

Basic search

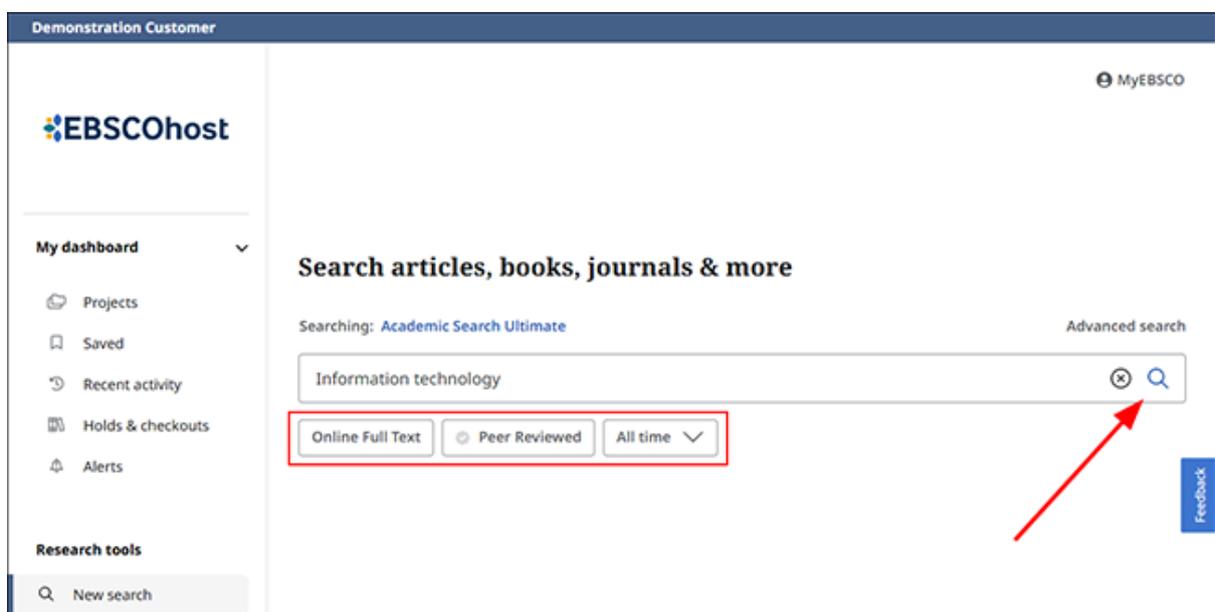
With Basic search on the new EBSCOhost, you can quickly run a search for your keywords. Quick filters are also available, enabling you to easily create a more targeted search before reviewing your results.

To run a basic search:

1. Enter your search terms in the search box.

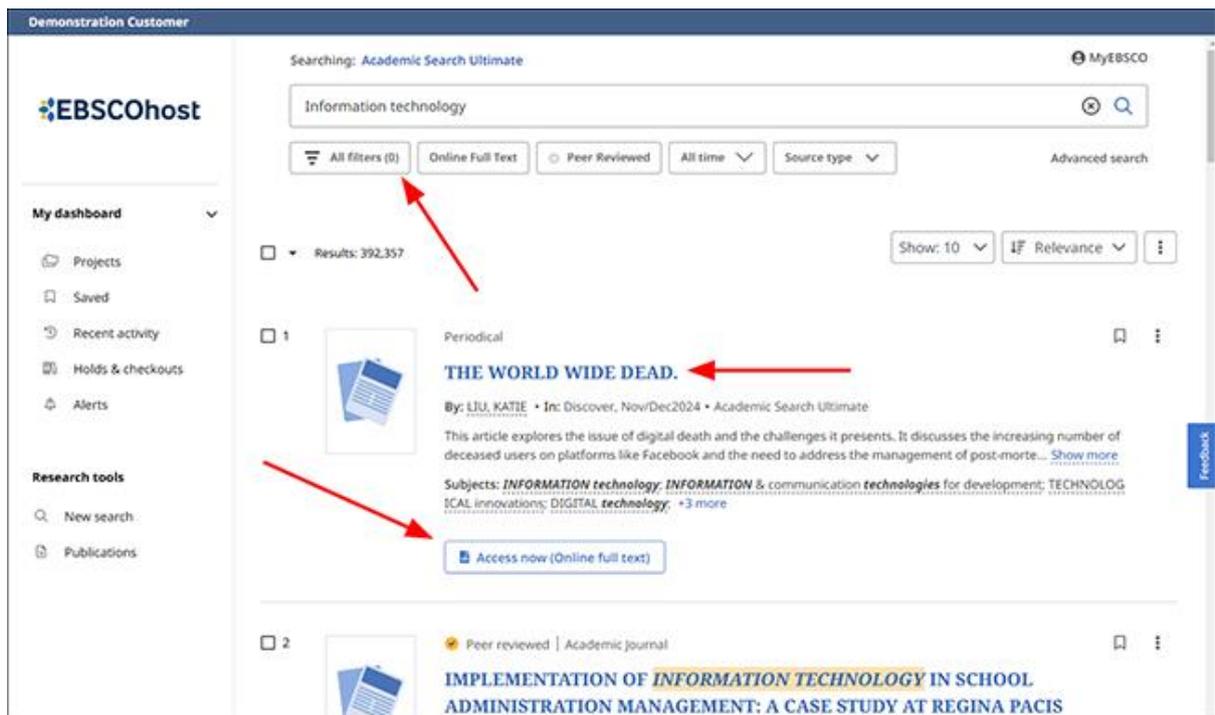
As you type, searches matching your terms appear below the search box. If you see your term in the list, you can click on a search term to go directly to the result list.

