

## Script for Video Clip: Using the EBSCOhost Databases

Use the *Academic Search Complete* or *MasterFILE Premier* library databases to find articles on a wide variety of topics. Both databases, from the *EBSCOhost* Company, are the library's two most comprehensive online collections providing access to journal, magazine, newspaper, and reference book articles.

To search more than one database at the same time check mark the box next to each database you wish to search. Then click on the **Continue** button to go to the search screen.

Let's say you are interested in finding out about the various *green jobs being created in the U.S.* Type **green jobs** in the 1<sup>st</sup> search window.

If you would like to view only the full-text articles in your result list, make sure to scroll down to the *Limit your results* section and check mark the box next to **full-text**. Press the <Enter> key or click on the **Search** button to execute the search.

This broad search retrieved over 800 articles and is way too many articles to browse through. Too narrow down or revise this search, we can use some of the subject terms found in our results. Subject terms are listed under the abstract or summary of each article. I see terms such as job creation as well as **green movement** and **green business** that we can use in our search.

You can also review the most frequently occurring subject terms from the results by reviewing the two subject lists from the menu on the left. For instance, I see the terms **United States** and **employment** that we can use in our search.

Let's go back to our search windows and revise our search.

To find the exact phrase, for terms with more than one word, place the term within quotations (“ ”). Let’s connect related terms with the Boolean operator **OR** and type **or “green movement” or “green business”** in the 1<sup>st</sup> search window.

Let’s go down to our 2<sup>nd</sup> search window connected with the **Boolean operator, AND** – and type **“job creation” or employment**.

Let’s go down to our 3<sup>rd</sup> search window and type **“united states”**

Press the **<Enter>** key or click on the **Search** button to re-execute the search. This time we have narrowed our search from over 800 articles to 61 articles.

This tutorial only briefly touches upon various online search techniques. For additional help on using the Boolean operators AND & OR - as well as truncation, and exact phrase searching, check out our *Online Search Strategies* guide located at **<http://libguides.reynolds.edu/search>** – OR - come visit the Reference Desk at any campus library to receive personalized one-on-one assistance from a librarian.

Let’s go back to browse our results list.

There are full-text articles available in PDF format, HTML format, or both formats.

To go to the next page of results, click on the page #'s on located on the top or bottom of the results list.

To view any article from the list, click on the **title of the article**.

If the article includes the HTML full-text, the full article will appear on this screen.  
If the article includes the PDF full-text, the link will appear to the left.

If you decide to use any article from an EBSCOhost database for your research assignment, several options are available from the *Tools* menu on the right.

To format the HTML article for printing, select the **Print** option.

To email the HTML or PDF full article, select the **Email** option.

To save the HTML article to a flash drive or your personal computer, select the **Save** option.

To automatically view the various citation formats for this article, select the **Cite** option. You can copy and paste the APA or MLA citation into your References or Works Cited list.

Always check with your instructor on what format specifications to use for a particular class or assignment. You may need to tweak a citation depending on your instructor's preferences.

This concludes this tutorial.