

EBSCO User Guide

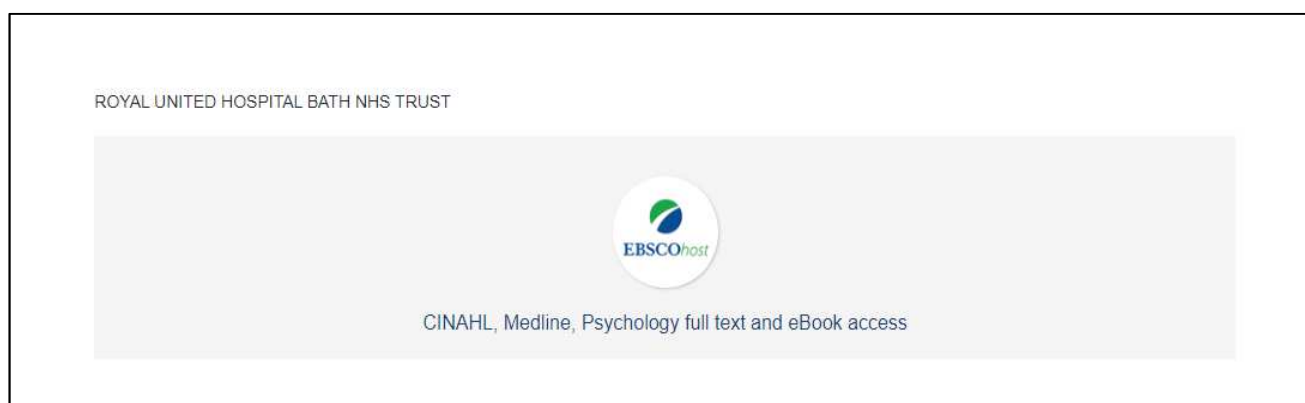
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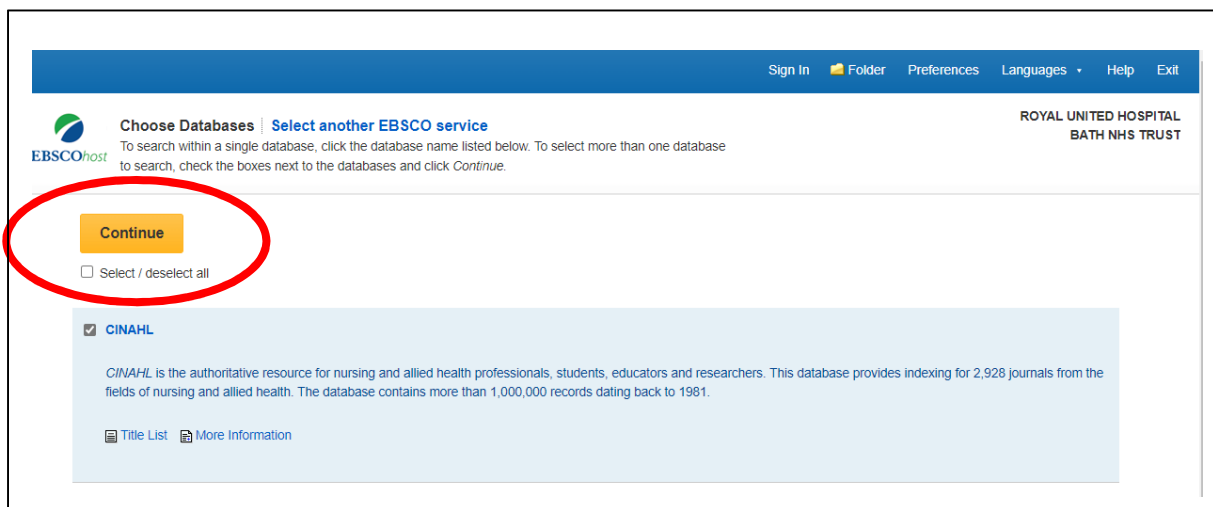
A: Accessing EBSCO Databases and Creating a Personal Account

