

EBSCOhost User Guide

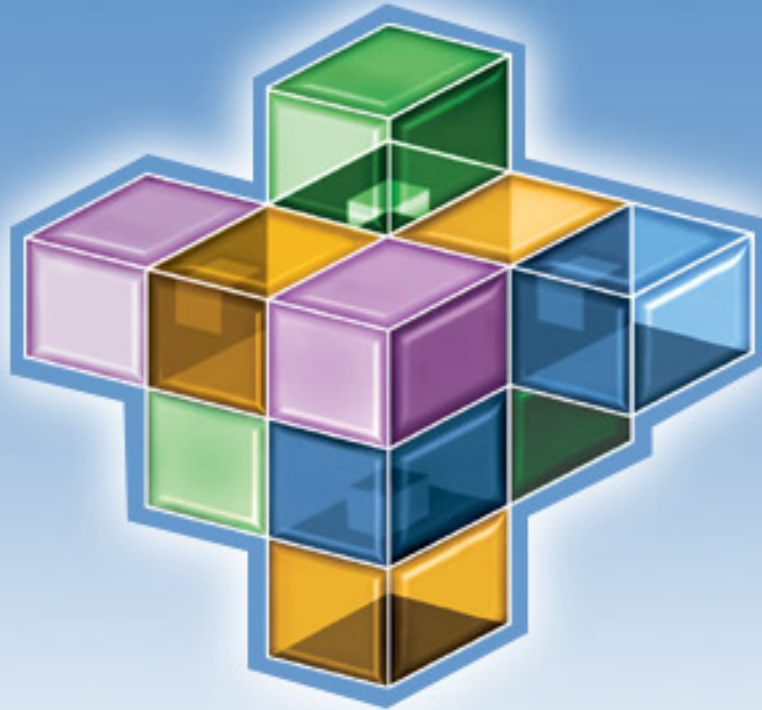


Table of Contents

<i>What is EBSCOhost®</i>	5
System Requirements	5
<i>Choosing Databases to Search</i>	5
<i>Using the Toolbar</i>	6
Using the Utility Toolbar	6
The Sub-Toolbar	6
The Tabbed Toolbar	7
<i>Using the Basic Search Screen</i>	7
Performing a Basic Search	7
Refine Search Options	7
<i>Using the Advanced Search Screens</i>	8
Advanced Search: Single Find Field	8
Advanced Search: Single Find Field with Search Builder	9
Advanced Search: Guided Style Find Fields	9
Search History	10
<i>Search Techniques</i>	10
Boolean Searching	10
The Wildcard (?) and Truncation (*) Symbols	10
Proximity Search	11
Grouping Terms Together Using Parentheses	11
Spell Checker	11
<i>Sub-Toolbar Options</i>	12
Searching by Subjects/Subject Terms	12
Searching by Publication	12
Searching by Indexes	16
Searching by Cited References	17
Searching for Images	18
<i>Result List Features</i>	19
Persistent Link to Searches	20
Result List Features for Source Type Searching	21
Browsing Cited References	21
Detailed Citation Features	24
HTML Full Text Features	25
<i>What is My EBSCOhost®</i>	27
Signing in to My EBSCOhost	27

Account Types.....	28
Charge Back Timer	28
My Folder/Folder has items.....	29
Result List Items.....	30
Print an Article or Citation.....	30
Print Several Results from a Folder	33
Print Search Histories.....	33
E-mail an Article or Citation from within that Record	33
E-mail from a Folder.....	36
Saving to the Session Folder	37
Saving to the My EBSCOhost Folder.....	37
Save an Article or Citation from within a Record	37
Save from a Folder.....	40
Save a PDF	40
Save Linked Full Text.....	40
Save Search Histories.....	41
Save Persistent Links to Searches	42
Save Search Alerts.....	43
Journal Alerts	44
<i>Web Pages – Page Composer®</i>	44
Creating a New Page	45
Adding Text to a Page.....	46
Adding Items from Your Folder	47
Adding Images	49
Adding Search Boxes.....	50
Adding Web Links	51
Choosing a Background for Your Page.....	51
Adding Horizontal Rules.....	53
Page Elements	54
Final Results.....	56

What is EBSCOhost®

EBSCOhost is a powerful online reference system accessible via the Internet or direct connection. It offers a variety of proprietary full text databases and popular databases from leading information providers. The comprehensive databases range from general reference collections to specially-designed, subject-specific databases for public, academic, medical, corporate and school libraries.

System Requirements

In order to effectively use all of the EBSCOhost features, the minimum browser requirements are Internet Explorer 5.5 or higher, Firefox 1.0 and Netscape 7.x. Macintosh requirements are Safari 1.0.2x, Netscape 7.x or Firefox 1.0. We support all operating system versions of Linux (Macintosh, Microsoft, Linux). If you are using below the minimum requirements for Netscape or Internet Explorer, or using a Lynx browser, please use the EBSCOhost Web Text Only Interface.

Note: You must have Adobe Acrobat® installed to view the PDF Full Text files.

Choosing Databases to Search


To search a single database:





1. Click *directly* on the database name, e.g., Academic Search Premier®.
2. You can use the default search screen, or choose another by selecting it from the search screen tabs.

To search several databases:

1. Select the check boxes to the left of those databases you want to search. Click **Continue**.

Choose Databases

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.  **Folder is empty.**

<input checked="" type="checkbox"/>	Academic Search Premier The world's largest academic multi-disciplinary database, <i>Academic Search Premier</i> provides full text for nearly 4,000 scholarly publications, including full text for more than 3,100 peer-reviewed journals. Coverage spans virtually every area of academic study and offers information dating as far back as 1975. This database is updated on a daily basis via EBSCO host.  Title List  More Information
<input type="checkbox"/>	Business Source Premier As the world's largest full text business database, <i>Business Source Premier</i> provides full text for nearly 3,600 scholarly business journals, including full text for nearly 1,050 peer-reviewed business publications. Coverage includes virtually all subject areas related to business. This database provides full text (PDF) for more than 300 of the top scholarly journals dating as far back as 1922. This database is updated on a daily basis via EBSCOhost.  Title List  More Information

