Saving a Search Using EBSCO

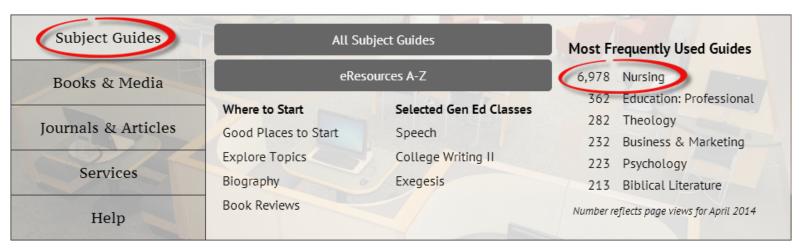
Navigation

Step One: Access the Benner Library homepage at library.olivet.edu.

Step Two: Click on "Subject Guides" on the home page.

Step Three: Click on the "Nursing" subject guide under the "Most Frequently Used Guides" heading.

Step Four: Navigate to the CINAHL Complete database.





Creating a Search

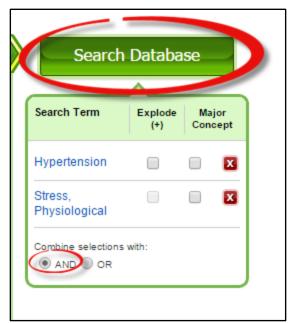
Step One: Sign-in to your EBSCO account or create a new EBSCO account if you do not already have one. **Note:** For help creating an EBSCO account, watch or read the "Creating an Account in EBSCO databases" at http://library.olivet.edu/help/use-databases/ebsco/accounts.php

Step Two: Go to CINAHL headings and type in your search term. Hit the "Browse" button.

Step Three: Checkmark your term.

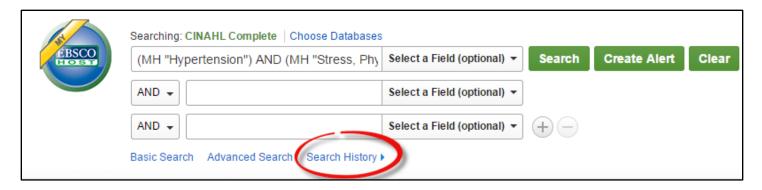


Step Four: To add additional terms to your search, hit the "Browse Additional Term" button. Repeat steps two and three, remembering the select the "AND" option on the right side bar. When you've added all your terms, hit "Search Database".

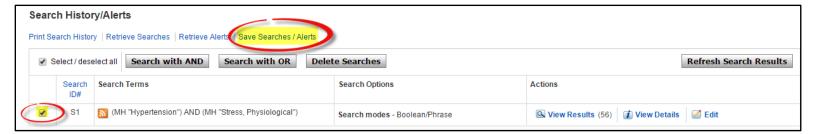


Saving a Search

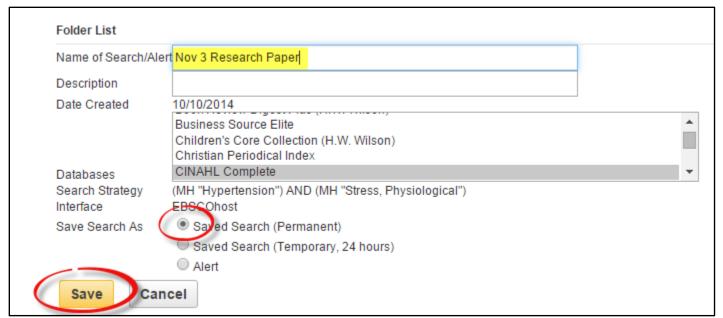
Step One: To save these search terms and results, open the "Search History" field.



Step Two: Check mark the Search you want to keep, and then click "Save Searches/ Alerts"



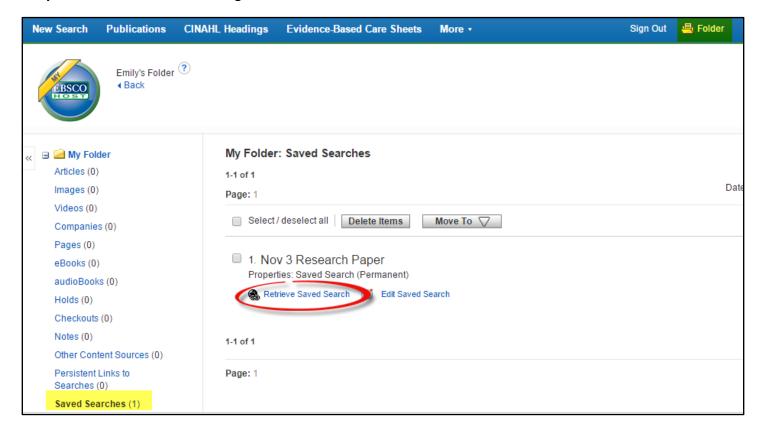
Step Three: Name your search. Make sure "Save Search (Permanent)" is selected under Save Search As. Then hit "Save".



Step Four: Click continue. This will save your search under your saved searches folder.

Accessing a Saved Search

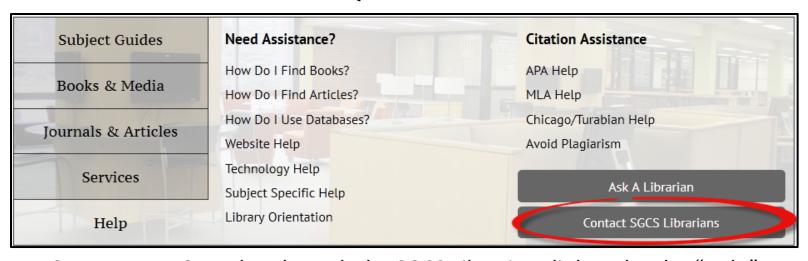
Step One: Click on "Folder" and go to "Saved Searches". Click on "Retreive Saved Search".



Step Two: Click "Rerun" to bring up your list of previous search results.



Questions?



Contact Pam Greenlee through the SGCS Librarians link under the "Help" tab on the Benner Library Homepage