1. Accessing EBSCO Databases

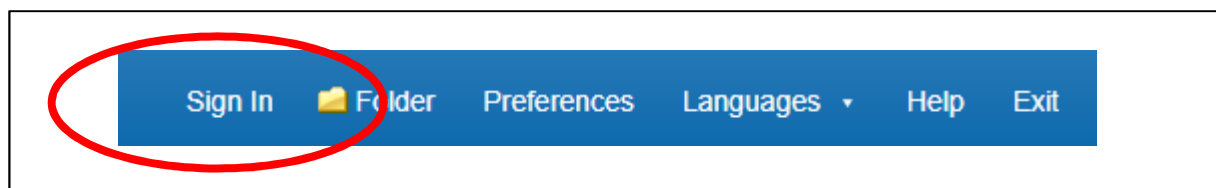
- Go to the OpenAthens website: <https://openathens.nice.org.uk/Hub/Resources>
- At this point you will be prompted to sign in using your Athens account. You will then be taken to the 'My Resources' page
- Select “**EBSCOhost Databases...**” from the list
- Then select “**CINAHL, Medline, Psychology full text...**”



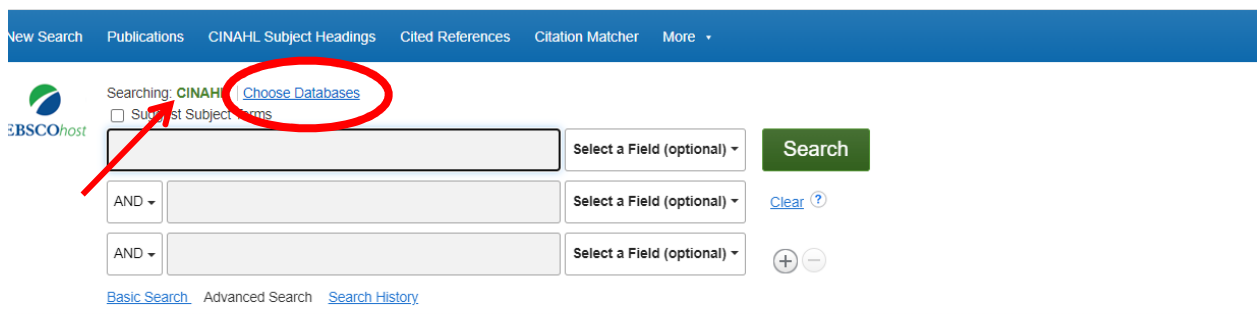
2. Select the database you want to search, for instance **CINAHL**. Then click 'continue'. *We recommend searching one database at a time:*



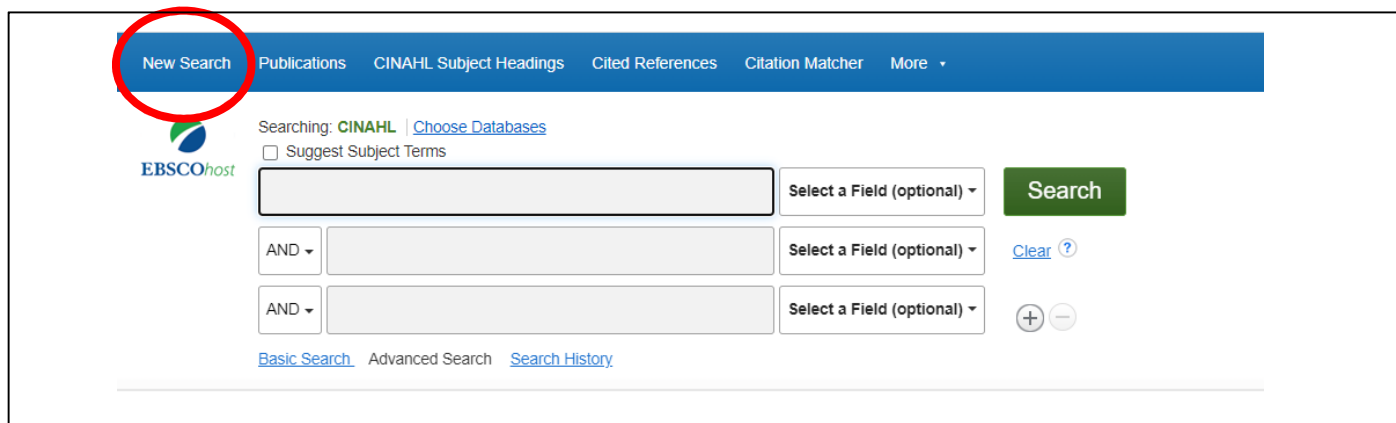
3. To enable full functionality (save searches and results) and allow access to your **Folder** (previous searches etc.), click the **Sign In** link on the top bar