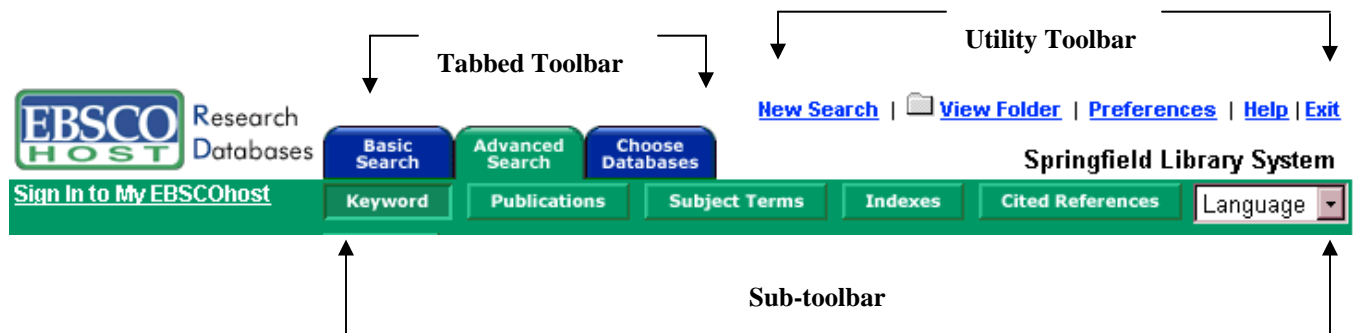
Database-specific help is available from the Search and Result List Screens. Beneath the database names, at the top of each of these screens, is a link entitled **Database Help**. If you are searching more than one database, a screen appears from which you may select the appropriate database.

You can also get to database-specific help by clicking on the **More Information** link from the Choose Databases Screen.

From the Choose Databases Screen, the link to **Title List** connects to the Publication Authority file (to be explained later in this document).

Using the Toolbar

EBSCOhost offers a toolbar for functions that are available at all times during a search session. There may be different options depending upon the database you are searching.



Using the Utility Toolbar

- **New Search** – This link returns you to the default search screen.
- **View Folder** – This link displays results placed in the folder.
- **Preferences** – Click on this link to change the format and number of results per page for your Result List.
- **Help** – This link opens the Online Help Manual.
- **Exit/Home Library** – This link will appear only if no home library graphic and URL are available. Click **Exit** to log out of EBSCOhost.
- **Home Library Graphic** – Click on the library graphic or logo to return to the library home page.

The Sub-Toolbar

The sub-toolbar is available from the search screens, and will vary depending on the database and which features your library administrator selects. Keyword, subject, and publication authority files are displayed on the sub-toolbar on both the Basic and Advanced Search Screens.

The Language drop-down list allows you to translate the search screen, tabs, buttons and citation field descriptors into Spanish, French, German, Italian, Portuguese, Russian, Korean, Japanese, Simplified Chinese or Traditional Chinese. (For more information about multilingual options, please download the [EBSCOhost Multilingual User Guide](#).)

The function of each option on the sub-toolbar is explained throughout this guide.

Note: *When searching multiple databases, database-specific authority files (Publications, Subjects, Author, Indexes, Cited References, etc.) will not appear.*

The Tabbed Toolbar

The Tabbed Toolbar is always available. From the Tabbed Toolbar, you can select the Basic or Advanced Search Screen, click the tab you are on to clear your search terms and start over, or choose other databases for searching. If available, you can select from other EBSCO services to which your institution subscribes.

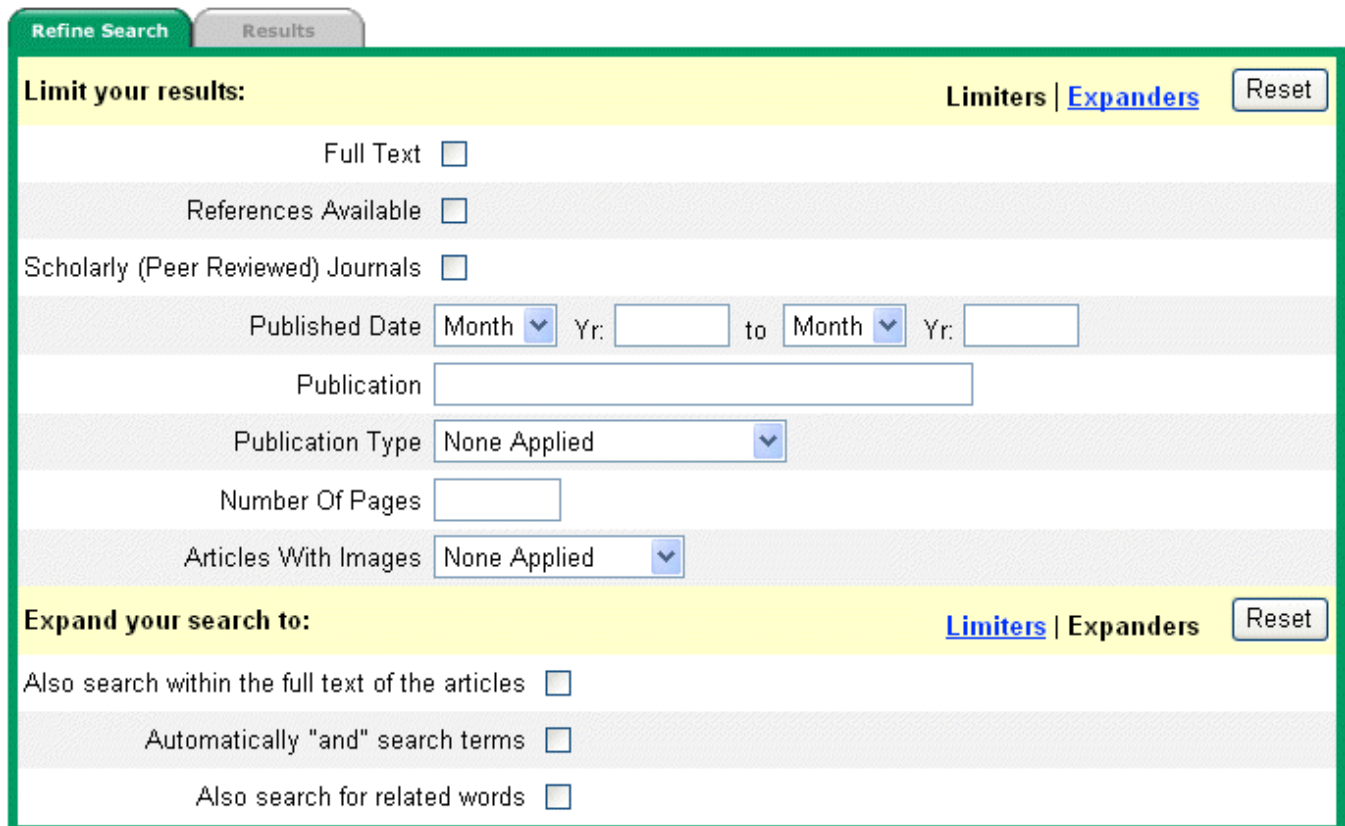
Using the Basic Search Screen

Performing a Basic Search

To perform a search, enter your term(s) in the **Find** field and click **Search**. Click **Clear** to remove any term(s) located in the **Find** field. The **Clear** button does *not* remove any limiters selected on the Refine Search Tab.

