

Basic search

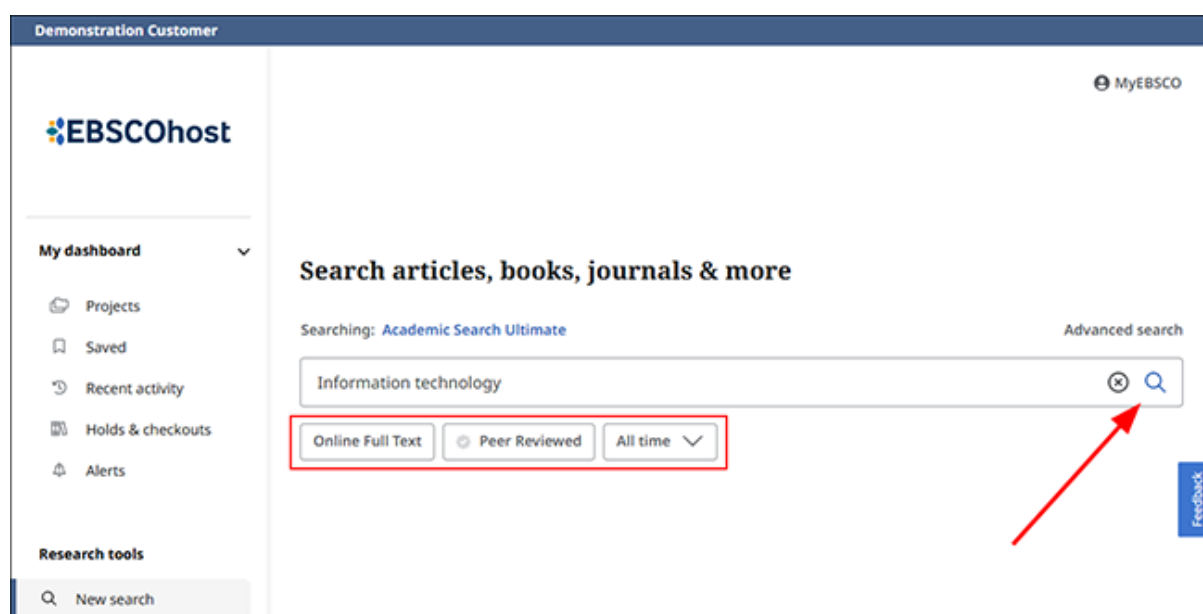
With Basic search on the new EBSCOhost, you can quickly run a search for your keywords. Quick filters are also available, enabling you to easily create a more targeted search before reviewing your results.

To run a basic search:

1. Enter your search terms in the search box.

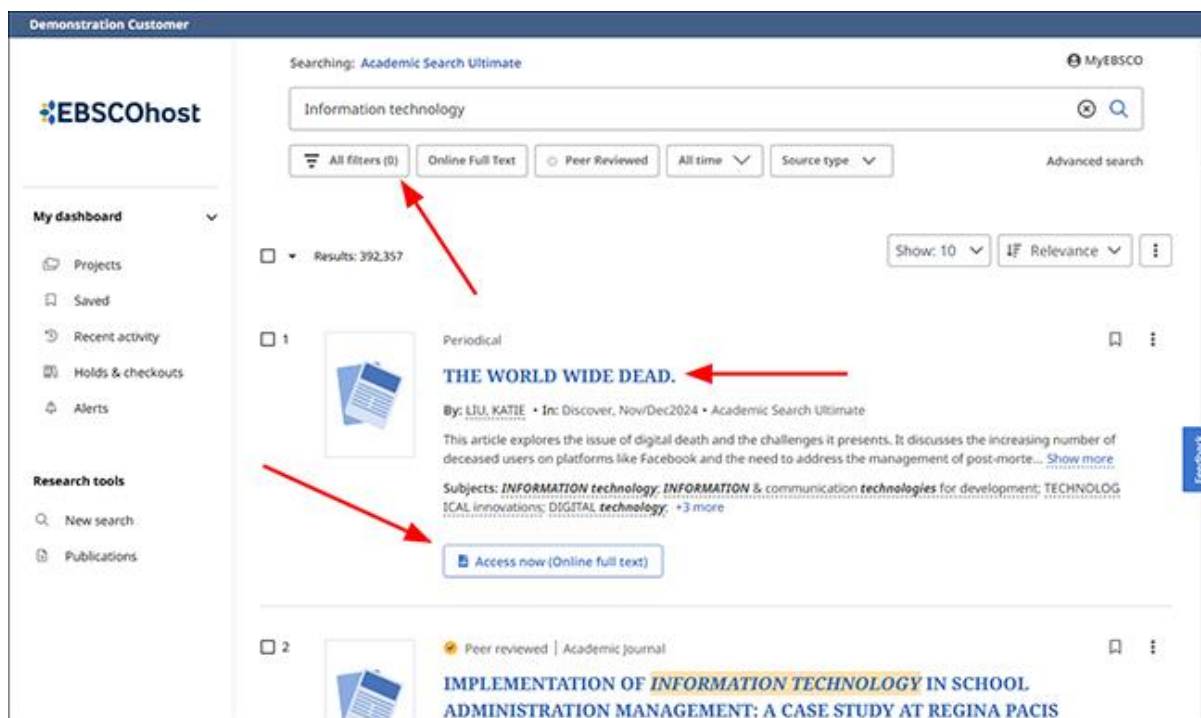
As you type, searches matching your terms appear below the search box. If you see your term in the list, you can click on a search term to go directly to the result list.

2. Select any desired limiters from below the search box and click the **Magnifying Glass** to run your search.



3. From the Results List, you can apply additional filters by clicking the **All filters** button below the search box.
4. View article details by clicking an article title.

When Full Text is available, select a reading option (Publisher Site, Online Full Text, PDF) from the **Access now** menu.



Advanced Search

The new EBSCOhost allows users to conduct advanced searches using Guided-Style Find fields. Guided-Style Find fields assist you in creating a more targeted search.

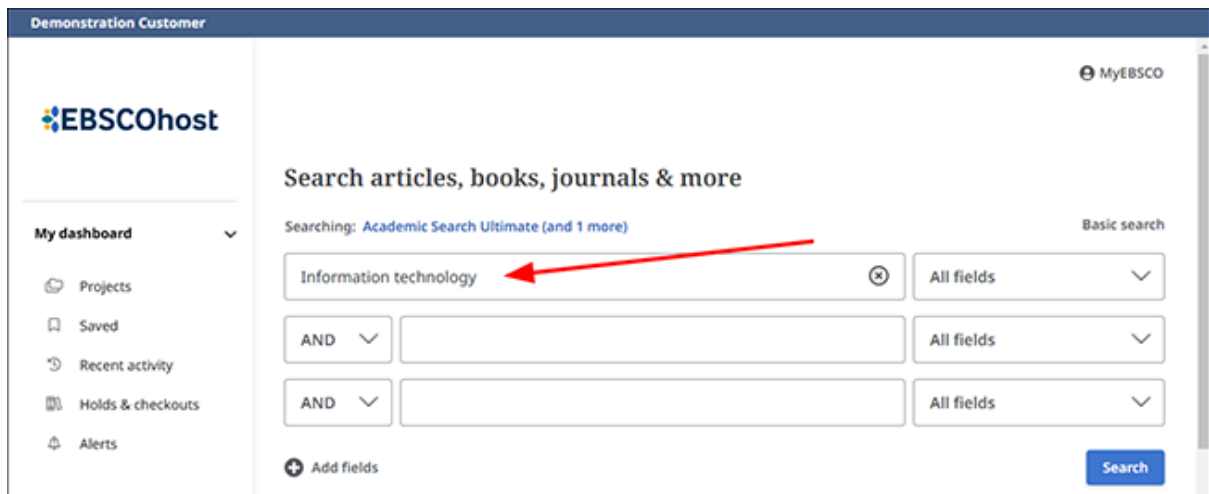
For example, you can enter your search terms into the search boxes and have EBSCOhost search for your terms in only specific citation search fields, such as the Title or Subject terms fields.