4. If you would like to change your database, from the menu above the search bar you will see the database you are currently searching, and here you can change the database by clicking on 'Choose Databases':

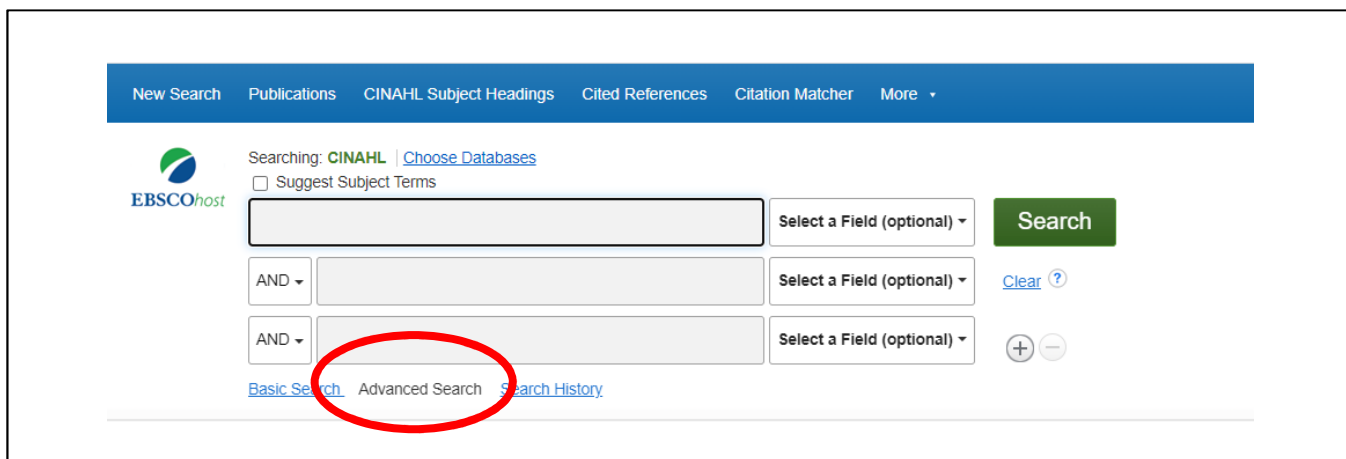


5. Once you have selected a database, you can begin searching. If the screen displayed is not shown, click the **New Search** button in the top left



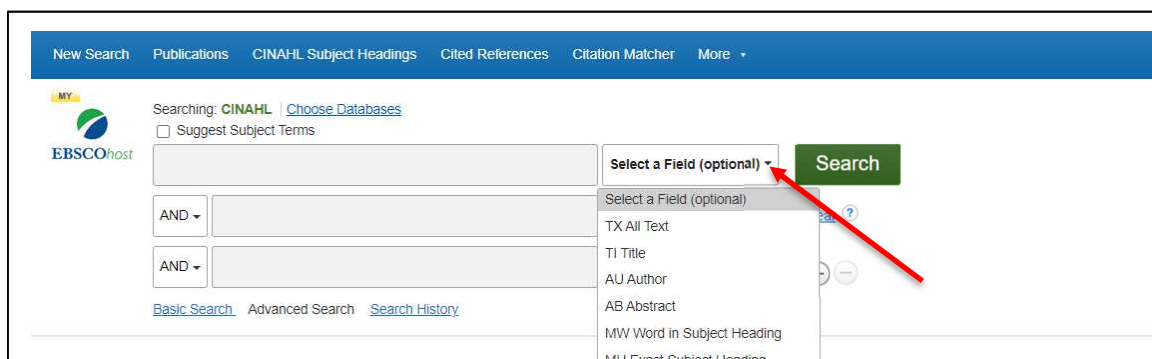
[B: Searching for Terms](#)

