

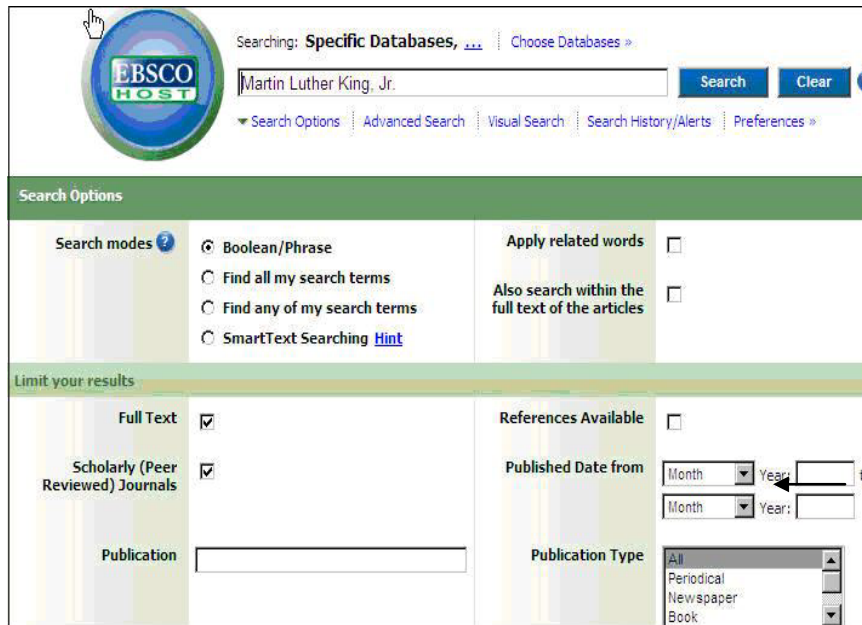
# Using EBSCOhost Research Databases

EBSCOhost has several popular Research Databases. Click on the EBSCO under **Research Tools** on the library homepage [www.cui.edu/library](http://www.cui.edu/library). On campus you will go directly into 'Choose Databases.' From off campus, you will need your E ID # and pin code to gain access.

Click on the title of database if you're only searching one database, or you can search several at the same time by clicking on the boxes before each one. Let's select *Academic Search Premier* and then click *Continue*.



Following is the Search page:



Notice the expanded menus and tabs.

Here are some things to remember as you Refine your Search with Limiters:

- You may specify Scholarly (Peer Reviewed) Journals if you are required to use articles that have been read and confirmed by specialists in the area.
- To limit your search further, you could select a specific date or range of dates and/or a specific publication year.
- Each database you choose has its own Limiters to narrow your search.

The screenshot shows the EBSCOhost search interface. At the top, the search box contains 'Martin Luther King, Jr.' and the search button is highlighted. Below the search box, there are tabs for 'Advanced Search', 'Visual Search', 'Search History/Alerts', and 'Preferences'. The main results area shows 'All Results: 1-30 of 273' and 'Sort by: Relevance'. A list of results is displayed, with the first result being 'The Papers of Martin Luther King, Jr.: Called to Serve January 1929-June 1951, Volume 1.' and the second being 'MARTIN LUTHER KING, JR. AS DEMOCRATIC SOCIALIST.' On the left side, there is a 'Narrow Results by' section with a 'Subject' dropdown menu. On the right side, there is a 'Limit your results' section with checkboxes for 'Full Text' and 'References'. Below this, there is a 'Filter by Publication' section with a year selector set to '1969' and an 'Update Results' button. At the bottom of the results list, there are options for 'HTML Full Text' and 'PDF Full Text' for the first result, and an 'Add to folder' button.

The search results on the left are from typing 'Martin Luther King, Jr.' in the Search: box and selecting Scholarly (Peer Reviewed) Journals and Full Text articles = 274 results.

You may 'Add' specific articles to your folder by signing in to 'My EBSCOhost.'

You may re-sort the list by date or relevance.

You may limit results by publication date.

If your citation includes the HTML &/or PDF Full Text options, you may click this link to open the article.

You may narrow your results further by clicking on the subject on the left list.

## You have several options for saving a document once you have it open.

You can **Print** the article using 'Print Manager' and choose the citation format. (Do NOT use the Browser Print icon!)

The screenshot shows the article page for 'Martin Luther King, Jr.'s Conception of Freedom and Radical Democracy.' At the top, there is a 'Result List' and 'Refine Search' link. Below this, there is a toolbar with several icons: a printer, a mail icon, a folder icon, a document icon, and a download icon. The article title, authors, and source are displayed below the toolbar.

**Save** will allow you to save it as a document on your hard drive or a floppy disk.

You can **Export** it to a bibliographic manager.

You can **E-mail** the article to yourself (see below).

## E-mail Manager

The screenshot shows the 'E-mail Manager' interface. It has a 'Back' link and an 'Articles' tab. The 'Number of items to be e-mailed: 1' is shown. There are fields for 'E-mail Address', 'Subject', and 'Comments'. Below these fields is a 'Send' button. On the right side, there is a section for 'Include when sending:' with a checked box for 'HTML Full Text (when available)'. Below this, there are options for 'Standard Field Format' (set to 'Detailed Citation and Abstract') and 'Citation Format' (set to 'AMA (American Medical Assoc.)').

If you email it to yourself, this page, the Email Manager, shows you can send the citation in several different formats depending on your required documentation style.

EBSCOhost offers various options to make your searching easy and thorough. You may choose one of 17 languages to search in; you may further limit your search by using the *Advanced Search* tab. You may also arrange to set up your personal *Preferences* and to be notified by "Creating an Alert for this Search." You can search by: