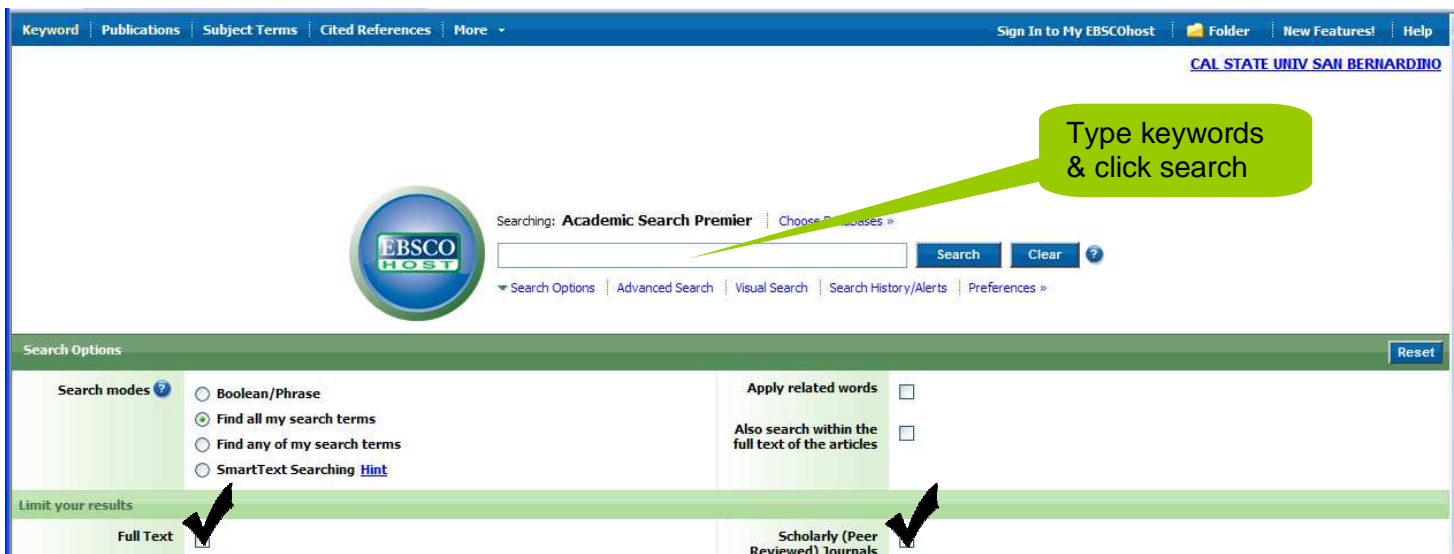


EBSCOhost--Basic Search with “Choose Databases,” Email, Print, Save, and Citation Formatting (updated 9/8/09)

Go to <http://pdc.csusb.edu/librarycomput.htm> Click on EBSCOhost, and login with your MyCoyote I.D. & last name. Follow these directions for the “Basic Search”.

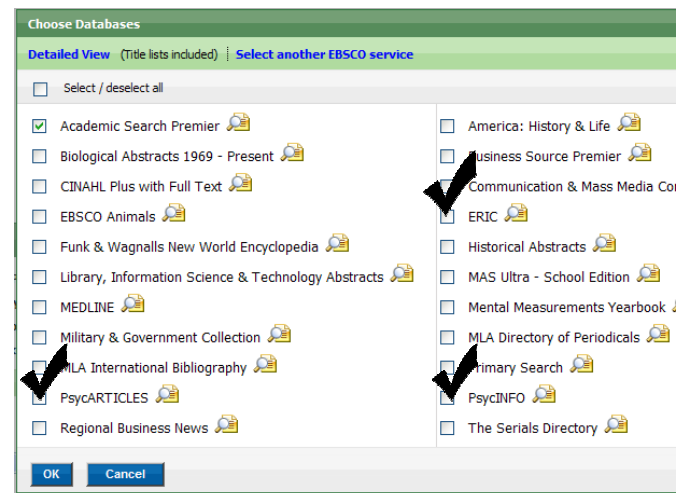
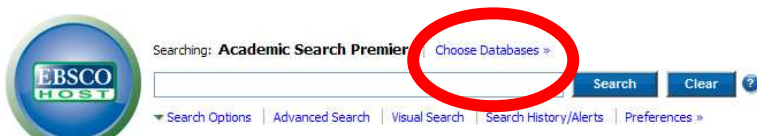
- Enter your search terms in the **Find** field.
- If you want to limit your search to “Scholarly” and/or Full Text articles (or Expanders), click the box next to the option. If you leave the Full Text box unchecked, EBSCOhost will display article citations, which may be found in full text in CSUSB's other databases by clicking on the "Search For Full Text" icon.



- You can use a specific **search mode**, such as “Find all of my search terms,” or “SmartText Searching,” and apply **Limiters** such as Publication type, and/or use search options that expand your search, such as “Apply related words.”
- Click the **Search** button. The Result List will be displayed with 10 articles per page.

