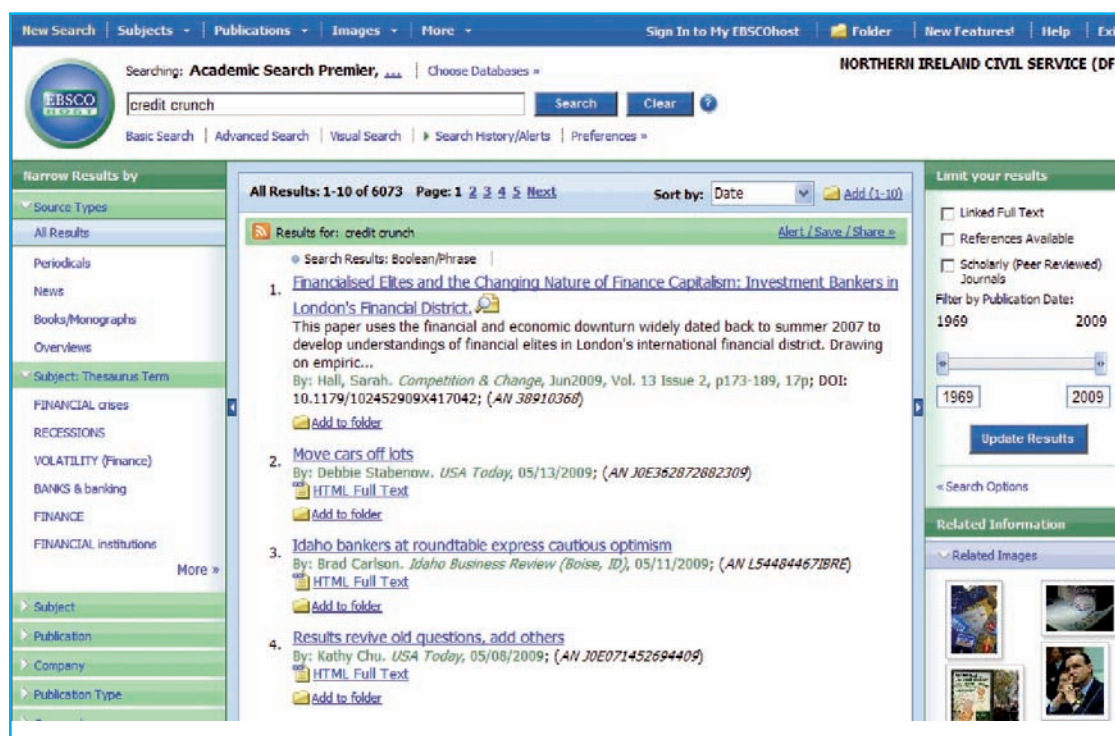# EBSCO

1. To access EBSCO

- Go to homepage of the NICS e-library;

- Click on **Electronic Resources** and select **A-Z**;

- EITHER click on the **EBSCO** link OR the link for a specific database(s);

- Tick the database(s) you wish to search and click on **Continue**. **Search** page will appear;

- At any time you can return to the **Search** page by clicking on **EBSCO Host** at the top left;

- Click **Help** (top right) at any time for assistance. Note the EBSCO Support Site link at the bottom of every page. Use it to find answers to FAQs or to view tutorials.

2. To carry out a general search

- Enter your search terms eg. credit crunch, and click on **Search**. **Result**s page will appear.

- You can narrow your results by clicking on the keywords on the left, OR limit your results by ticking **Full Text, References Available** or moving the **Publication Date** filter bar on the right (NB. this last change cannot be reversed).

- Click on an article title to see an abstract or the full article if it is available.

- You can print, email or download the article by clicking on these icons, OR if you are doing more than one search, you can move the relevant items to the **Folder** and output all your articles together;

- **Advanced Search** and **Visual Search** options are available and when your session is completed, **Exit**.