To create an Advanced Search:

1. Click the **Advanced Search** link above the search box on the Basic search screen.



2. Enter your search terms in the first search box on the Advanced Search screen.



Demonstration Customer

MyEBSCO

EBSCOhost

Search articles, books, journals & more

Searching: Academic Search Ultimate (and 1 more)

Basic search

Information technology

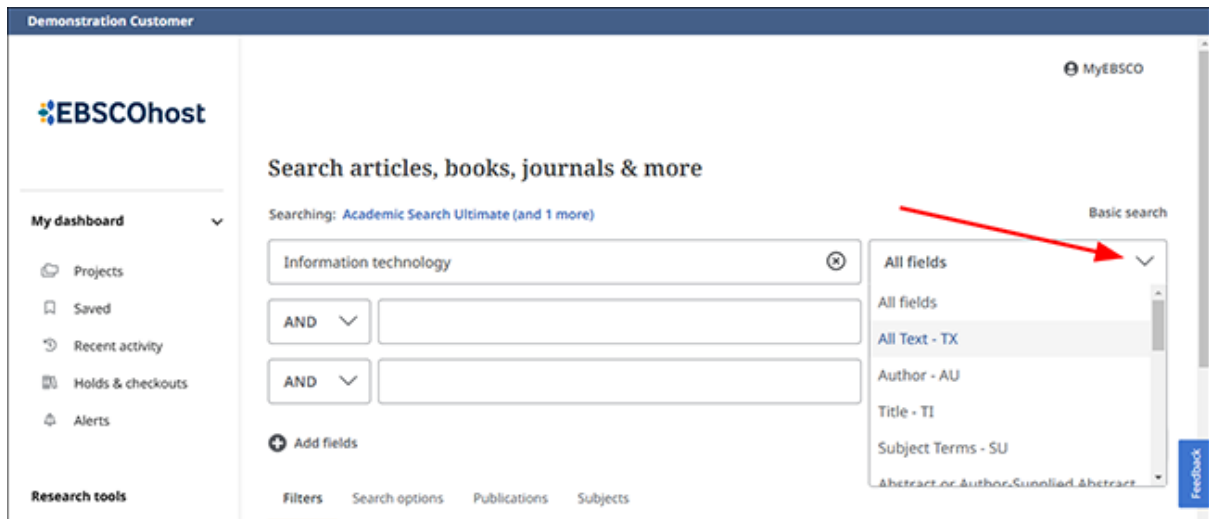
AND

AND

Add fields

Search

3. Choose a citation search field from the All fields drop-down list (for example, search in only the Title field of the citation).



Demonstration Customer

MyEBSCO

EBSCOhost

Search articles, books, journals & more

Searching: Academic Search Ultimate (and 1 more)