You can use Boolean operators, field codes, truncation (*), wildcard (?) and phrase searches in quotes when performing a Basic Search. All results are in reverse chronological order, beginning with the most current item. Boolean Search techniques are explained in the next section.

Refine Search Options



The screenshot shows the 'Refine Search' tab in a search interface. It is divided into two main sections: 'Limit your results' and 'Expand your search to'. Both sections have 'Limiters' and 'Expanders' links and a 'Reset' button.

Limit your results:

- Full Text
- References Available
- Scholarly (Peer Reviewed) Journals
- Published Date: Month Yr. to Month Yr.
- Publication
- Publication Type: None Applied
- Number Of Pages
- Articles With Images: None Applied

Expand your search to:

- Also search within the full text of the articles
- Automatically "and" search terms
- Also search for related words

Limiters: Examples of limiters include: Full Text, Scholarly (Peer Reviewed) Journals, Publication, and Date Published.

When you select one of the above limiters, that limiter narrows your search. For example, if you search on **technology** and set the limiter to Full Text, only articles containing full text will appear in the Result List.

Expanders: Expanders include:

- **Also search within full text of the articles** – expands search results by finding your term(s) within the full text of the articles.
- **Automatically “And” search terms** – expands search results by applying the **AND** operator between terms. Entering **economic development** would result in articles that contain both **economic** and **development**.
- **Also search for related words** – expands search results to include synonyms and plurals of your term(s).

Note: *The **Reset** button will clear all items selected on the Refine Search Tab.*

Using the Advanced Search Screens

The library administrator chooses one of three available Advanced Search Screen styles: Single Find Field, Single Find Field with Search Builder, or Guided Style. All three Advanced Search Screens have the following options available:

- **Limiters:** The availability of limiters differs among databases. Examples of limiters include: *Full Text, Scholarly (Peer Reviewed) Journals, Publication, and Published Date.*
- **Expanders:** The availability of expanders differs among databases. Examples of expanders include: *Also search for related words, Automatically “And” search terms by default, and Also search within the full text of the articles.*
- **Special Limiters** are database-specific and will appear in separate sections during a multi-database search.

Advanced Search: Single Find Field

Database: Academic Search Premier

[Database Help](#)

Find:

[Search Tips](#)

To perform a Single Find Field search:

1. From the search screen, click the Advanced Search Tab.
2. In the **Find** field, enter keyword(s).
3. Apply any limiters or expanders, using the Refine Search Tab
4. Click on the **Search** button.

Advanced Search: Single Find Field with Search Builder

Database: Academic Search Premier
[Database Help](#)

Find:

Add the following to your search:

Term(s): in using

Single Find Field with Search Builder allows you to combine keywords, search fields and a Boolean operator with any existing text in the **Find** field.

Note: *If there is no existing text in the **Find** field, the Boolean operator selection is ignored.*

Each time you click **Add to Search**, the new terms are surrounded by parentheses.

To perform a Single Find Field with Search Builder search:

1. Type: **natural selection OR evolution** in the **Find** field.
2. Type: **Darwin** in the **Term(s)** field.
3. Choose **AND** as the Boolean operator.
4. Click **Add to Search**.

These steps result in: **(natural selection OR evolution) and (Darwin)**.

Advanced Search: Guided Style Find Fields

Database: Academic Search Premier
[Database Help](#)

Find: in

in

in

Guided Style Find Fields provides fill-in-the-blank keyword searching to aid in complex or specific searches.

To perform a Guided Style Find Fields search:

1. In the first **Find** field, enter a keyword.
2. Choose the **Search** field from the drop-down list.
3. Select the Boolean operator you want to use to combine the next term and press **Tab** on your keyboard.
4. Enter the next keyword in the next field.
5. Choose the **Search** field from the drop-down list.
6. Click **Search**.

Using **Guided Style Find Fields**, you can combine terms together on a single line. For example, type **car OR automobile** for results containing the word **car** or **automobile**.

Search History

All searches performed on the Advanced Search Screen are available from the Search History/Alerts tab. From this tab you can combine recent searches and retrieve previous searches saved in your personal folder.

To use your search history:

1. On the Advanced Search Screen, up to five of your most recent searches are displayed. You can click **Show More** (or **Show Less**) to control how many searches performed in the current session are displayed.
2. Enter new search terms in the **Find** field. Use the search numbers to combine previous searches with your new terms. For example, enter **S1 and organic carbon** to combine the results of search S1 with the results of your new search using **organic carbon**.
3. Click **Search**. A Result List is displayed.

Note: *To clear your search history, either click Clear Search History or end your EBSCOhost session.*

Search Techniques

The following search techniques can be used on any of the search screens in EBSCOhost.

Boolean Searching

Boolean logic defines relationships between search terms. The Boolean search operators, **AND**, **OR** and **NOT**, allow you to broaden or focus your search results.

- The **AND** operator combines search terms so that *each* result contains *all* of the terms. For example, **travel AND expense** will result in articles that contain both **travel** and **expense**.
- The **OR** operator combines search terms so that *each* result contains *at least one* of the terms. For example, **tax OR revenue** will result in articles that contain either **tax** or **revenue**.
- The **NOT** operator excludes search terms so that *each* result will *not* contain *any* of the terms that follow it. For example, **television NOT cable** will result in articles that contain the term **television**, but not the term **cable**.

The Wildcard (?) and Truncation (*) Symbols

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings.