6. To start a search, ensure 'Advanced Search' is selected:

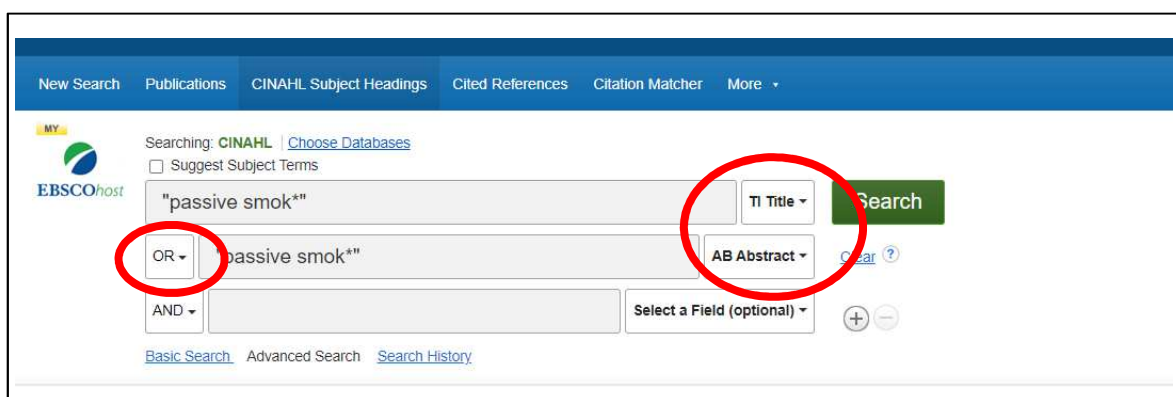


You can now start entering your search terms in the fields.

7. To select which fields you would like to search, use the drop-down menus. You can choose to search all text in an item's record, or narrow your search down to specific fields



8. If you want to search more than one specific field, for example, Title and Abstract, you need to search for these on separate rows using 'OR'. Once you've entered your search term, select 'Search':



9. This will generate a results line for your search concept:

The screenshot shows the EBSCOhost search interface. At the top, it says "Searching: CINAHL" and "Choose Databases". There are input fields for search terms and dropdown menus for "Select a Field (optional)". A green "Search" button is visible. Below the search area, there are links for "Basic Search", "Advanced Search", and "Search History".

The "Search History/Alerts" section is highlighted with a red circle. It contains a table with the following data:

Search ID#	Search Terms	Search Options	Actions
S1	T1 "passive smok*" OR AB "passive smok"	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results

Repeat steps 7 & 8 for all keywords concepts.

C: Searching for Subject Terms (MeSH Headings)

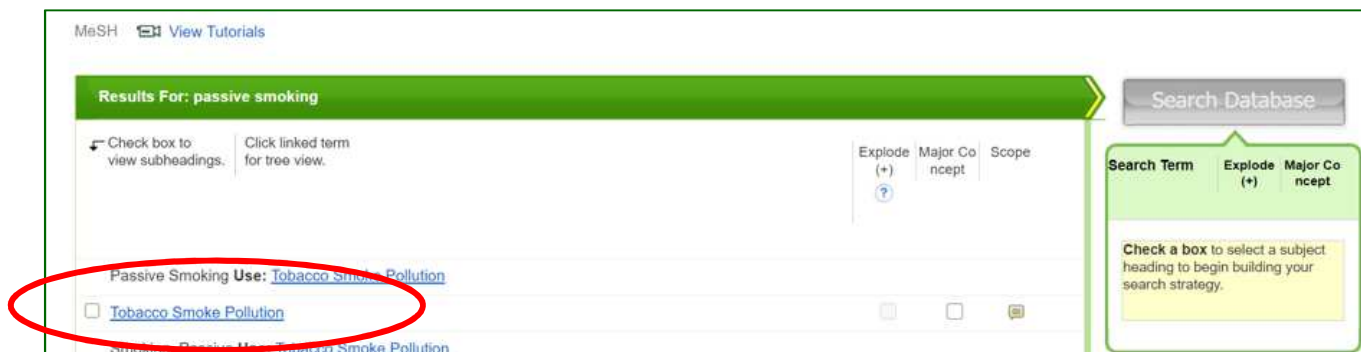
10. To search for Subject Headings, tick 'Suggest Subject Terms':