3. To find an article in a specific journal

- At the **Search** page, click on the **Publications** link at the top left;

- Below the green bar, enter the journal title eg. The Economist, into the box and click on **Browse**;

- If available on EBSCO, the journal title will appear;

- Click on the title and the publication details will appear, showing what period is covered and whether full text or not;
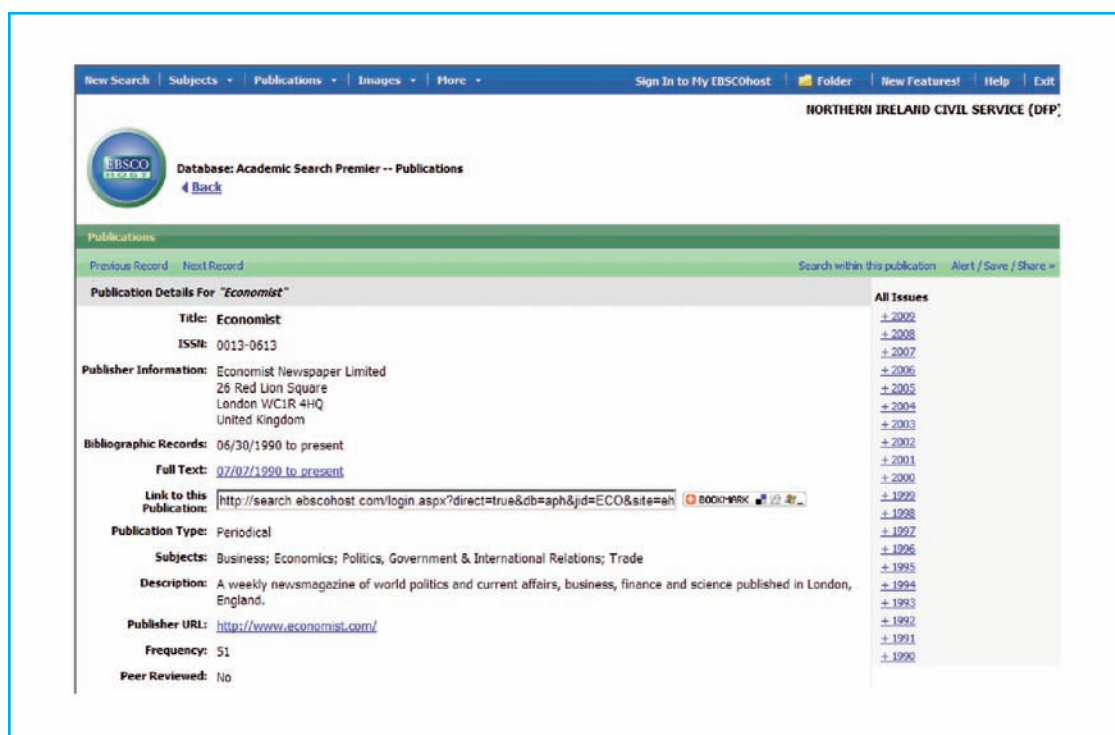
- If you know the date of the article, click on the year at the right hand side and "expand" to the relevant issue, OR

- Click on **Search within this publication**, enter "and" followed by your search terms and click on **Search** and continue as in 2.

My EBSCOhost

To "personalise" your use of EBSCO, click on **Sign in to my EBSCOhost** at the top of the page and enter the requested information, including your selected Username and Password. This facility will enable you to:

- save your searches;

- share your results; and

- set up alerts for some titles eg. to notify you when a new issue of a journal is added to EBSCO.

Visual Search

You may prefer to use this facility, which some staff may find more intuitive to use.

- On the **Sear**ch page, click on **Visual Search** below the text box and wait a few seconds for the software to load;

- Enter your search terms and your results will be displayed on the left;

- To narrow down the list, click on the most important keyword in the blue box and continue this across the page, giving more focussed results;

- Alter the way the results are displayed by clicking on the grey tabs below the green bar; and

- Drag your preferred articles into the **Collect Article**s box on the right and click on **Add to Folder** when your selection is complete.

Contact

Please contact any **NICS Library** if you have any problems using this database, or would like some assistance with any research.