800 Contacts, Inc.	Datamonitor Report (139K)	United States	RETAIL
1-800 FLOWERS.COM, Inc.	Datamonitor Report (183K)	United States	RETAIL
Image Software, Inc.	Datamonitor Report (111K)	United States	TECHNOLOGY
1st Colonial Bancorp, Inc.	Datamonitor Report (140K)	United States	FINANCE

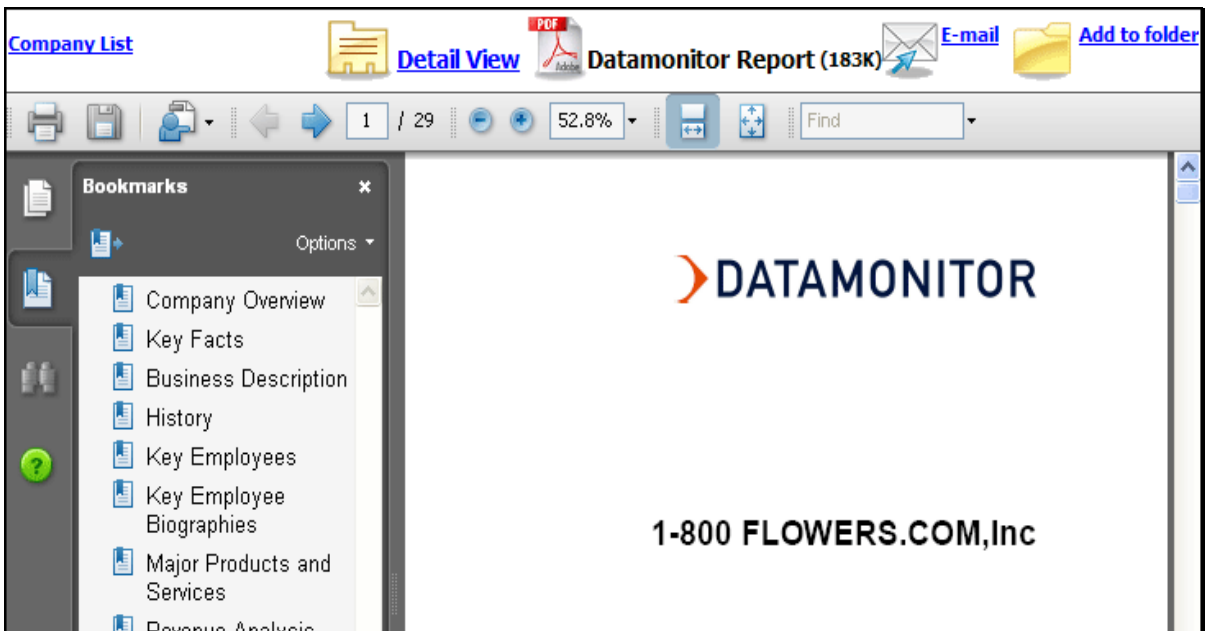
2. Enter your search terms in the **Browse for** field. You can enter all or part of a company name. (For example, you could enter GE, or General, or Gen.)
3. Select a search type. Click one:
 - **Alphabetical** - Finds companies beginning with the letters you entered. Results are displayed in alphabetical order.
 - **Match Any Words** - Finds companies with one or more of your terms in the company name. Results are displayed in order of relevance to your search terms.
4. Click **Browse** to view a Result List of companies that match your search terms. Use the **Next | Previous** links to page through the list of results. To print, e-mail or save several search results, open the detail view for each item and add to the folder.

To view the company details:

1. Click a **linked company name**. The Detail View is displayed. You can print, e-mail or save the result.



2. To view the complete report, click the **Datamonitor Report** link. The report opens in Adobe Reader. To return to the Result List, click the **Company List** link.



3. To search the database for results related to the company you are viewing, to the right of: **Search Periodicals and Other Sources for**, click the **linked company name**. A Result List is displayed.

Preferences

Setting Preferences allows you to control the look and feel of the EBSCOhost 2.0 Result List. The selections you make on the Preferences Screen can now be saved to your personal account (My EBSCOhost) and retrieved for use at any time. Once you sign in to My EBSCOhost, your personal preferences are applied. And, if you make changes to your preferences, those changes are saved for future use.

Setting Preferences

1. From the search screen or the Result List, click the **Preferences** link below the **Find** field. (The Preferences feature is also available from the Folder Screen.)