The screenshot shows the top navigation bar with 'New Search', 'Publications', 'CINAHL Subject Headings', 'Cited References', 'Citation Matcher', and 'More'. Below the navigation bar, the search interface includes a search bar with the text 'Searching: CINAHL | Choose Databases' and a checked checkbox for 'Suggest Subject Terms'. The search bar is circled in red. To the right of the search bar is a 'Search' button. Below the search bar are three rows of 'AND' operators and 'Select a Field (optional)' dropdown menus. At the bottom, there are links for 'Basic Search', 'Advanced Search', and 'Search History'.

11. Type in what subject headings you want to search for and click 'Search':

The screenshot shows the search interface with the search bar containing the text 'passive smoking'. The 'Search' button is circled in red. A red arrow points to the 'EBSCOhost' logo on the left side of the search bar. The rest of the interface is identical to the previous screenshot, including the navigation bar, 'Suggest Subject Terms' checkbox, and 'AND' operator rows.

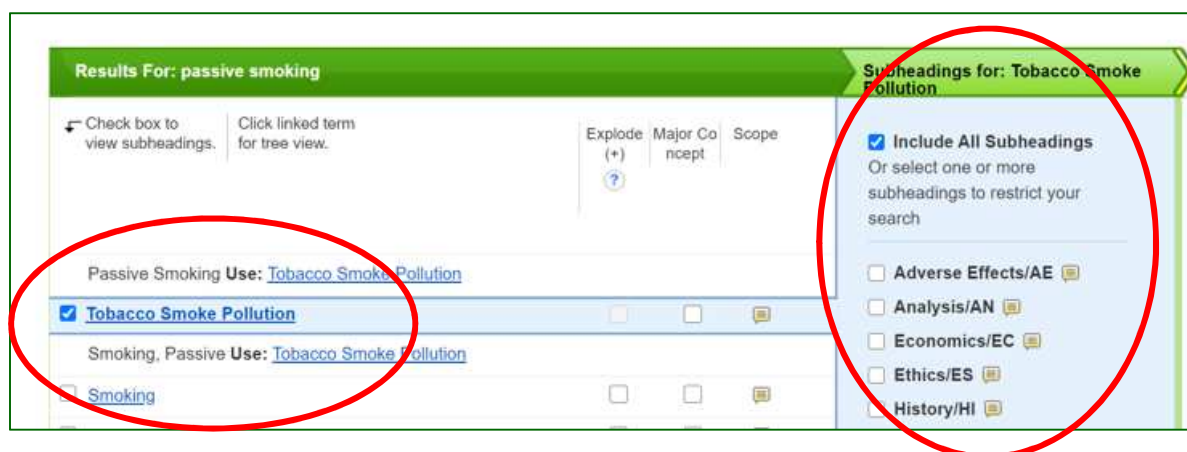
12. The Thesaurus may have exactly what you're looking for, or offer suggestions to other subjects – have a go at searching for alternative terms too. **Click on the relevant heading if there is one:**



13. Tick the term(s) you want to use, and it will appear on the right-hand side.

The database will also give you options to apply **Explode** or **Major concept** to the term selected, or to apply **subheadings** to the term; these options can widen or narrow the search.