2. Select any desired limiters from below the search box and click the **Magnifying Glass** to run your search.



3. From the Results List, you can apply additional filters by clicking the **All filters** button below the search box.
4. View article details by clicking an article title.

When Full Text is available, select a reading option (Publisher Site, Online Full Text, PDF) from the **Access now** menu.



Advanced Search

The new EBSCOhost allows users to conduct advanced searches using Guided-Style Find fields. Guided-Style Find fields assist you in creating a more targeted search.

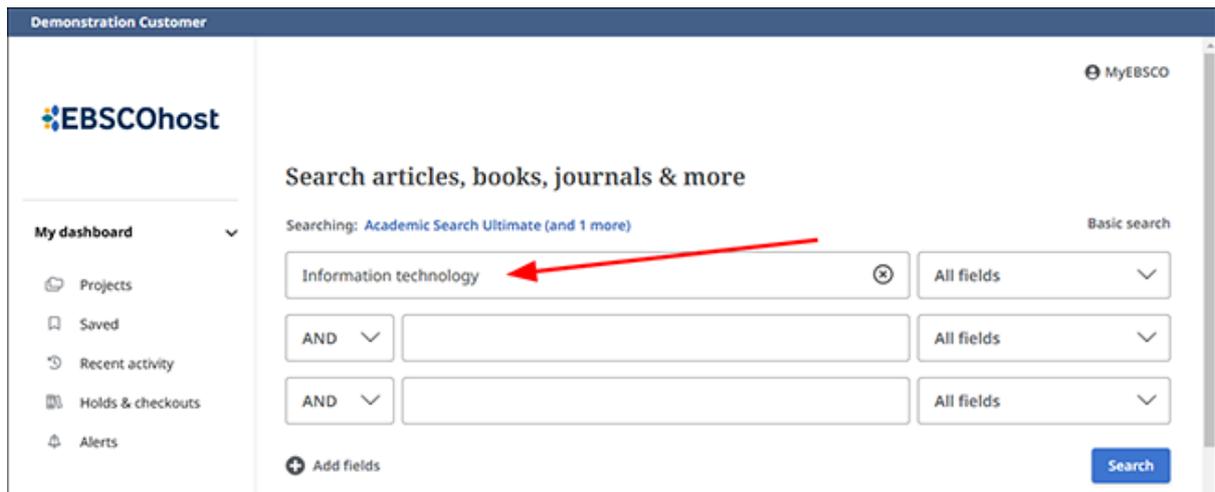
For example, you can enter your search terms into the search boxes and have EBSCOhost search for your terms in only specific citation search fields, such as the Title or Subject terms fields.

To create an Advanced Search:

1. Click the **Advanced Search** link above the search box on the Basic search screen.



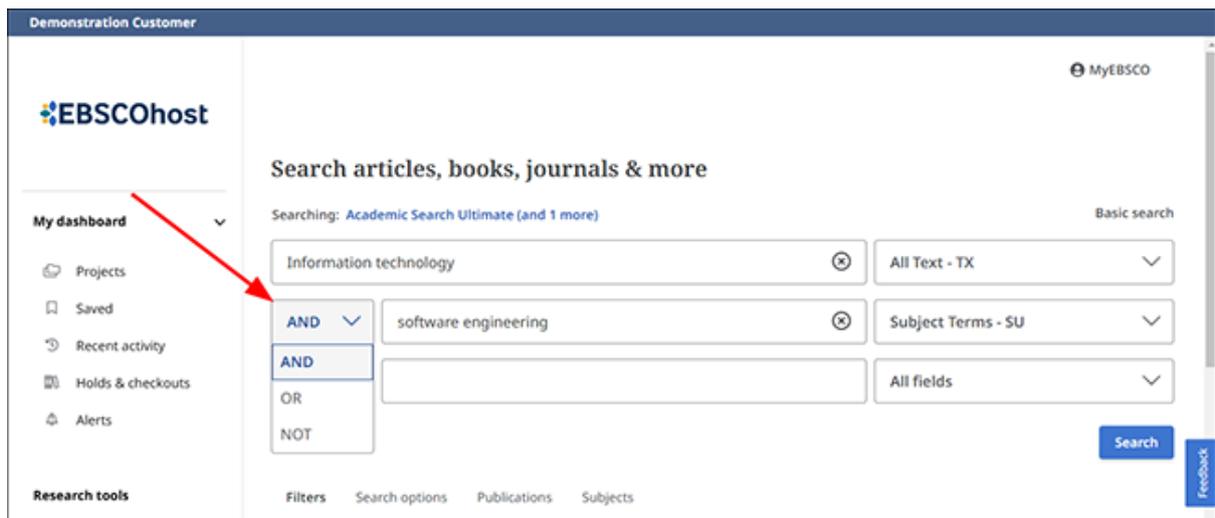
2. Enter your search terms in the first search box on the Advanced Search screen.



3. Choose a citation search field from the All fields drop-down list (for example, search in only the Title field of the citation).



4. Repeat steps 2 and 3 for the second set of search boxes.
5. Click the Boolean operator drop-down menu to combine the search box entries with AND, OR, NOT. (Default is AND)



6. You can select another Boolean operator, keyword, and search field in the third search box set.
7. Click the **Add fields** link below the search boxes if you would like to add more lines of search to your advanced search.
8. Under **Filters**, apply any desired limiters to your search. For example, you may want to limit results to items with **full text available** online and published within a **custom date range** you select.

To add a Custom date range, select **Custom range** and click the fields to select start and end dates from the date picker.

Depending on the database being searched, other available filters may include **Publication Type**, **Document Type**, **Language**, etc. When searching multiple databases, you can click the expand arrows to apply filters specific to each database.

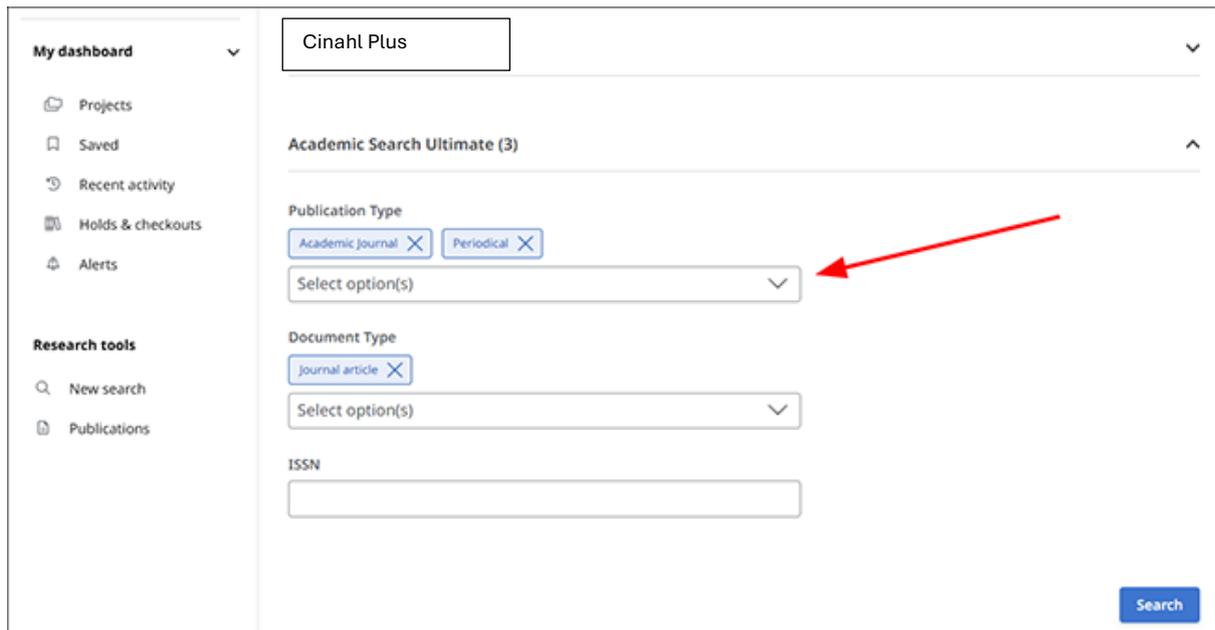
Note: Any limiters that were selected on the Basic Search screen before accessing Advanced search are applied to searches conducted with Advanced Search.