Note: *Neither the wildcard nor the truncation symbol can be used as the first character in a search term.*

- The **wildcard** is represented by a question mark (?). To use the wildcard, enter the search terms and replace each unknown character with a (?). EBSCOhost will provide results containing variations of that character set, with the “?” replaced by a letter.

For example, type **ne?t** to find all citations containing **neat**, **nest** or **next**. EBSCOhost will not find **net** because the wildcard replaces a single character.

- **Truncation** is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an asterisk (*). EBSCOhost will find all available forms of that word.
For example, type **comput*** to find the words **computer** or **computing**.

Proximity Search

A Proximity Search produces results that contain two or more terms that appear a specified number of words (or fewer) apart in the database(s). The proximity operator is composed of a letter (**N** or **W**) and a number (to specify the number of words). The proximity operator is placed between the terms that are to be searched.

- **Near Operator (N)** - **N5** will find a result if the terms are within five (5) words of each other, *regardless* of the order in which they appear.
For example: type **tax N5 reform** for results that contain **tax reform**, as well as **reform of income tax**.
- **Within Operator (W)** – **W3** will find a result if the terms are within three (3) words of each other, *in the order* in which you entered them.
For example: type **tax W3 reform** for results that contain **tax reform**, but not **reform of income tax**.

Grouping Terms Together Using Parentheses

Parentheses can be used to control a search query. Without parentheses, a search is executed from left to right. However, words enclosed in parentheses are searched first.

Why is this important? Parentheses allow you to define the way the search will be executed. The left phrase in parentheses is searched first; then, based upon those results, the second phrase in parentheses is searched.

Generalized Search: **heart or lung and blood or oxygen**

Focused Search: **(heart or lung) and (blood or oxygen)**

In the first example, the search will retrieve everything on **heart**, as well as references to the terms **lung** and **blood**, and everything on **oxygen**.

In the second example, parentheses control the query to *only* find articles about **heart** or **lung** that reference **blood** or **oxygen**.

Spell Checker

EBSCOhost automatically checks for commonly misspelled words when a search is performed and will suggest alternate spellings.

Sub-Toolbar Options

As an alternative to keyword searching, EBSCOhost offers the capability to search by browsing a list of Publications, Subjects/Subject Terms, Indexes, or Cited References, which are database-specific.



Searching by Subjects/Subject Terms

You can browse a list of subjects or subject terms for a specific database, depending upon availability.

To browse the Subjects Authority File:

1. Click the **Subjects** sub-toolbar button. The Subjects Authority File appears, with the beginning of the list displayed.
2. Enter your search terms, for example **archaeology**, in the **Browse for** field. To search using a person's name, use the following format: last name, first name.
3. Click **Alphabetical** (when available) to list your search results in alphabetical order. Click **Relevancy Ranked** to list your search results according to relevance.
4. Click **Browse** to view your terms as they appear in the Subjects Authority File. References for the term you are searching can be sorted by type, for example: newspaper references, periodical references, or review references.

The Result List appears, displaying specific publication types. There may also be a hierarchy of subdivisions relating to your search.

5. Click any of the available links to open another Result List.
6. To modify or conduct a new search, enter your new term(s) in the **Browse for** field.

To browse the Subject Terms Authority File:

1. Click the **Subject Terms** sub-toolbar button, then enter a term in the **Browse for** field.
2. Select a term by checking the box in front of it, then add it to your search after choosing a Boolean operator from the drop-down list. Check the **Explode** box to search for your term from an extended list of related subjects, or **Major Concept** to retrieve results in which your term is part of the major concept of the articles.

Searching by Publication

The Publications Authority File lists the information contained in a database according to journal or magazine name.

You can browse a list of publications or perform a search on several publications for a specific database.

To browse a Publications Authority File:

1. Click the **Publications** sub-toolbar button. The Publications Authority File appears, with the beginning of the list displayed.

2. From the Publications tab, enter your search terms in the **Browse for** field. You can enter all or part of a publication name, for example, *Harvard Business Review*.
3. Select a search type by clicking the radio button next to:
 - **Alphabetical** – This search type finds journals beginning with the letters entered. Results are displayed in alphabetical order.
 - **By Subject** – This search type allows users to search directly on the subject of a journal.
 - **By Subject & Description** – This search type allows users to simultaneously search the subject, description and title fields of a journal.
 - **Match Any Words** - This search type finds publications containing one or more of your terms. Results are displayed in order of relevance.
4. Click **Browse** to view your terms as they appear in the Publications Authority File. A Result List is displayed.

Click on the name of the publication to view the title, publisher's address and dates of coverage.

The Publication Details Screen includes the following information (if available): journal title, ISSN, frequency, annual subscription price, publisher's address, publisher's URL (Internet address), the subject and/or a description of the journal, whether the journal is peer reviewed, and if the publication is held locally at the library.

You can view all articles within a particular volume and issue by using the view tree (clicking the + sign next to the year).



The screenshot shows the 'Database: Academic Search Premier Publications' interface. It includes a 'Back' link, a 'Publications' tab, and a 'Folder is empty' message. Navigation links for 'Previous Record' and 'Next Record' are present, along with 'Search within this publication' and 'Journal Alert' options. The main content area displays 'Publication Details for "AAC: Augmentative & Alternative Communication"' with the following information:

- Title: AAC: Augmentative & Alternative Communication
- ISSN: 0743-4618
- Publisher: Taylor & Francis Ltd
- Information: 4 Park Square

To the right, under 'All Issues', there is a list of years with plus signs: +2004, +2003, +2002, and +2001. The +2004 link is circled in red.

To search within several publications simultaneously:

1. With the Publications Result List displayed, mark the check boxes to the left of the publications you want to search. Click **Add** next to *Mark Items for Search*. The publications you selected are placed in the **Find** field on the search screen. (They are combined with **OR**.)
 - To search within those publications, click **Search**.
 - To revise your search, add more terms in the **Find** field and click **Search**.

You can click **Search** to obtain results from several publications. You can also edit your search in the **Find** field, adding **and humanity** to your search, for different results.

