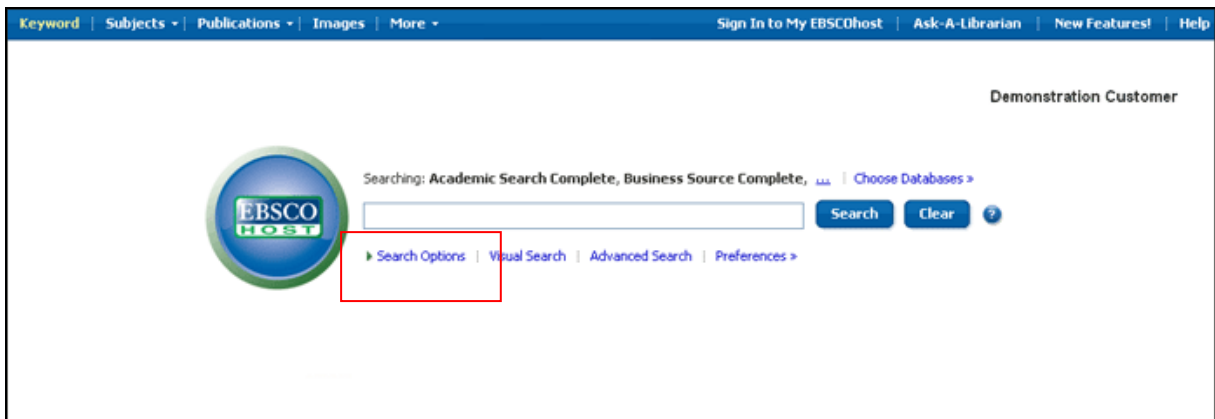




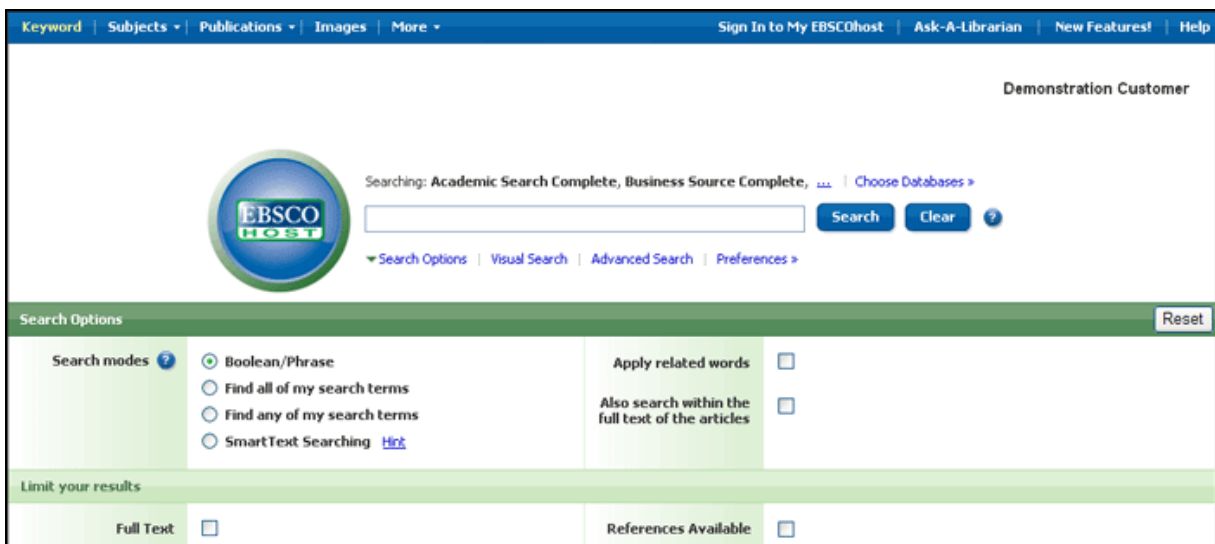
EBSCOhost 2.0 Basic Search Help Sheet

Creating a Basic Search

1. On the Basic Search Screen, enter your search terms in the **Find** field.



2. If you want to use any of the optional Limiters or Expanders, click the **Search Options** link.





You can use a specific **search mode**, such as “Find all of my search terms,” or “SmartText Searching”; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as “Apply related words.”

3. To close the **Search Options**, click the link again.
4. Click the **Search** button. The Result List displays.



Viewing Your Search Results

The Result List Screen has three columns—Narrow your results, All Results, and Limit your results. You can hide or show the different areas by clicking the control arrows near the top of your results.

- **All Results** – The articles that were found display in the center of the Result List Screen.
 - The **article title** link takes you to the citation information and/or the full text. Place your mouse over the **Preview** icon  to view the Abstract.
 - The **HTML Full Text** link takes you directly to the full text of the article.
 - The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe® Reader®.
 - The **Relevancy** indicator  tells you how relevant the article is based on your search terms.



- **Narrow your results** – You can narrow by source type, subject, journal, author, and more.
- **Limit your results** – Apply limiters right from the Result List. Select any of the limiters displayed and click **Update**. A revised Result List displays. (You can refine your search even more by clicking the **Search Options** link under Limit your results.)
- **Folder** – To save an article to the Folder, click the **Add to Folder** link to the right of the Relevancy indicator at the bottom of the result. To view the items in your Folder, click the **Go to Folder View** link.
- **Related Information** – When additional sources such as images, blogs, and Web news are available, they will be displayed.

Printing/E-mailing/Saving Search Results

The screenshot shows a search result for the article "Out of Sync" by Borrell, Brendan. The page includes a navigation bar with "1 of 12977", "Result List", and "Refine Search". Below the navigation bar are icons for "HTML Full Text" and "PDF Full Text (4K)". A red box highlights a set of icons: a printer (Print), an envelope (E-mail), a floppy disk (Save), a document with a checkmark (Cite), and a folder (Add to Folder). The article details include Title, Authors, Source, Document Type, Subject Terms, Reviews & Products, People, Abstract, ISSN, Accession Number, Database, and Notes. On the right side, there is a "Related Information" panel with "Similar Articles" and a "Folder has items" section. The "Folder has items" section is circled in red and lists three items: "The Security Implications of...", "Dynamical greenhouse-plus...", and "Out of Sync." with a "Go to: Folder View" link.

- Click the **Print**, **E-mail**, or **Save** icon and follow the directions on screen to print, e-mail, or save your results. You can print, e-mail or save several results at the same time by saving them to the **Folder**, and then printing, e-mailing or saving all at once.
- Use the **Cite** icon to view your results in popular citation formats such as MLA and APA.
- To save your results for future use, be sure to sign in to your personal account (My EBSCOhost). Once you sign in, your results are saved to the Folder, and can be retrieved at any time.