The screenshot shows the EBSCOhost Preferences window. At the top, there is a header with the EBSCO logo and a message: "To save preferences for a future session, [Sign In to My EBSCOhost](#)." Below this, the settings are organized into several sections:

- General Settings:** Includes a dropdown for "Language" set to "English" and radio buttons for "Autocomplete search suggestions" set to "On".
- Result List Display:** Includes radio buttons for "Format" (Standard, Title Only, Brief, Detailed), a dropdown for "Sort by" (Relevance, Database Default), radio buttons for "Image QuickView" (On, Off), a dropdown for "Results per page" (10), and icons for "Page layout" (Three Columns, Two Columns, Two Columns, One Column).
- Print, E-mail, Save, Export:** Includes radio buttons for "Default format" (Standard Field Format, Citation Format, Customized field format), a dropdown for "Citation Format" (AMA (American Medical Assoc.)), a text field for "E-mail from" (ephost@epnet.com), a text field for "E-mail to", and radio buttons for "E-mail format" (Rich Text, Plain Text). It also includes "Export settings" (Save citations to a file formatted for: Direct Export to EndNote, ProCite, or Reference Manager) and "E-mail a file with citations in" (EndNote, ProCite, or Reference Manager format).

At the bottom of the window, there are "Save" and "Cancel" buttons.

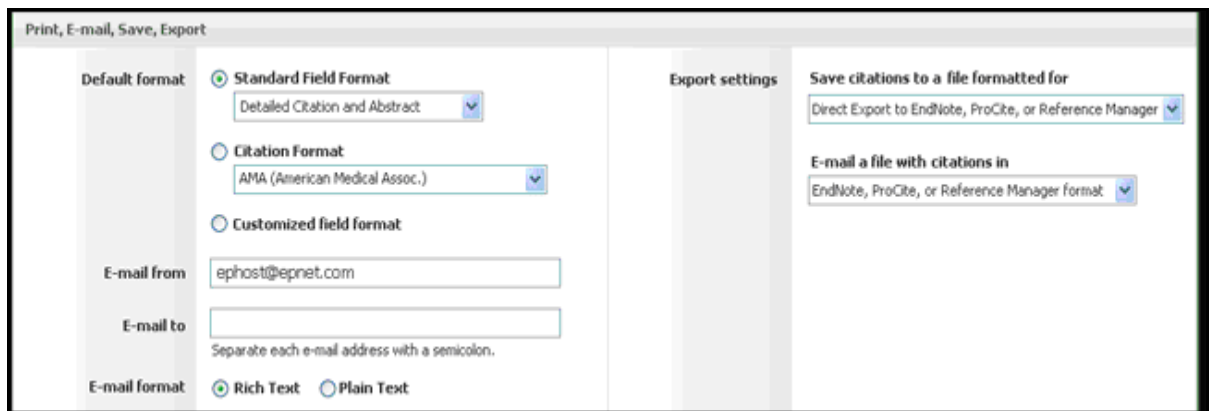
2. **General Settings** – Choose language and keyword suggestion settings.
 - **Language** – Select the language in which you want to display the interface: Spanish, French, German, Italian, Portuguese, Russian, Korean, Japanese, Simplified Chinese, Traditional Chinese, Turkish, Greek, Polish, Arabic and Thai. (Your library administrator decides whether this feature will be available.)
 - **Autocomplete search suggestions** – As you begin to enter a search term in the **Find** field, keyword suggestions are automatically displayed. (Set to On or Off.)

3. Result List Display – Choose the look and feel of your Result List.



The screenshot shows the 'Result List Display' settings panel. It is divided into several sections: 'Format' with radio buttons for Standard (selected), Title Only, Brief, and Detailed; 'Image QuickView' with radio buttons for On (selected) and Off, and a 'Hint' link; 'Results per page' with a dropdown menu set to 10; 'Sort by' with radio buttons for Relevance (selected) and Database Default; and 'Page layout' with four icons representing different column layouts: Three Columns (selected), Two Columns, Two Columns, and One Column.

- **Format** – Select the level of detail for each result: Standard, Title Only, Brief or Detailed.
 - **Image Quick View** – Turn on or off the display of image thumbnails on the Result List, Citation, and Folder. (Availability varies by database.)
 - **Results per page** – Specify how many results (or records) are displayed per page (for example: 5, 10, 20, 30, 40 or 50). (Will be applied to both the Result List and the Folder.)
 - **Sort by** – You can set how you would like your results sorted. All sort options for the database you are using are available. (For example, date, author, source, etc.) If you select "Database Default," the results are sorted using the database defaults. (Will be applied to only the Result List.)
 - **Page layout** – Control which columns display on the Result List.
4. **Print, E-mail, Save, Export** – Set your defaults for Print, E-mail, Save and Exporting of your results. You can still change these settings when you print, e-mail, save or export your results.



