Introduction to EBSCO*host*
Creating and Using a My EBSCO*host* Account

A. Register for a My EBSCO*host* Account

1. You can Access EBSCO in any of three ways.
   - Go to: http://search.ebscohost.com/
   - Use the LRC database page:
     http://www.nuhs.edu/show.asp?durki=216
   - Off Campus: Use the ID and Password List

2. Click on "Full text Journals (and other sources)-General" **(fig. 1)**

Fig. 1

3. Select any of the databases and click **"Continue"**
   - Selecting one database allows the use of subject headings, controlled vocabulary – both a benefit to focused search strategies

4. Click on **"Sign In"**, at the top right corner **(fig. 2)**

Fig. 2

5. Click on **"I'm a New User"** on the next page
   - Fill in the information and click "Submit"
   - Please use your <u>NUHS student email</u> account to avoid spam filtering

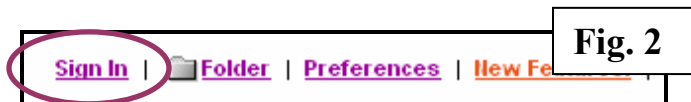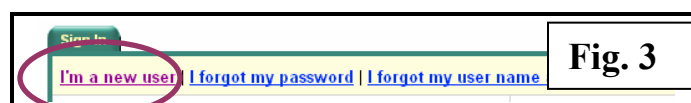**Fig. 3**

6. Click **"Continue"** when you see the prompt

B. Sign in to My EBSCO*host*

1. Go to http://search.ebscohost.com/
2. Click on "Full text Journals (and other sources)-General"
3. Select any of the databases and click "Continue"
4. Click on "Sign In", at the top right corner
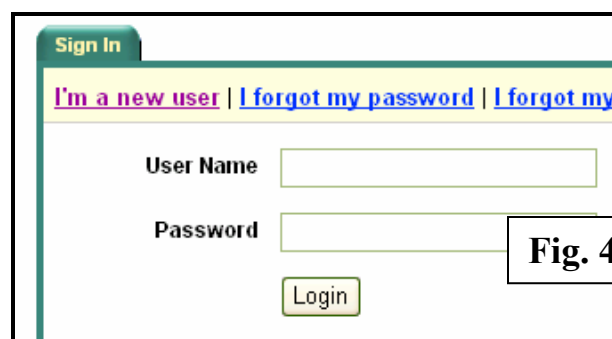5. Type in your Username and Password **(fig. 4)**

Fig. 4

C. Save a Search to EBSCO*host* and Get Email Updates

1. Go to http://search.ebscohost.com/
2. Log into you're My EBSCO*host* account and select a database
3. Enter your Search terms in the Search Box **(fig. 5)**
4. On the Search Results page, click on "Search History/Alerts" **(fig. 6)**
5. Click on "Save Searches/Alerts" **(fig. 7)**
6. Follow the directions and click "Save"
   - Decide if you want to receive email updates
     1. *If you desire efficient, automatic updates, Save Search as "Alert"* **(fig. 8)**
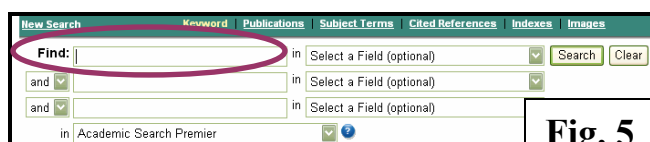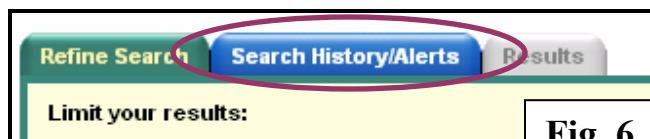

Fig. 5

Fig. 6

Fig. 7

Fig. 8

Introduction to EBSCO*host*
Performing a Basic Search

D. Creating a Basic Search

1. Go to: http://search.ebscohost.com/

2. Click on "Full text Journals (and other sources)-General"

3. Select any of the databases and click "Continue"

4. Enter your search terms in the **Find** field. **(fig. 1)**

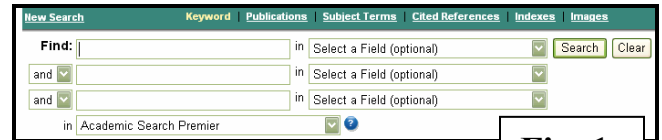5. Click the **Search** button. A Result List is displayed.

Fig. 1

E. Searching Techniques

1. **Booleans (AND, OR, NOT)** can be used to broaden or narrow your search.

2. The **Wildcard (?)** can be used to replace any character.
   - Enter **ne?t** to find results containing **neat, nest or next.**

3. **Truncation (*)** will find all forms of a word. Enter **chiro*** to find results containing **chiropractic** and **chiropractor.** Enter **acup*** to find results containing **acupuncture** and **acupressure.**

4. The **Near (N)** operator will find search terms within *x* words of one another, <u>regardless of order</u>.
   - Enter **chiropractic N5 manipulation** to find results that would match **chiropractic manipulation** as well as **manipulation and chiropractic adjustment.** (Using N5 results in items within 5 words proximity from each other).