The screenshot displays the EBSCOhost interface with the 'Filters' tab selected. The top navigation bar includes 'Filters', 'Search options', 'Publications', and 'Subjects'. A red arrow points to the 'Filters' tab. Below the navigation bar, the text 'Limit your results (2)' is shown, along with a 'Clear all' link. The filter options are as follows:

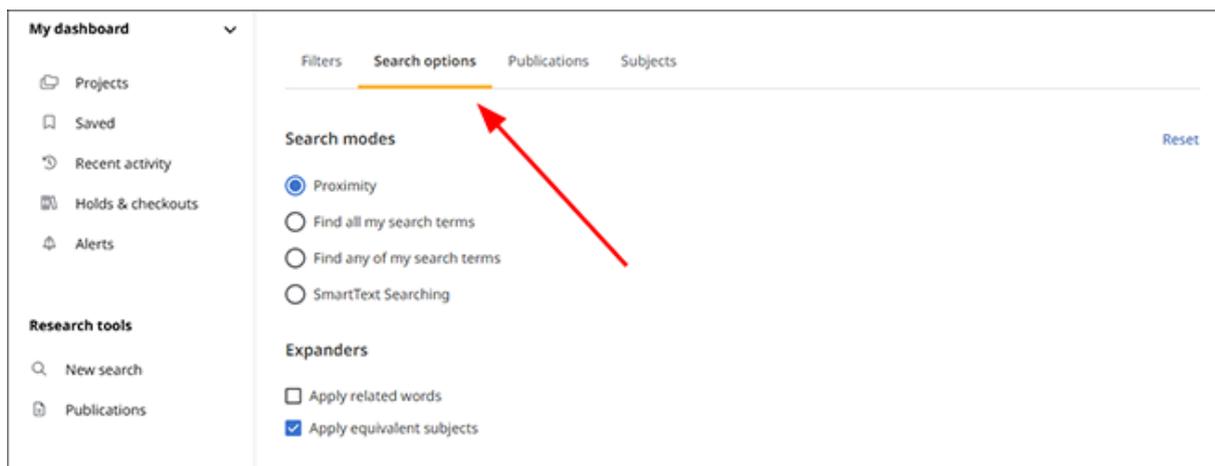
- Online Full Text
- References Available
- Peer Reviewed
- First Author is Nurse
- PDF Full Text

The 'Publication' section contains an empty text input field. The 'Publication Date' section has radio buttons for 'All time', 'Past 12 months', 'Past 5 years', and 'Past 10 years', with 'Custom range' selected. A date range input shows '05/01/2024 → 10/01/2024'. The 'Language' section has a dropdown menu set to 'All'. The 'Number of Pages' section has a dropdown menu set to 'All' and a greyed-out input field. At the bottom, there are two database selection options, each with a dropdown arrow: 'Business Source Complete' and 'Academic Search Ultimate'. A red arrow points to the dropdown arrow for 'Academic Search Ultimate'.

9. When applying database specific filters with a drop-down menu, you can select one or multiple options.



10. If desired, click the **Search options** tab to change the [search mode](#) or apply [expanders](#).



11. Click the **Search** button. The Result List displays.

The screenshot shows the EBSCOhost search interface. At the top, the search query is 'TX Information technology AND SU software engineering'. Below the search bar, there are filters for 'All filters (5)', 'Online Full Text', 'Peer Reviewed', and a date range of '05/01/2024 - 10/...'. The results are displayed in a list format, with two articles visible. The first article is titled 'Research Reveals Severity of Tech Skills Gap Amid Talent Shortage.' and the second is 'Justice Department Stops "Laptop Farm" Operation in North Korea.' Both articles are from periodicals and have an 'Access now (PDF)' button. The interface also includes a 'My dashboard' sidebar with options like 'Projects', 'Saved', 'Recent activity', 'Holds & checkouts', and 'Alerts'. There are also 'Research tools' like 'New search' and 'Publications'.