The screenshot shows the 'Print, E-mail, Save, Export' settings panel. It is divided into several sections: 'Default format' with radio buttons for Standard Field Format (selected), Citation Format, and Customized field format; 'E-mail from' with a text input field containing 'ephost@epnet.com'; 'E-mail to' with a text input field and a note 'Separate each e-mail address with a semicolon.'; 'E-mail format' with radio buttons for Rich Text (selected) and Plain Text; 'Export settings' with a dropdown menu for 'Direct Export to EndNote, ProCite, or Reference Manager'; and 'Save citations to a file formatted for' with a dropdown menu for 'EndNote, ProCite, or Reference Manager format'.

- **Default Format** – Decide how much information you want to include with your results.
 - **Standard Field Format** – Defaults to "Detailed Citation and Abstract." You can also select from the drop-down list:
 - **Brief Citation** – Indicates that only a brief citation should be printed.
 - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be printed.
 - **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be printed.

- **Citation Format** – If you would like to default your citations to a specific format, select one from the drop-down list:
 - AMA - American Medical Association
 - APA - American Psychological Association
 - Chicago/Turabian Author - Date
 - Chicago/Turabian Humanities
 - MLA - Modern Language Association
 - Vancouver/ICMJE
 - **Customized Field Format** – A list of all fields available for the databases you are searching will display. The fields shared by all the databases you are searching appear in the Fields in Common area at the top of the screen. Mark the check boxes to the left of the fields you want to include.
- **E-mail From** – The “From” address on the e-mail you send defaults to *ephost@epnet.com*. If you would like to change that address, enter the information in this field. (For example, you could enter your own e-mail address, or a library e-mail address.) This will automatically fill in the “From” field on the e-mail that is sent.
 - **E-mail To** – The “To” address on the E-mail Manager defaults to a blank field. If you would like to automatically fill in the E-mail Address field with a specific e-mail address, enter the information in this field. (For example, you could enter your own e-mail address, or list of e-mail addresses for the students in class or a group of colleagues.)
 - **E-mail Format** – Select whether you want to default your e-mails to Rich Text or Plain Text format
 - **Export Settings** – You may be able to export your results into a format compatible with your bibliographic management software. (For example, RefWorks, EndNote, ProCite, etc.) Your library administrator decides whether the Export feature is available.
 - **Save citations to a file formatted for** – Select the default bibliographic management format to save a file.
 - **E-mail a file with citations in** – Select the default bibliographic management format to e-mail a file.
5. Click **Save**. If you were previously at the Result List, it is updated according to your selections. If you were previously at the Search Screen, you must first perform a search before viewing the customized Result List.

Trying New Features

“Try New Features” is an innovative way to learn about the features and functionality available on EBSCOhost. When the library administrator activates “New Features,” the **New Features** link will display in the top toolbar on EBSCOhost. You can visit the New Features Screen, try out selected features for your session, learn about additional features that are already active, and read about features that will be coming soon.

EBSCO Publishing decides which features can be tried and which features will display on the New Features Screen. The library administrator decides whether to show or hide these features, and sets profile level defaults for any “try able” features. (**Note:** Sample features shown below.)

The screenshot shows the EBSCOhost 'New Features' interface. At the top, there is a navigation bar with links for 'Keyword', 'Subjects', 'Publications', 'Images', and 'More'. On the right side of the header, there are links for 'Sign In to My EBSCOhost', 'Ask-A-Librarian', 'New Features', and 'Help'. The user is logged in as 'Demonstration Customer'. The main content area is titled 'New Features' and includes a 'Back' link. Below this, there are three main sections: 'What's New', 'Coming Soon', and 'New Visual Search'. The 'What's New' section features 'Image QuickView' with a 'Try It!' checkbox and a 'Feature enabled' indicator. It includes a description of the feature and a thumbnail image of a document with images. The 'Coming Soon' section features 'Shareable Folders' and 'Enhanced Clustering', each with a description and a thumbnail image. The 'New Visual Search' section includes a description of the feature and a thumbnail image of a search interface.

What's New Area

You can turn on any of the features above the dotted line, and they are applied for the entire EBSCOhost session, unless you choose to turn them back off. Once you mark the **Try It!** check box, the **Feature Enabled** indicator displays. The feature is now active for the length of your session.

Features that are displayed below the dotted line are active, newly-released features, but the **Try It!** feature is not available. You can read a description of the feature, and when displayed, can click the thumbnail image and view a sample screen. Your library administrator decides whether to enable these features.

Coming Soon Area

The Coming Soon area previews features that will be available in future releases.