To search within this publication:

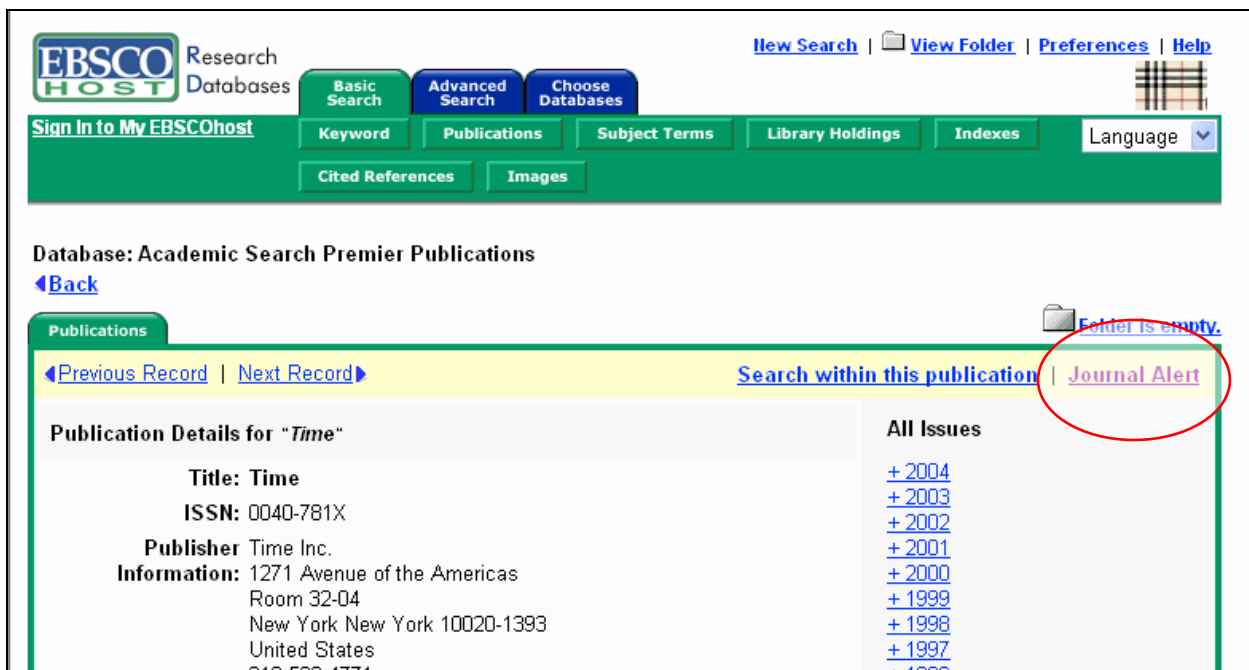
1. From a journal's Publication Details Screen, click the **Search within this publication** link.

2. The search screen appears with the **JN** tag and the **journal name** entered in the **Find** field (e.g., **JN "Time"**).
3. Add any additional search terms and/or limiters.
4. Click **Search**. A Result List is displayed.

Note: *If you are defaulted to the Basic Search Screen after clicking on the **Search within this publication** link, you must use a Boolean operator (AND, OR, or NOT) to combine the search terms with the journal name.*

To set up a Journal Alert:

1. From the title's Publication Overview Screen, click the **Journal Alert** link. If you have not logged in to My EBSCOhost, you will be prompted to do so.
2. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.
3. In the **Run Alert for** field, select how long the Journal Alert should run:
 - One month (the default)
 - Two months
 - Six months
 - One year
4. In the **E-mail Address** field, enter your e-mail address. Separate multiple e-mail addresses with a semicolon.
5. Enter a subject for the e-mail.
6. Enter a title for the alert, which will appear in your My EBSCOhost personal folder. The default value for the title field is: EBSCOhost Alert Notification.
7. Enter the e-mail address the alert will come from, as a reminder to the recipient.
8. Choose the desired e-mail format (**Plain Text** or **HTML**.)
9. Select whether you want the e-mail to include: **Link to TOC page on EBSCOhost** or **Article links embedded within the e-mail message**.
10. Choose between the **Brief** or **Detailed** citation format, if articles links will be included.
11. Click to limit EBSCOhost access to only those articles sent.
12. To have your search string included in the e-mail, check **Include query string in e-mail**.
13. Click **Save**. You are returned to the Publication Overview Screen. A message is displayed that indicates a Journal Alert has been set up for the publication. You can edit your Journal Alerts by accessing them from within your personalized folder.



The screenshot shows the EBSCOhost interface for the 'Academic Search Premier Publications' database. The top navigation bar includes links for 'New Search', 'View Folder', 'Preferences', and 'Help'. Below this, there are buttons for 'Basic Search', 'Advanced Search', and 'Choose Databases'. A secondary bar contains 'Sign In to My EBSCOhost' and buttons for 'Keyword', 'Publications', 'Subject Terms', 'Library Holdings', 'Indexes', and 'Language'. The main content area shows 'Database: Academic Search Premier Publications' with a 'Back' link. A 'Publications' tab is active, displaying 'Folder is empty.' and navigation links for 'Previous Record' and 'Next Record'. A yellow bar contains 'Search within this publication' and a 'Journal Alert' link, which is circled in red. Below this, 'Publication Details for "Time"' are shown, including title, ISSN, publisher information, and a list of 'All Issues' from 1997 to 2004.

Searching by Indexes

Browse a list of indexes for a specific database to view available citation fields.

To search by Indexes:

1. From the Advanced Search Screen, click the **Indexes** sub-toolbar button.
2. Select a field from the drop-down list, for example: **Document Type**.

The screenshot shows the 'Indexes' search interface. At the top right, there is a folder icon and the text 'Folder is empty.' Below this, there is a yellow search area. On the left, it says 'Browse an Index' and 'Browse for:'. The 'Browse an Index' dropdown menu is open, displaying a list of citation fields: -- Select --, Author, Author-Supplied Keywords, Company Entity, Document Type, DUNS Number, Entry Date, Geographic Terms, Headings, ISBN, ISSN, Journal Name, Language, NAICS Code or Description, People, Reviews & Products, Subject Terms, Ticker Symbol, and Year of Publication. To the right of the dropdown is a 'Browse' button. The 'Browse for' field is currently empty.

3. Enter your search term in the **Browse for** field, for example: **case study**.
4. Click **Browse** to list your search results in alphabetical order, beginning with your selected term.

The screenshot shows the 'Indexes' search interface with search results. At the top right, there is a folder icon and the text 'Folder is empty.' Below this, there is a yellow search area. On the left, it says 'Page:'. In the center, it says 'Browse an Index' and 'Browse for:'. The 'Browse an Index' dropdown menu is set to 'Document Type'. The 'Browse for' field contains the text 'case study'. To the right of the dropdown is a 'Browse' button. Below the search area, there is a section for adding terms to the search. It says 'Select one or more terms and add to search using:' followed by a dropdown menu set to 'or' and an 'Add' button. Below this, there is a table with two columns: 'Term' and 'Records Count'.