Basic search

Information technology

AND

AND

Add fields

Filters Search options Publications Subjects

All fields

All fields

All Text - TX

Author - AU

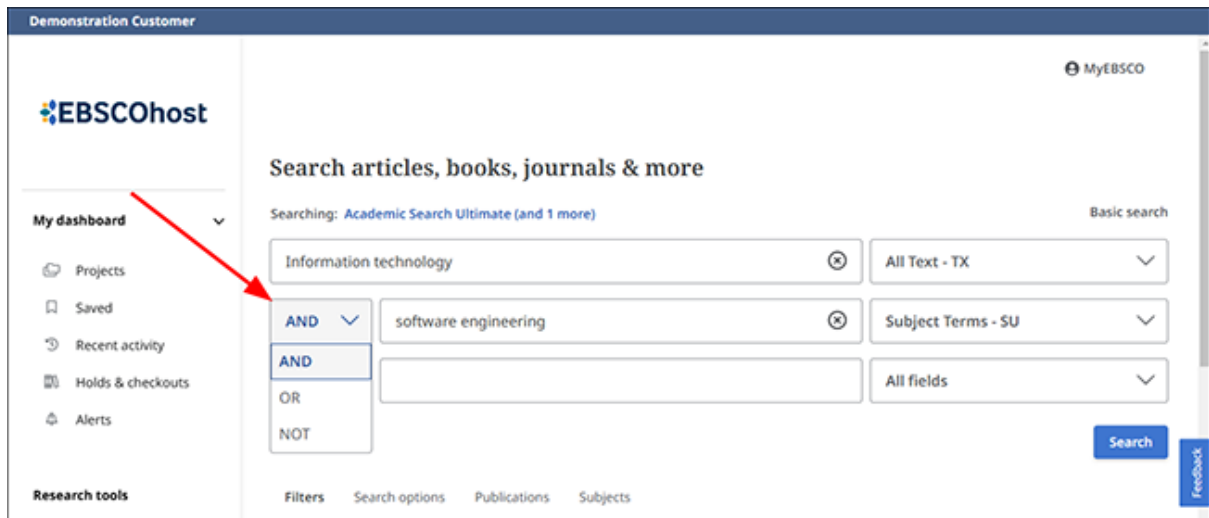
Title - TI

Subject Terms - SU

Abstract or Author, Unpublished Abstract

Feedback

4. Repeat steps 2 and 3 for the second set of search boxes.
5. Click the Boolean operator drop-down menu to combine the search box entries with AND, OR, NOT. (Default is AND)



6. You can select another Boolean operator, keyword, and search field in the third search box set.
7. Click the **Add fields** link below the search boxes if you would like to add more lines of search to your advanced search.
8. Under **Filters**, apply any desired limiters to your search. For example, you may want to limit results to items with **full text available** online and published within a **custom date range** you select.

To add a Custom date range, select **Custom range** and click the fields to select start and end dates from the date picker.

Depending on the database being searched, other available filters may include **Publication Type**, **Document Type**, **Language**, etc. When searching multiple databases, you can click the expand arrows to apply filters specific to each database.

Note: Any limiters that were selected on the Basic Search screen before accessing Advanced search are applied to searches conducted with Advanced Search.

The screenshot displays the EBSCOhost interface with the 'Filters' tab selected. The left sidebar contains 'My dashboard' and 'Research tools' sections. The main content area shows filters for 'Limit your results (2)', including checkboxes for 'Online Full Text', 'References Available', 'Peer Reviewed', 'First Author is Nurse', and 'PDF Full Text'. Below these are sections for 'Publication' (a text input), 'Publication Date' (radio buttons for 'All time', 'Past 12 months', 'Past 5 years', 'Past 10 years', and 'Custom range' with a date range '05/01/2024 → 10/01/2024'), 'Language' (a dropdown menu set to 'All'), and 'Number of Pages' (a dropdown menu set to 'All' and a grey button). At the bottom, there are two database options: 'Business Source Complete' and 'Academic Search Ultimate', each with a dropdown arrow. Two red arrows point to the 'Filters' tab and the 'Academic Search Ultimate' dropdown arrow.

