
* While the search pages might look a little different depending on which database you are using, it will largely operate the same.

**Accessing the Database**

Go to the Library Homepage [css.edu/Library](http://css.edu/Library)

Select *Databases, A to Z* from the *Popular Links* column on the left or click on the *Articles* tab at the top.
Once on Articles page, select the database you are interested either by finding it in the Best Bets box or else by clicking on the Databases, A to Z link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.

If you are off campus, when you click on the title of the database, this window will automatically pop up:

**Database Access via The College of St. Scholastica Library**

Please enter your username: 
Please enter your password: 
Login

Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

Enter your Novell username and password (what you use to log in to Blackboard, COR, your CSS email, or any computer in a lab on campus).

**Note: If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).**
Searching

Main Search Screen – defaults to a basic keyword search, which is good for simple searches. You can place some limits on your search such as only finding articles that are in Scholarly (Peer Reviewed) Journals. Your limit choices will be slightly different for each database. You can choose other databases within EBSCO by clicking on the Choose Databases link.

Search Modes:

Boolean/Phrase – Use for exact phrase searching or Boolean searching (manually adding AND, OR, NOT between terms)

Find all my search terms – Automatically adds AND between search terms.

Find any of my search terms – Automatically adds OR between search terms.

SmartText Searching – Searches as much text as you wish – phrase, sentence, paragraph, or a page

Click on the Mobile Site or iPhone and Android apps to use EBSCO on those devices.
Advanced Search - Click on the Advanced Search tab to combine multiple ideas of your topic and also search by author, journal name, title, etc.

Click on the dropdown arrow at the end of the Select a Field (optional) box to search by title, author, subject heading, journal title, etc.

To string your terms together, click on the drop down arrow at the end of the and box. Choose AND, OR, NOT to broaden or narrow your search.

AND – narrows searches by combining terms. Citations must have all your terms to be included in results list. Ex. Shellfish AND allergy AND precautions.

OR – broadens searches by searching for all terms separately. Citations will have either term. Ex. Higher Education OR College

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but NOT the second term. Ex. Dogs NOT Poodles, Management Styles NOT TQM

Subject Terms – tries to match your keywords to subject headings used in the database.

To search for subject headings, click on the Subject Terms box located in the blue banner at the top of the page. This can also be called CINAHL Headings, Thesaurus, MeSH, or just Subjects.

Type your keyword into the box located in the middle of the page.

Click Browse.
Click on your term to see broader, narrower, or related terms. Click on the box in front of the term to see its subheadings. Click *Explode* to retrieve all references indexed to that term as well as all references indexed to any narrower subject terms. Click *Major Concept* to only retrieve articles that have your term listed as a major concept. When you have clicked what you wish to search, click *Search Database*.

**Results List**

Click on the links in the left margin to refine your search results. A search history is created for you above the results; click on *View Results* for previous searches. You can also combine searches by clicking on their boxes and then selecting either *Search with AND* or *Search with OR*.

Click on the blue title to view the article’s information.

At the end of each citation you will see some or part of the following choices:

- *No links to Full Text* – only the citation and/or abstract available. Does not have full text.
- *HTML Full Text* – full-text of the article is available.
- *PDF Full Text* – full-text of the article is available. The article opens in Adobe Acrobat Reader.
Check LinkSource for the full-text of this article or Linked Full Text – Click on that link to be taken to another database which will have the full-text available.

Cited References – lists all of the references used in this article.

Times Cited in this database – lists all citations that have cited this article.

Pictures/Diagrams – thumbnails of the pictures, graphs, diagrams available in the article.

Sample Article – Click on the link to the left to view the full-text of the article. Subject terms have been assigned to the article. These are links to other articles that have also been assigned these terms. Keep track of the articles you are interested in by adding them to your folder.

At any time you can click on your folder at the very top of your screen to view what you have added. From here you can print, email save, or export to EndNote all the articles you have collected.
If you select email, enter your email address in the Email to: folder and to the right you can click on the *Citation Format* button and select which citation style you wish to have these resources formatted in and sent to you in the body of the email.

Exporting Citations to EndNote
(see [instructions for EndNote](#) for information on how to use this program)
Add articles you want individually or several at a time by placing them in your Ebsco folder.

Open your folder. Then check the boxes before the citations you want to put in EndNote. Then click on the paper icon with green arrow that says *Export*.

Next, click on the circle for *Direct Export to EndNote* and then click the *Save* button.

Click on *Save* where you wish the file to be saved.
Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import* and *File…*

Select the *Import Option* and click on *Reference Manager (RIS).*
Click on Choose... to select the file you just saved and click on Open.

![Choose file and click Open](image)

Your citations will now automatically be added to your EndNote library.

Creating an EBSCO Host Account

EBSCO gives you the ability to save your search history, results list, and favorite citations/articles. This is especially useful when doing multiple searches on a specific topic over a longer period of time or when you conduct a search but do not have the time to go through all of the results as you will be able to come back to your search later.

To create an account:

Click on Sign In. It is found near the top of the page in the blue banner.

![Sign In button](image)

Click on Create a new Account.
Fill out the form. Be sure to jot down your username and password for future use.

***Note: Items stored in your folder will only remain there for up to 6 months if they are not used.

Opening Folder

To open your MyEBSCOhost account once it is created, follow step 1 above. Then, type your username and password into the corresponding boxes. Click Login.