5. The **Within (W)** operator will find search terms within *x* words of one another, <u>in the order in which you entered them</u>.
   - Enter **chiropractic W8 manipulation** to find results that match **chiropractic manipulation** or **chiropractic manipulation and modalities**, but do not match **manipulation and chiropractic adjustment**. (Using W8 results in items within 8 words proximity from each other, in <u>order</u>).

F. Viewing Results **(fig. 2)**

1. The **Article Title** link takes you to the citation information and/or the full text. **(fig. 3)**

2. The **HTML Full Text** link takes you directly to the full text of the article.

3. The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.

4. Clicking the **Folder** icon to the right of a result saves it to the Folder.

5. When a **Find More Like This** appears, click to perform a search for articles with similar subject headings. A new Result List will display. **(fig. 3)**
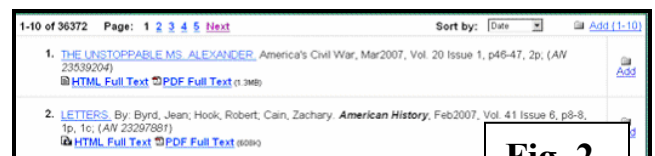
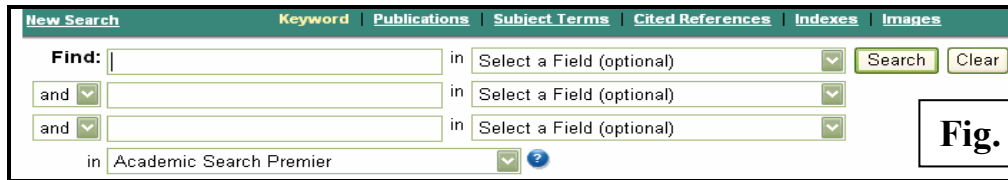**Fig. 2**

Fig. 3

Introduction to EBSCO*host*

Creating a link to an EBSCO*host* citation: Communicate professionally and efficiently by sending links to the biomedical evidence
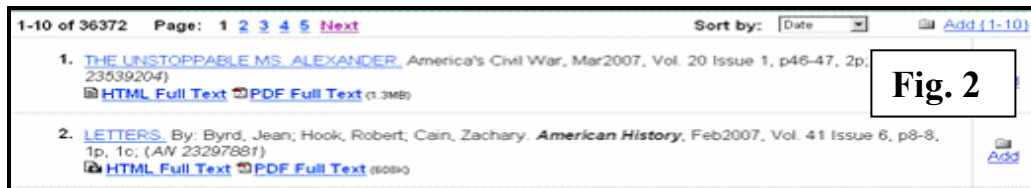
1. **Perform a basic search** on EBSCO*host*
   http://search.ebscohost.com/ **(fig. 1)**

Fig. 1
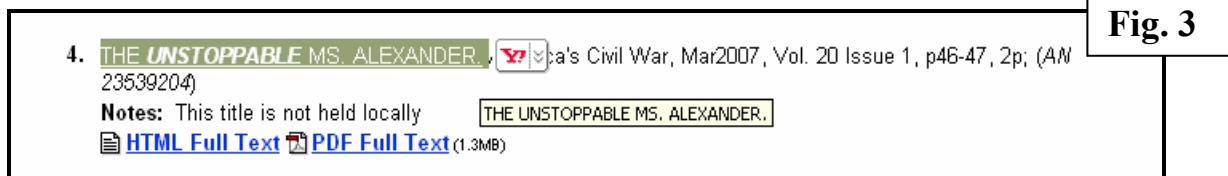
2. **On the Results Page,** find an article you like **(fig. 2)**

Fig. 2

3. **Right Click** on the **title link** using your cursor **(fig. 3)**
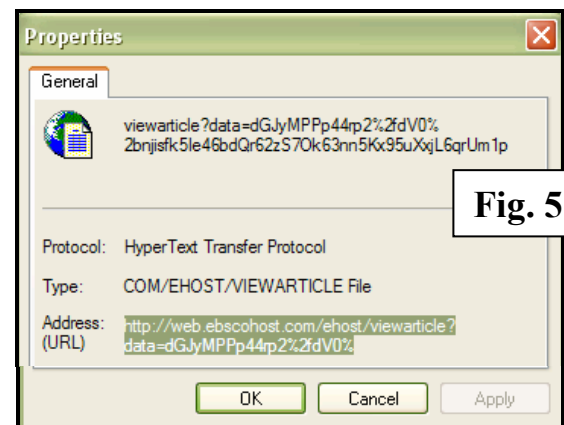

Fig. 3

4. **Select Properties** on the drop down menu **(fig. 4)**

Fig. 4

5. **Select the URL** in the Properties box and copy it (ctrl + c) **(fig. 5)**
   a. Make sure you scroll to select it all

Fig. 5

6. In the Word Document, **Paste the URL** using ctrl + v, or Edit → Paste from the menu bar.