Term	Records Count
<input type="checkbox"/> CASE STUDY	4901
<input type="checkbox"/> COMPANY REPORT	5
<input type="checkbox"/> COURSE REVIEW	17

5. Click the box next to the term you want to select. Repeat steps 2-4 to add more items to the **Browse for** field.
6. Click **Search** to view your results.

Searching by Cited References

EBSCOhost® allows users of *Academic Search Premier*®, *Business Source*® Premier, *Business Source*® Corporate and *PsycINFO*® to browse and search by cited references.

To search by Cited References:

1. Click **Cited References** from the sub-toolbar. The Cited References Screen appears.
2. Enter search terms next to **Cited Author**, **Cited Title**, **Cited Source**, **Cited Year** or **All Citation Fields** fields, and then click **Search**.

Search for cited references in: Academic Search Premier


[Database Help](#)

Cited Author:	<input type="text"/>	Cited Title:	<input type="text"/>	<input type="button" value="Search"/>
Cited Source:	<input type="text"/>	Cited Year:	<input type="text"/>	
All Citation Fields:	<input type="text"/>			

The results of a reference search are displayed below the Cited References sub-tab. The search fields remain available so you can edit your search terms or conduct a new search.

- **Cited References** – From the Cited References Search Screen, the Cited References sub-tab presents a list of citation records for the search terms you entered.

Cited References
Citing Articles
To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 10 (of 1364) ▶ Pages: 1 2 3 4 5 ▶  [Add \(1-10\)](#)


To view citing articles, mark checkboxes and click *Find Citing Articles*.

Find Citing Articles

- 1. Policy implications: a progress report; AARON, H. Do Housing Allowances Work?; 1981. Edited by: **BRADBURY**, K.L.; DOWNS, A.. Document Type: Book Citation; (AN *FDAEJJJ*) [Citation Record]


Times Cited in this Database (1)

[Ask for this via our Inter-Library Loan Form](#)

 [Add](#)
- 2. Pathogenicity and cytheadherence of Mycoplasma imitans in chicken and duck embryo tracheal organ cultures; Abdul-Wahab, O.M.S.; Ross, G.; **Bradbury**, J.M. Infection and Immunity; 1996 Vol. 64, p563-568, 6p. Document Type: Article Citation; (AN *II.FD.EFC.ABDULWAHAB.PCMICD*) [Citation Record]

Times Cited in this Database (2)

[Ask for this via our Inter-Library Loan Form](#)


 [Add](#)

- **Citing Articles** – From the Cited References sub-tab, you can mark check boxes, click **Find Citing Articles**, and retrieve a list of Citing Articles.

Cited References Citing Articles To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 2 ▶ Pages: 1 [Add \(1-2\)](#)

These records cite: WA Wakefield

<p>1. Separate and Joint Modeling of Longitudinal and Event Time Data Using Standard Computer Packages. By: Xu Guo; Carlin, Bradley P.. American Statistician, Feb2004, Vol. 58 Issue 1, p16, 9p; (AN 12218455) Cited References (13)  PDF Full Text (1.4MB)</p>	Add
<p>2. "In the Beginning": Initiation of Minus Strand DNA Synthesis in Retroviruses and LTR-Containing Retrotransposons. By: Le Grice, Stuart F. J.. Biochemistry, 12/16/2003, Vol. 42 Issue 49, p14349, 7p; (AN 12109808) Cited References (64) Ask for this via our Inter-Library Loan Form</p>	Add

◀ 1 to 2 ▶ Pages: 1 [Add \(1-2\)](#)

Searching for Images

The Image Collection provides you with instant access to more than 115,000 worldly images relating to people, natural science, places, history, and flags.

Focus your image search by using the categories available: Photos of People, Natural Science Photos, Photos of Places, Historical Photos, Maps, and Flags.






You can select more than one of these categories, for example: Maps and Flags. When no specific category is selected, all categories are searched.

To search for an image:

1. Click the **Images** sub-toolbar button. The Image Collection Search Screen appears.
2. Enter your search terms in the **Find** field, for example: **Eleanor Roosevelt**.
Your search term(s) must exactly match a word in the title or caption of an image; the search term **Roosevelt** does not yield the same results as the search terms **Eleanor Roosevelt**. You can use Boolean terms to broaden your search, for example: **Eleanor AND Roosevelt**.
3. Select from the available categories to narrow the focus of your search. If you make no selections, all categories are searched.
4. Click **Search**. A Result List consisting of thumbnail images with brief descriptions appears.
 - To print the image, click on the thumbnail image and click **Print**. The Print Manager Screen is displayed. Click **Print**.
 - To save the image, click on the thumbnail image and click **Save to Disk**. The Save Manager Screen is displayed. Click **Save**, and then save from your browser window.

Result List Features






The Result List displays all search terms and the database(s) searched. The Result List displays the search results in reverse chronological order and includes the total number of results.

- Navigation arrows allow you to access the next or previous page of results. The numbers allow you to go directly to a specific page.
-  PDF Full Text displays an image of the article in PDF format as it appeared in the original publication.
-  HTML Full Text represents full text availability. Click on this icon to view the full text of the article.
-  The camera icon signifies that there is an embedded image available within the full text of the article. These images may include color and black & white photos, graphs, diagrams and charts.
-  Linked Full Text, if enabled, will bring you to the full text article, if available from alternate sources, e.g., other EBSCOhost databases you subscribe to, EBSCOhost Electronic Journal Service (EJS), or CrossRef.
- **Cited References** are notes in a publication referring you to another source that the author used when writing the article. If you click the **Cited References** link for an article, the Cited References sub-tab presents a list of records cited in your original article.
- **Times Cited in this Database** indicates the number of times that the article was cited in other articles. If you click the **Times Cited in this Database** link for an article, the Citing Articles sub-tab presents a list of records that cite your original article.
-  Add allows you to add one or all results on the page to the folder. For more information on folder functionality, please refer to the My EBSCOhost section of this guide.

