

Viewing Your Results



When EBSCOhost conducts a search, the **Results** tab displays the information received from the searched databases. Search results can be HTML or PDF Full Text, citations, or abstracts, and can include links to full text. To start a new search from the Result List, click **New Search** on the Utility Toolbar.

- Each result is numbered, and available formats for the articles are displayed (HTML Full Text, PDF Full Text, or Linked Full Text).
- The article title retrieved by a search is a hyperlink to the default view selected by your library administrator. To view a different format, e.g. PDF, click on the PDF icon displayed below the article title.
- You can view search results by source type (periodical, reference book, pamphlet, primary source document, etc.) on some databases.
- Sort your results by Date, Source, Author or Relevance using the drop-down list at the top right section of your Result List.

Using the Personalized Folder

Click on the **Sign In to My EBSCOhost** link to access your personalized folder, where you can:



- Save results by clicking on the **Add** folder icon beside each title.
 - Save persistent links to searches by clicking on the **Add** folder icon to the right of the database name on the search screen (above the **Find** field).
 - Print, e-mail or save results from your folder. Make sure to save search results to your folder when managing several results, after which you can print or e-mail them.
- Create web pages using Page Composer.
 - Create and save Search and Journal Alerts.

Note: If you are not signed in to My EBSCOhost, any items that you have placed into your folder will be erased when you end your session.

For more information on these functions, click the **Help** link on the Utility Toolbar in EBSCOhost.



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Pocket Guide for Health Care Professionals

* Click on the **Basic Search** or **Advanced Search** tab to select your preferred search method.

Creating an Advanced Search:

1. In the **Find** field, enter a keyword.
 - For a single database, you can enter search terms and check the **Suggest Subject Terms** box. Clicking **Search** queries the corresponding thesaurus and displays the most appropriate results.
2. Select from available search options to adjust the focus of your search. Choose Limiters to narrow your search or Expanders to broaden your search.
 - Special Limiters are database specific and change based on availability.
3. Click **Search** to begin searching.

* For a more sophisticated search, enter the two-letter field code before your search terms in the **Find** field. For example, **AU SMITH** produces results with **SMITH** in the **Author** citation field. Click **Field Codes** for permissible field codes.

Creating a Basic Search:

1. In the **Find** field, enter a keyword.
2. Select from available search options to adjust the focus of your search. Choose Limiters to narrow your search or Expanders to broaden your search. Below are some common options:



- Full Text – limits search results to full text articles
- Publication – limits search results to articles from a specific title
- Also search for related words – expands search results to include synonyms and plurals of your term(s)
- Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles

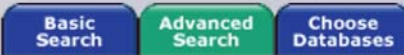
3. Click **Search** to begin searching.

Using the EBSCOhost® Toolbars



EBSCOhost provides three toolbars to help you navigate search screens and take advantage of everything the interface has to offer:

Tabbed Toolbar



- The Tabbed Toolbar allows you to select a different search screen or choose other databases for searching. You may also select other EBSCO services to which your library subscribes.

Utility Toolbar



- The Utility Toolbar, in the top right corner of your screen, allows you to begin a new search; view saved items in your folder; change Result List display preferences; or access online help. Your library may also provide an exit link from the toolbar.

Sub-Toolbar



- Available from the search screen, the functions of the Sub-Toolbar vary according to which features your library administrator selects. Keyword, Subjects, Publications, and Cited References are displayed on the Sub-Toolbar on both the Basic and Advanced Search Screens. Indexes, Images and Company Profiles buttons may also appear in the Sub-Toolbar.



Search Tools

Publications Authority File:

An index that lists the information contained in a database by publication name. From the Sub-Toolbar, click the **Publications** button. Journals are listed in alphabetical order in the Publications Authority File. Use page ↑ or page ↓ to find a specific journal, or enter a journal name in the **Browse**



Publications: field and click **Browse**. Select the publication name to find details on that journal. To select more than one journal, click on the **Mark Items for Search** tab and check the boxes to the left of the publications. Click **Add** to place the publications you selected in the **Find** field on the search screen.

Journal Alerts:

Journal Alerts allow you to mark your saved searches as “Alerts” and generate an automatic e-mail to specified recipients. The Alert will run at pre-determined intervals, sending an e-mail notification whenever new items based on your search have been found.

Truncation:

Truncation is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an *. EBSCOhost finds all forms of that word. For example, type **comput*** to find the words **computer** or **computing**.



Wildcard:

The wildcard is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a question mark (?). EBSCOhost finds all citations of that word with the question mark replaced by a letter. For example, type **ne?t** to find all results containing **neat**, **nest**, or **next**. EBSCOhost does *not* find **net** because the wildcard replaces a single character.

Mapping:

Some databases provide a **Suggest Subject Terms** feature that maps your search terms to appropriate terms in a thesaurus.

Search History:

EBSCOhost supports Search History, allowing you to reselect previous search statements. On the Advanced Search screen, you can save, retrieve and reuse your searches. You can also print your Search History. After clicking on the **Search History/Alerts** tab, you can display, revise or delete your history.