To find out more about each term, **click on the Scope icon:**



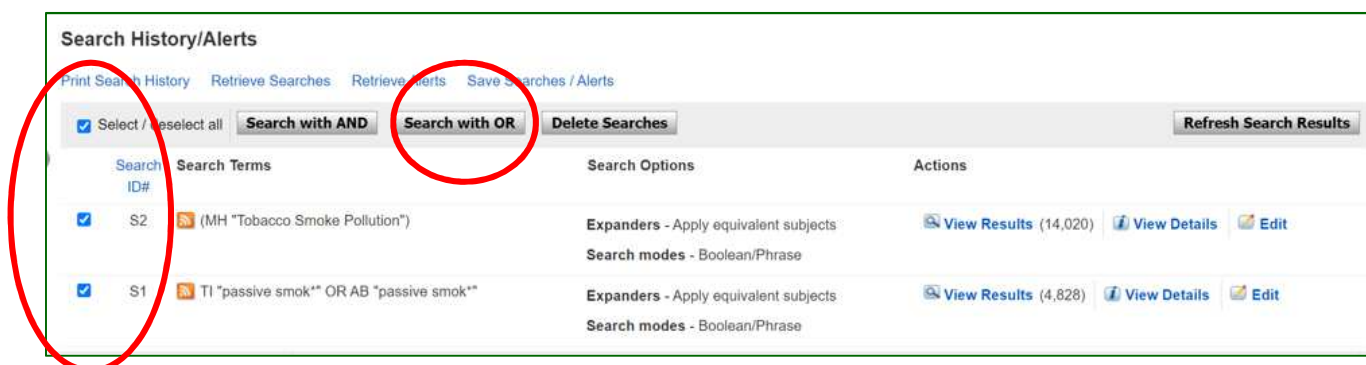
14. Click 'Search Database' to search for the subject heading:



Repeat steps 10-14 for all subject headings.

D: Combining Search Terms and Subject Headings

15. Combine your search terms and subject headings by selecting the line numbers you want to combine Then click 'Search with OR':



Repeat steps 6 - 15 to search for the rest of your concepts.

16. In the below example, line S3 combines the results for one concept (passive smoking) and line S6 for the second concept (cancer). Once you have searched all your concepts, **combine** them using “**Search with AND**”:

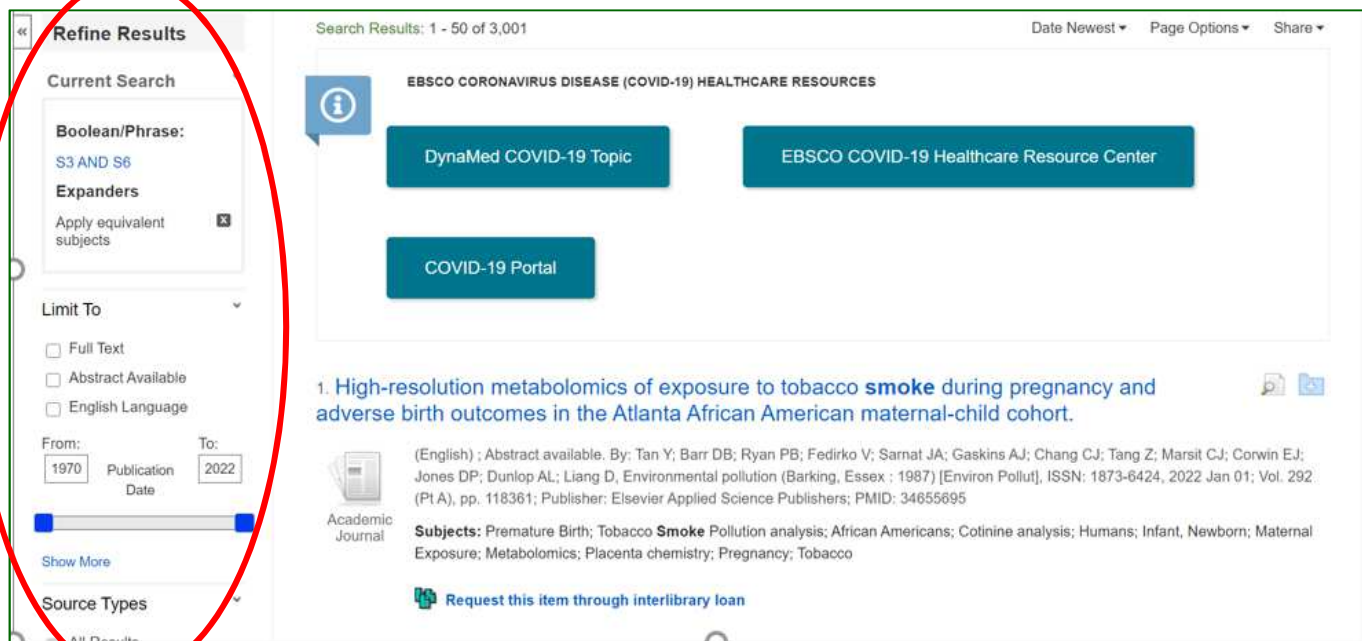
Search ID#	Search Terms	Search Options	Actions
<input checked="" type="checkbox"/> S6	S4 OR S5	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (4,376,534) View Details Edit
<input type="checkbox"/> S3	(MH "Neoplasms")	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (460,599) View Details Edit
<input type="checkbox"/> S4	cancer or neoplasms or oncology or tumour or malignancy	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (4,376,534) View Details Edit
<input checked="" type="checkbox"/> S1	S1 OR S2	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (15,885) View Details Edit
<input type="checkbox"/> S2	(MH "Tobacco Smoke Pollution")	Expanders - Apply equivalent subjects	View Results (14,020) View Details Edit