✓ Limiters set



Refine Search Results To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 10 (of 12) ▶ Pages: 1 [2](#) Sort by :


See: All Results  Scholarly Journals	 Add (1-10)
<p>1. Dr Macnamara at the Schoolmaster 1892-1907. By: Betts, Robin. History of Education, Jan2002, Vol. 31 Issue 1, p39, 19p; DOI: 10.1080/00467600119972105; (AM 5877754)</p> <p>Cited References (174)</p> <p> PDF Full Text (274K)</p>	 Add
<p>2. Some signposts for medical and nursing educational policy formulation for aboriginal healthcare. By: Jordan, Steven; Boston, Patricia; <i>MacNamara</i>, Elizabeth; Kozolanka, Karne. International Journal of Qualitative Studies in Education (QSE), May/Jun2000, Vol. 13 Issue 3, p307, 18p; DOI: 10.1080/09518390050019703; (AM 3334899)</p> <p>Cited References (20)</p>	 Add

Persistent Link to Searches


Once a search has been performed, you can add a persistent link to a search to the folder. The link to a search can be e-mailed or saved, and will allow you to conduct the search again by clicking on the link, or entering it in the address field. To add a link to your folder, click on the **Add this search to folder** button next to the search string.

Searched: Academic Search Premier for *economic development*  [Add this search to folder](#)  [Display link to this search](#)
[search](#)
[Database Help](#)

Find:



[Search Tips](#)  [Folder is empty.](#)

To view the persistent link to the current search on the screen, click the **Display link to this search** link. The search query is displayed in a shaded area below the link. Highlight the link text and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.

EBSCO Research
HOST Databases [New Search](#) |  [View Folder](#) | [Preferences](#) | [Help](#)

[Basic Search](#) [Advanced Search](#) [Choose Databases](#) [Select another EBSCO service](#)

[Sign In to My EBSCOhost](#) [Keyword](#) [Publications](#) [Subject Terms](#) [Indexes](#) [Images](#)

Searched: Academic Search Elite for *solar energy*  [Add this search to folder](#)  [Display link to this search](#)

[Database Help](#)

Find:

<http://product-view.epnet.com/webauth/login.aspx?direct=true&AuthType=cookie,ip,url,uid&bQuery=solar+energy&db=afh>

Result List Features for Source Type Searching

Refine Search Results To print, e-mail, or save an article or citation, add it to your folder.

◀ 1 to 10 (of 18853) ▶ Pages: 1 2 3 4 5 ▶

Sort by: Date

See: All Results Scholarly Journals Monographs Add (1-10)

<p>1. Essential Forms of Capital for Sustainable Community Development. By: Robinson, Kenneth L.; Allen, Iyve; Christy, Ralph D.. American Journal of Agricultural Economics, Aug2003, Vol. 85 Issue 3, p708, 8p; (AN 10075595)</p> <p> PDF Full Text (67K)</p>	 Add
<p>2. Discussion: Social Capital as an Important Lever in Economic Development Policy and Private Strategy. By: Schmid, A. Allan. American Journal of Agricultural Economics, Aug2003, Vol. 85 Issue 3, p716, 4p; (AN 10075594)</p> <p> PDF Full Text (43K)</p>	 Add

For certain databases, in addition to All Results, results will be listed separately by source types. Source types will appear to the right of All Results. Clicking on one of these links will display the results from that source only.

The Result List displays the search results in reverse chronological order, and includes the total number of results.

You can sort the results by Date, Source, Author or Relevance using the **Sort by:** drop-down list.

Note: All Results does not include certain types of results, such as images and companies. Source Type Searching is an administrative option and is not available for all databases.

Browsing Cited References

When a Basic or Advanced Keyword Search is performed, any available **Cited References** or **Times Cited** links are included in the Result List.

✓ Limiters set To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)


Refine Search Results

◀ 1 to 10 (of 12) ▶ Pages: 1 2 Sort by: Date

See: All Results Scholarly Journals Add (1-10)


<p>1. Dr Macnamara at the Schoolmaster 1892-1907. By: Betts, Robin. History of Education, Jan2002, Vol. 31 Issue 1, p39, 19p; DOI: 10.1080/00467600119972105; (AN 5877754)</p> <p>Cited References (174)</p> <p> PDF Full Text (274K)</p>	 Add
<p>2. Some signposts for medical and nursing educational policy formulation for aboriginal healthcare. By: Jordan, Steven; Boston, Patricia; MacNamara, Elizabeth; Kozolanka, Kame. International Journal of Qualitative Studies in Education (QSE), May/Jun2000, Vol. 13 Issue 3, p307, 18p; DOI: 10.1080/09518390050019703; (AN 3334899)</p> <p>Cited References (20)</p>	 Add

- **Cited References** are notes in a publication referring you to another source that the author used when writing the article. If you click the **Cited References** Link for an article, the Cited References sub-tab presents a list of records cited in your original article.

Cited References for : [Dr Macnamara at the Schoolmaster 1892-1907.](#)  [Folder is empty.](#)



[◀ Original Results](#)

Cited References Related Records To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 10 (of 174) ▶ Pages: [1](#) [2](#) [3](#) [4](#) [5](#) ▶  [Add \(1-10\)](#)


To view records related to the article shown above, mark checkboxes and click *Related Records*.

Related Records


<input type="checkbox"/>	1. Dr Macnamara 1861-1931; Betts, R.; 1999. Document Type: Book Citation; (AN ECAFGFJ) [Citation Record] Times Cited in this Database (1) Ask for this via our Inter-Library Loan Form	 Add
<input type="checkbox"/>	2. φ New Type of Elementary Teacher: George Collins 1839-1891; Betts, R. History of Education; 1998 Vol. 27 Issue 1, p21-25, 5p. Document Type: Article Citation; (AN HE.BG.BA.BETTS.NTETGO) [Citation Record] Times Cited in this Database (1)	 Add


- **Related Records** – If you select one or more references and click the **Related Records** button, the Related Records sub-tab presents a list of records related to your original article. These records are sorted by relevance, based on the greatest number of shared references.

Cited References **Related Records** To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 1 ▶ Pages: 1  [Add \(1-1\)](#)

These records are related to the article shown above and are sorted by relevance, based on the greatest number of shared references.