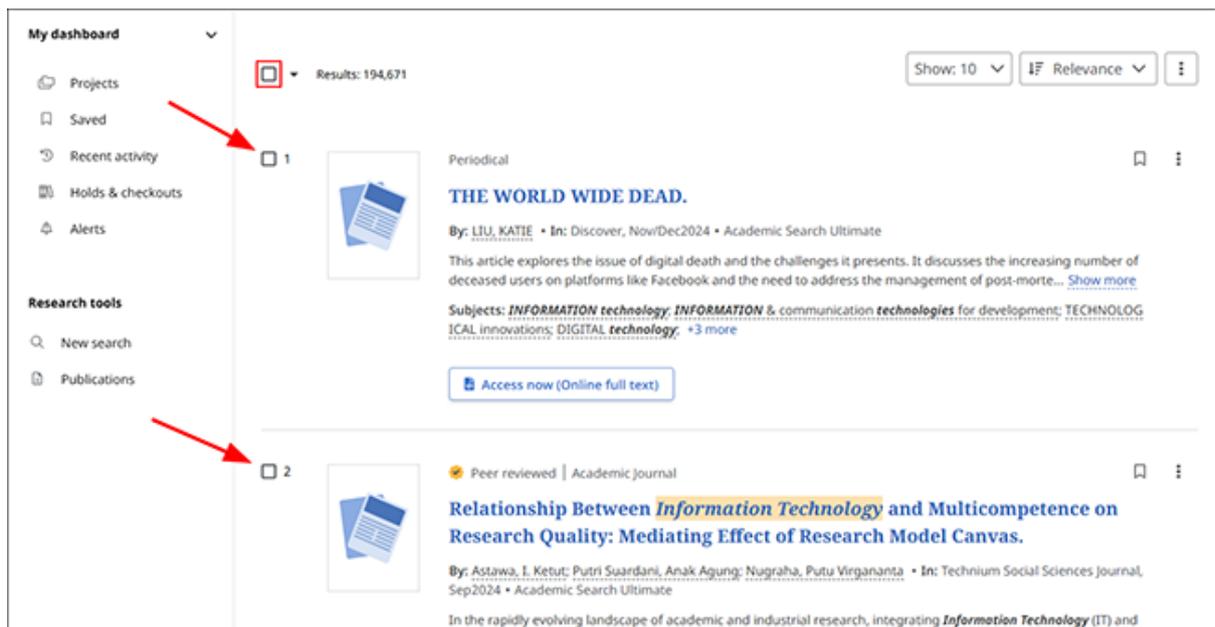
Managing results from your results list

You can manage (Download, Save, Add to a project, Share or Cite) up to 50 records from the result list of the New EBSCO User Interfaces using the checkboxes and options at the top of your result list.

When you export citations for up to 50 records, the downloaded file can be imported into bibliographic software, such as RefWorks, EndNote or Procite.

To manage multiple results from the result list:

1. After retrieving results on the new EBSCO user interfaces, use the checkboxes to select articles in the result list or select the checkbox at the top of the result list to select multiple records at once.



2. If you use the checkbox at the top of the list, click the drop-down arrow to view the available options. You can select all results currently displayed in the list, none, or the first 50 results in the list, regardless of whether they are currently displayed or not.



3. Select one of the available tools to manage your results:

-  - Download metadata
-  - Save to the dashboard
-  - Save to a project in the dashboard
-  - Share via email or Google
-  - Copy or export citations.

Note: To save multiple articles to a project in the dashboard, you must be signed into your personal MyEBSCO account.

The screenshot shows the MyEBSCO dashboard interface. On the left is a sidebar with 'My dashboard' and 'Research tools' sections. The main content area shows search results for '10 selected' items. A red box highlights the action icons: Download, Save, Share, and Cite. Below the icons, a search result is displayed for the article 'THE WORLD WIDE DEAD.' by LIU, KATIE. The article is from 'Discover, Nov/Dec2024' and is categorized as a 'Periodical'. The description states: 'This article explores the issue of digital death and the challenges it presents. It discusses the increasing number of deceased users on platforms like Facebook and the need to address the management of post-mortem...'. The subjects listed are 'INFORMATION technology; INFORMATION & communication technologies for development; TECHNOLOGICAL innovations; DIGITAL technology; +3 more'. The interface also shows 'Results: 194,671', a 'Show: 10' dropdown, and a 'Relevance' sort option.

4. If you choose **Save**, your results are automatically saved to the Dashboard for the current session and no further action is needed. **Please note:** You must be signed into your personal MyEBSCO account to save items beyond the current session.

If you selected to **Download, Share** or **Cite**, follow the prompts on the window that displays to finish managing your results.