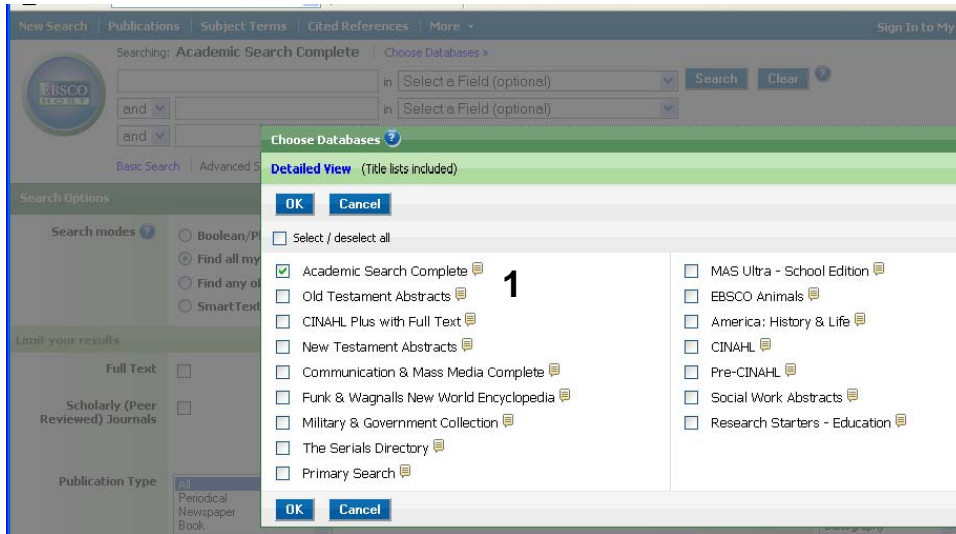


James White Library, Andrews University EBSCO Databases Search Guide

Getting Started

1. Select the database you wish to search.



Access Path

From the Library's home page click on **Find Articles**, then **Academic Search Complete**.

Boolean Operators

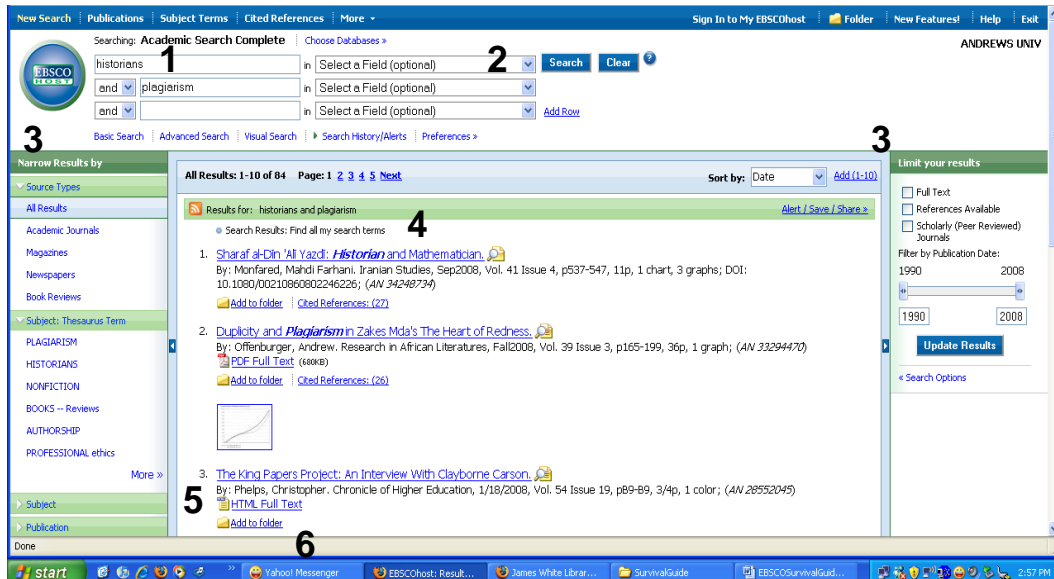
And combines two or more terms to narrow the search:
"abortion *and* teens."

Or looks for at least one term to broaden the search:
"teen *or* adolescent."

Not looks for records which do not contain a term: "child *not* infant."

Advanced Search

1. Enter search terms.
2. Select the field(s) to be searched and click on **Search**.
3. You may limit by year, subject, or source types.
4. Click on a title to view complete record.
5. Note whether **Full Text** article is attached.
6. Click on **Add to Folder** to view and export items.

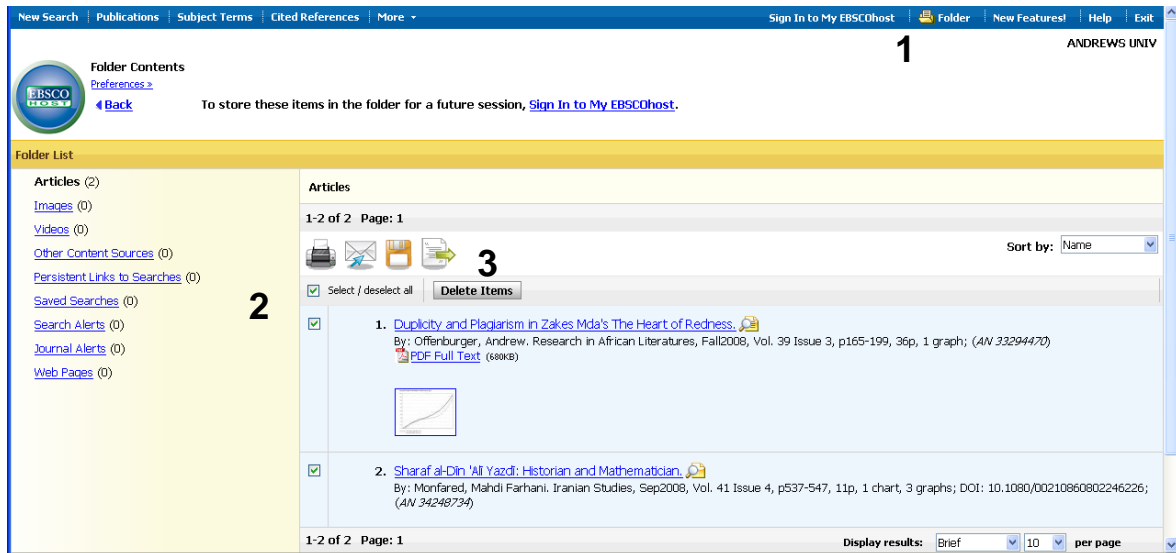


Printing

1. Click on **Folder**.
2. Click on **Select All**.
3. Select a delivery option by clicking on **Print, E-mail, Save** or **Export**.

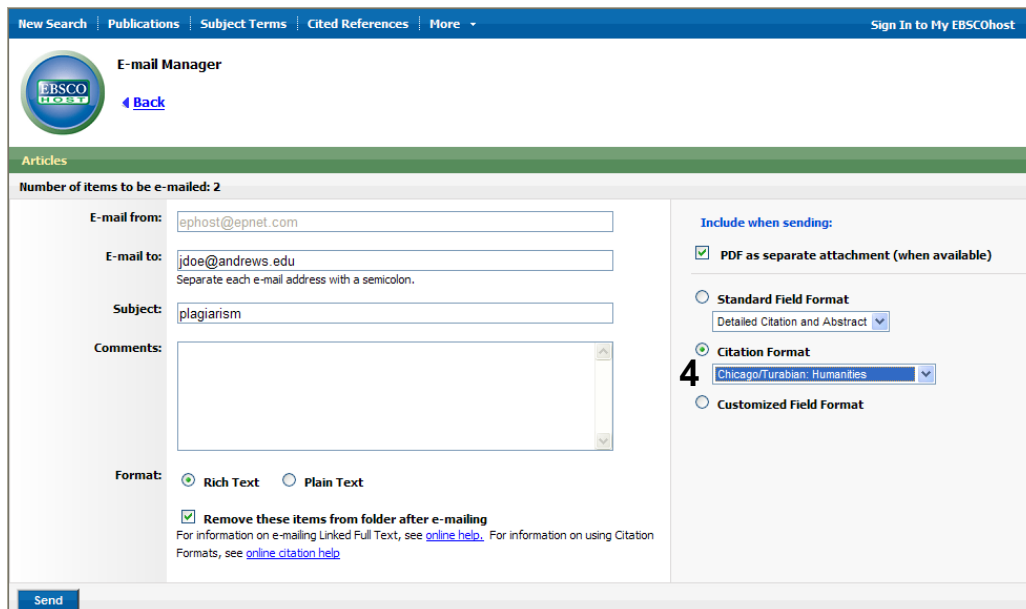
Tips

See **Periodicals A to Z** to help you locate articles which do not appear as full-text in EBSCO Host.



The screenshot shows the EBSCO Folder Contents interface. At the top, there is a navigation bar with 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. The user is signed in to 'My EBSCOhost'. The main area is titled 'Folder Contents' and includes a 'Back' button and a message: 'To store these items in the folder for a future session, Sign In to My EBSCOhost.' Below this is a 'Folder List' section with links for 'Articles (2)', 'Images (0)', 'Videos (0)', 'Other Content Sources (0)', 'Persistent Links to Searches (0)', 'Saved Searches (0)', 'Search Alerts (0)', 'Journal Alerts (0)', and 'Web Pages (0)'. The 'Articles' section shows two items, each with a checkbox and a 'Delete Items' button. The first article is 'Duplcity and Plagiarism in Zakes Mda's The Heart of Redness' and the second is 'Sharaf al-Din 'Ali Yazdi: Historian and Mathematician'. At the bottom, there are options for 'Display results: Brief' and '10 per page'.

4. Whether printing, e-mailing, or saving, you may choose the citation format you prefer. When exporting, your bibliographic software will accommodate any style.



The screenshot shows the EBSCO E-mail Manager interface. It includes a 'Back' button and a 'Number of items to be e-mailed: 2' indicator. The 'E-mail from:' field is 'ephost@epnet.com', 'E-mail to:' is 'jdoe@andrews.edu', and 'Subject:' is 'plagiarism'. There is a 'Comments:' text area and a 'Format:' section with 'Rich Text' selected. On the right, the 'Include when sending:' section has 'PDF as separate attachment (when available)' checked, 'Standard Field Format' selected, and 'Citation Format' set to 'Chicago/Turabian: Humanities'. A 'Send' button is at the bottom left.