E: Filtering and Saving Results

17. To filter or limit your results you will need to click **view results**:

Search ID#	Search Terms	Search Options	Actions
<input type="checkbox"/> S7	S3 AND S6	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (3,001) View Details Edit
<input type="checkbox"/> S6	S4 OR S5	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (4,376,534) View Details Edit
<input type="checkbox"/> S5	(MH "Neoplasms")	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (460,599) View Details Edit
<input type="checkbox"/> S4	cancer or neoplasms or oncology or tumour or	Expanders - Apply equivalent subjects	View Results (4,376,534) View Details Edit

18. On the results page, **you can filter down or limit your results** by publication date, language, gender etc. on the left-hand side options bar:

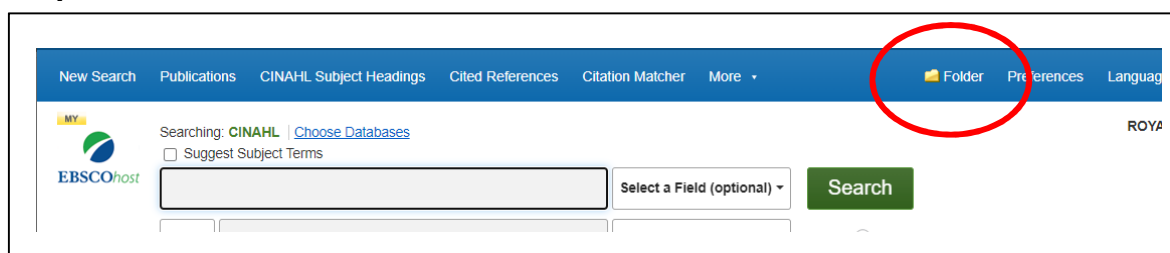


19. You can save individual results by **clicking the folder icon**. The database will display folders to which you can save the result; **My Folder** is the default option. **Click this link** and the item(s) selected will be saved:



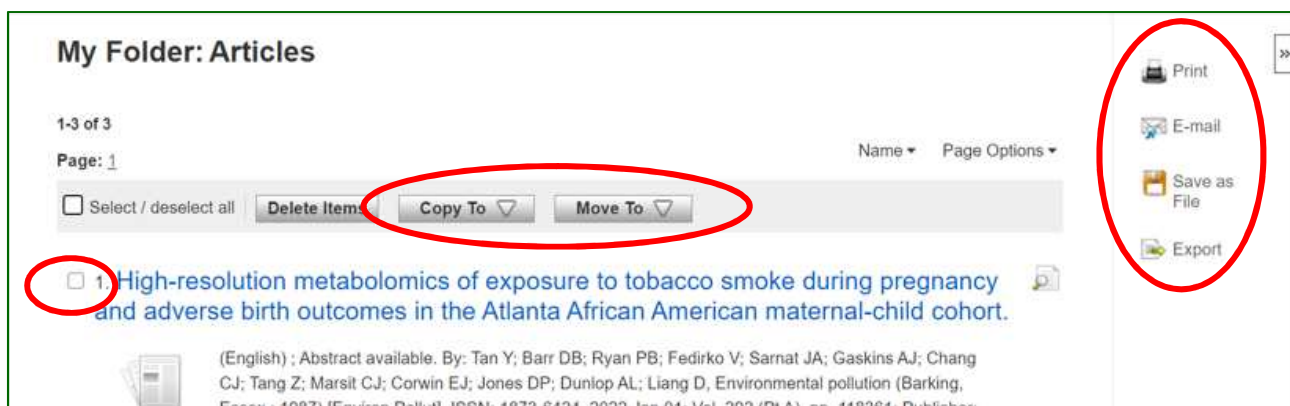
Should you wish to keep the results long term or do multiple search queries we would suggest that you set up individual folders.

20. To export results, click on Folder:

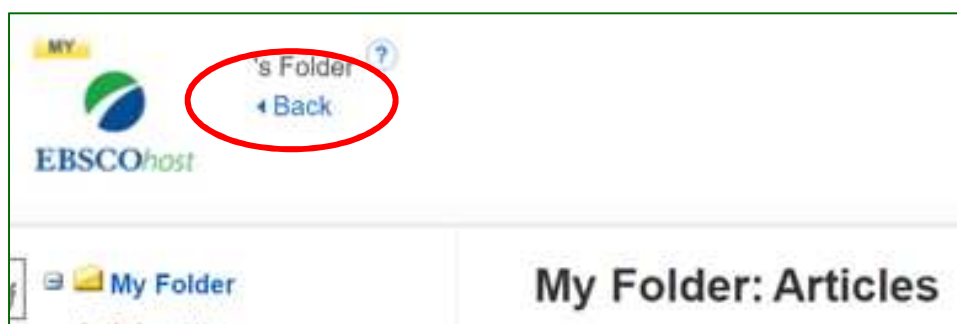


21. Select the results you would like to export and click on the output format / action

From here you can print or save your results as a file, send them via email, export to reference management software:



22. As well as saving the results, we highly recommend saving your search. To view your search, head back to your Recent Search by clicking the 'Back' option:



23. Select the search lines and click 'Save Searches / Alerts':

Search History/Alerts

Print Search History Retrieve Searches Retrieve Alerts **Save Searches / Alerts**

Select / deselect all **Search with AND** **Search with OR** **Delete Searches**

Search #	Search Terms	Search Options	Actions
<input checked="" type="checkbox"/> S7	S3 AND S6	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (3,001)
<input checked="" type="checkbox"/> S6	S4 OR S5	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	Rerun View Details
<input checked="" type="checkbox"/> S5	(MH "Neoplasms")	Expanders - Apply equivalent subjects	Rerun View Details

24. Give your search strategy a name and add a description if you wish. Click 'Save':

Folder List

Name of Search/Alert:

Description:

Date Created: 1/11/2022

Databases:

- MEDLINE Complete
- CINAHL Plus with Full Text
- Psychology and Behavioral Sciences Collection
- eBook Collection (EBSCOhost)

Search Strategy: S3 AND S6

Interface: EBSCOhost

Save Search As:

- Saved Search (Permanent)
- Saved Search (Temporary, 24 hours)
- Alert

Save **Cancel**

25. You can access your saved searches and saved results from your Folder:

Folder Preferences Languages ▾ Help Exit

Select your articles of saved searches from the bar on the left:



Need more help?

If you would like to book onto a training session with one of our Librarians, please contact the Academy Library.

Email: ruh-tr.library@nhs.net

Phone: 01225 824897/8

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