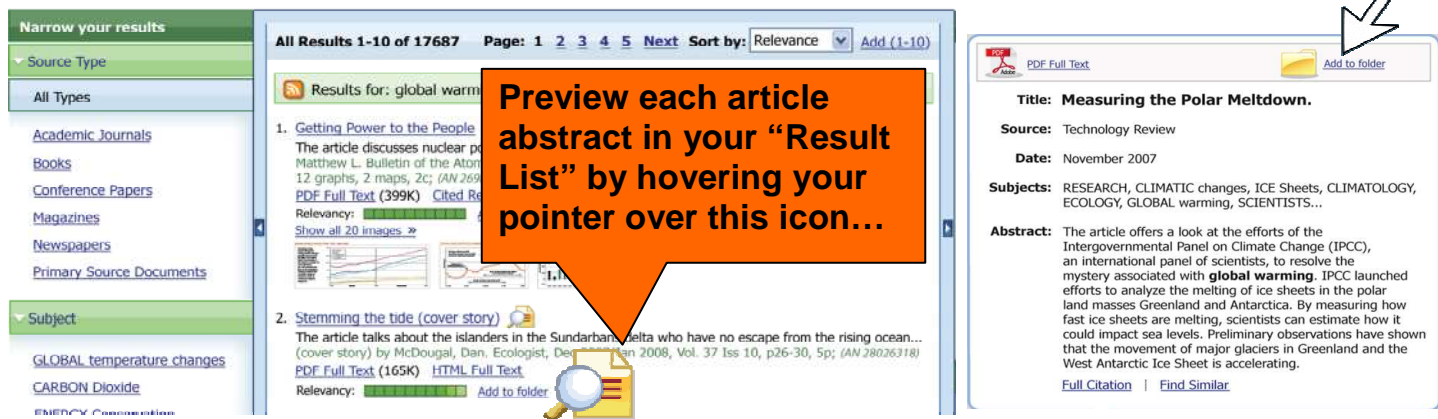
Choosing Databases

You may have EBSCOhost search many other CSUSB databases at the same time. Click on “Choose Databases,” to select those relevant to your topic (see image at right), then OK.



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. Articles will be displayed in the center of the result list screen.

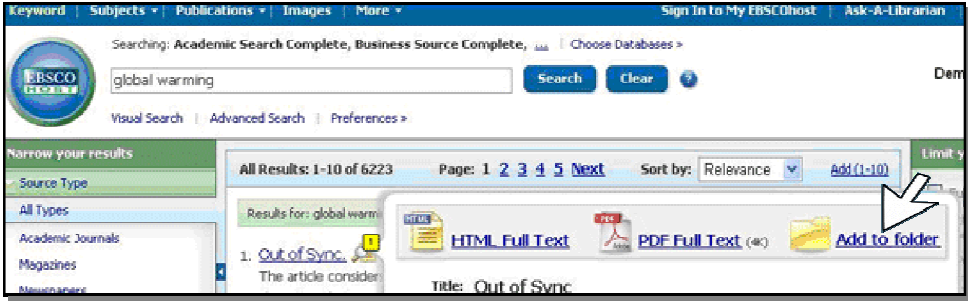
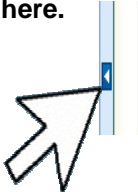


Click a Subject to Narrow Search

- 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** or **PDF Full text** links takes you directly to the full text of the article.
- 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.
- **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**.

"Folder View" not visible?

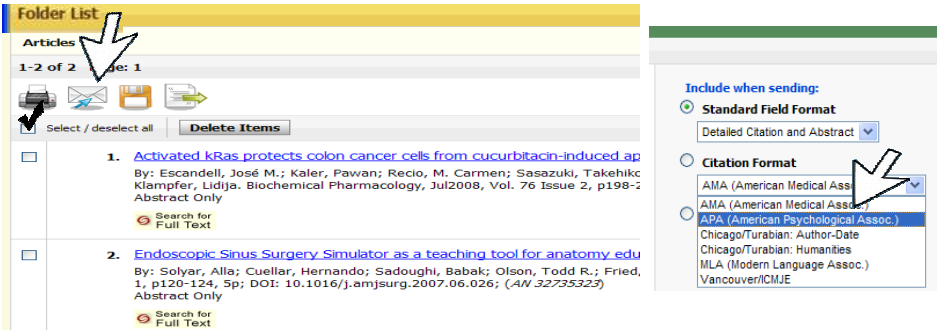
Then click on the triangle symbol located on the side bar to open the folder containing all your selections as shown here.



Print/Email/Save Articles

Click the "Select all" box, then either the **Print**, **Email**, or **Save** icon.

On the next screen select a writing style format, such as APA or MLA, and ESCOhost will place your citations into that style.



You can then copy and paste the citations onto your reference page. Click the tab to print, save or email the articles and citations. If you selected the email function, do not forget to type your email address.

If you additional help please contact the Helene A. Hixon Information Resource Center Room HS-103 at 37500 Cook Street Palm Desert, CA92211 Phone: (760) 341-2883 x 78112 Email: butter@csusb.edu