EBSCOhost

Filters Search options Publications Subjects

Limit your results (2) Clear all

☒ Online Full Text

☐ References Available

☐ Peer Reviewed

☐ First Author is Nurse

☐ PDF Full Text

Publication

Publication Date

☐ All time

☐ Past 12 months

☐ Past 5 years

☐ Past 10 years

☒ Custom range

05/01/2024 → 10/01/2024

Language

All

Number of Pages

All

Business Source Complete

Academic Search Ultimate

9. When applying database specific filters with a drop-down menu, you can select one or multiple options.

My dashboard ▾

Projects
Saved
Recent activity
Holds & checkouts
Alerts

Research tools

New search
Publications

Cinaht Plus ▾

Academic Search Ultimate (3) ▴

Publication Type

Academic Journal X Periodical X

Select option(s) ▾

Document Type

Journal article X

Select option(s) ▾

ISSN

Search

10. If desired, click the **Search options** tab to change the [search mode](#) or apply [expanders](#).

My dashboard ▾

Projects
Saved
Recent activity
Holds & checkouts
Alerts

Research tools

New search
Publications

Filters Search options Publications Subjects

Search modes

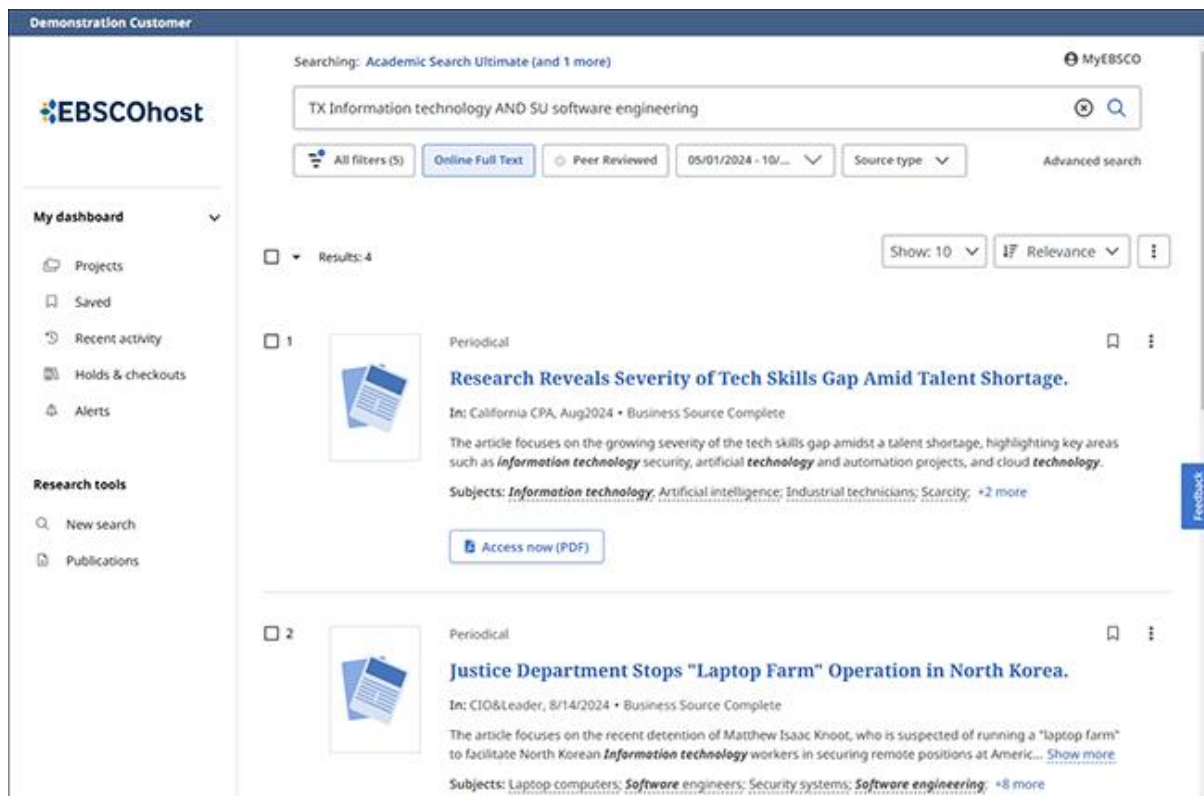
Proximity
Find all my search terms
Find any of my search terms
SmartText Searching

Expanders

Apply related words
Apply equivalent subjects

Reset

11. Click the **Search** button. The Result List displays.



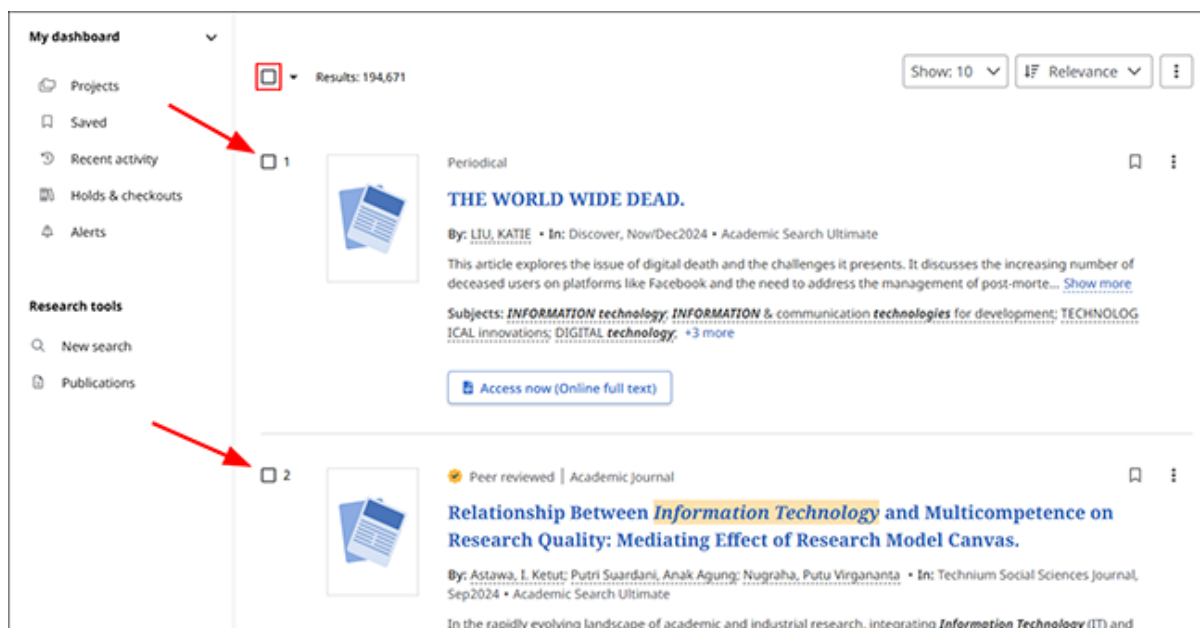
Managing results from your results list

You can manage (Download, Save, Add to a project, Share or Cite) up to 50 records from the result list of the New EBSCO User Interfaces using the checkboxes and options at the top of your result list.

When you export citations for up to 50 records, the downloaded file can be imported into bibliographic software, such as RefWorks, EndNote or Procite.

To manage multiple results from the result list:

1. After retrieving results on the new EBSCO user interfaces, use the checkboxes to select articles in the result list or select the checkbox at the top of the result list to select multiple records at once.



2. If you use the checkbox at the top of the list, click the drop-down arrow to view the available options. You can select all results currently displayed in the list, none, or the first 50 results in the list, regardless of whether they are currently displayed or not.



3. Select one of the available tools to manage your results:

- - Download metadata
- - Save to the dashboard
- - Save to a project in the dashboard
- - Share via email or Google
- - Copy or export citations.

Note: To save multiple articles to a project in the dashboard, you must be signed into your personal MyEBSCO account.



4. If you choose **Save**, your results are automatically saved to the Dashboard for the current session and no further action is needed. **Please note:** You must be signed into your personal MyEBSCO account to save items beyond the current session.

If you selected to **Download**, **Share** or **Cite**, follow the prompts on the window that displays to finish managing your results.