1.	Dr Macnamara at the Schoolmaster 1892-1907. By: Betts, Robin. History of Education, Jan2002, Vol. 31 Issue 1, p39, 19p; DOI: 10.1080/00467600119972105; (AN 5877754) Cited References (174)  PDF Full Text (274K)	 Add
----	--	---



◀ 1 to 1 ▶ Pages: 1  [Add \(1-1\)](#)


- **Times Cited in this Database** indicates the number of times that the article being viewed was cited in other articles. If you click the **Times Cited in this Database** link for an article, the Citing Articles sub-tab presents a list of records that cite your original article.

✓ *Limiters set*

Refine Search Results To store items added to the folder for a future session, [Sign In to My EBSCOhost](#)

◀ 1 to 5 (of 5) ▶ Pages: 1 Sort by : Date ▾

See: All Results  [Scholarly Journals](#)  [Add \(1-5\)](#)

1. [Intuitive Conceptions of Dead Agents' Minds: The Natural Foundations of Afterlife Beliefs as Phenomenological Boundary](#). By: *Bering, Jesse M.*. Journal of Cognition & Culture, 2002, Vol. 2 Issue 4, p263, 46p; DOI: 10.1163/15685370260441008; (AN 8738575)
[Times Cited in this Database \(1\)](#)
 [PDF Full Text](#) (336K) [Linked Full Text](#)

Cited References and **Times Cited in this Database** links are also displayed on the article detail page, and can be saved to the folder. However, linking to Cited References or Citing Articles lists is not available from the folder.

Detailed Citation Features

◀ 1 of 1 ▶ [Result List](#) | [Refine Search](#) | [Print](#) | [E-mail](#) | [Save](#) | [Add to folder](#) | [Folder is empty.](#)

Formats: [Citation](#) | [HTML Full Text](#) | [PDF Full Text](#) (677K)

Title: *Bigger, Better, More Beautiful.* (cover story)

Authors: [Gelemter, David](#)

Source: [National Review](#); 6/3/2002, Vol. 54 Issue 10, p28, 3p, 3bw

Document Type: Article

Subject Terms: [*SKYSCRAPERS](#)
[*BUILDINGS](#)
[*ARCHITECTURE](#)
[WORLD Trade Center \(New York, N.Y.\)](#)

Geographic Terms: [NEW York \(State\)](#)
[NEW York \(N.Y.\)](#)

Abstract: Focuses on possible buildings which may replace the World Trade Center towers in New York, N.Y. Belief that a skyscraper is needed to show contempt for terrorism and as a form of art; Idea that the building could contain restaurants and shopping malls; Ideas for designs of the building.

Full Text Word Count: 2453

ISSN: 0028-0038

Accession Number: 6690735

Persistent link to this record: <http://search.epnet.com/direct.asp?an=6690735&db=aph>

Database: Academic Search Premier

- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.
- **Result List** – This link returns you to the Result List.
- **Refine Search** – Click on this link to apply limiters and expanders to your search.
- **Print/E-mail/Save** – Click on these links when you want to Print, E-mail or Save the current result. For more information on printing, e-mailing, or saving, please refer to the My EBSCOhost section of this guide.
- **Add to folder** – This link adds the citation to your folder. For more information on folder functionality, please refer to the My EBSCOhost section of this guide.
- **Formats** – Use these links to view other items available for this citation, e.g., PDF or Full Text.

The following items may change, depending on the item selected:

- **Title** – This field contains the title of the article.
- **Authors** – This field contains the author name(s) of the article as hyperlink(s). Click on this link for all articles by that author that are represented in the database(s).
- **Source** – This field contains the article's source publication, as well as the date and volume of the article. When you click on the source link, you will receive all publisher information related to that title.

- **Subject Terms** – This field lists any Library of Congress subject headings to which the article is related. Click on the link to launch a new search on that specific subject heading.
- **Abstract** – This field contains an article summary.
- **Full Text Word Count** – This field contains the number of words contained in the article’s full text.
- **Accession Number (AN)** – This is the article’s unique identifier.
- **Persistent link to this record** – This link to an article can be e-mailed or saved and will allow you to retrieve the article by clicking on the link, or entering it in the address field.
- **Database** – This field shows from which database the article was retrieved.

HTML Full Text Features

◀ 1 of 1 ▶ [Result List](#) | [Refine Search](#) | [Print](#) | [E-mail](#) | [Save](#) | [Add to folder](#) | [Folder is empty.](#)

Formats: [Citation](#) | [HTML Full Text](#) | [PDF Full Text](#) (677K)

Title: *Bigger, Better, More Beautiful* , By: Gelernter, David, National Review, 00280038, 6/3/2002, Vol. 54, Issue 10
Database: *Academic Search Premier*

Section: COVER STORY

Bigger, Better, More Beautiful

<p style="text-align: center;">Contents</p> <p>AN UNDISCOVERED COUNTRY</p> <p>SHAPING UP</p> <p>THE POWER OF MIND</p>	<p style="text-align: center;">The next World Trade Center</p> <p>We need to replace the World Trade Center towers with something bigger, better, and more beautiful. Some people are nervous (some people are always nervous) -- in the age of terrorism, they say, a Manhattan skyscraper is a mere gross provocation, and dangerous. It is a raised fist or middle finger directed at the sulking sultans and all their violent, misfit friends, the creatures who danced in the streets when the towers fell. A new WTC skyscraper is bound to be attacked again, they figure, and will again prove hard to evacuate. So we should lower our sights.</p>
--	---

- **Arrows** – The double arrows next to the record number allow you to navigate to the previous or next result.
- **Result List** – This link returns you to the Result List.
- **Refine Search** – Click on this link to apply limiters and expanders to your search.
- **Print/E-mail/Save** – Click on these links when you want to Print, E-mail or Save the current result. For more information on printing, e-mailing, or saving, please refer to the My EBSCOhost section of this guide.
- **Add to folder** – This link adds the citation to your folder. For more information on folder functionality, please refer to the My EBSCOhost section of this guide.
- **Formats** – Use these links to view other items available for this article.

- **Contents** – Some articles display a table of contents listing any paragraph headings that are available throughout the article. Clicking on one of these links will automatically bring you to that part of the article.
- **Language Translation** – If enabled, this feature allows you to translate a full text article into one of several languages: Spanish, German, Portuguese or French. (For more information about multilingual options, please download the [EBSCOhost Multilingual User Guide](#).)

What is My EBSCOhost®

My EBSCOhost is a personal folder in which you can save Result List items, persistent links to searches, saved searches, search alerts, journal alerts and web pages. After you sign in, the EBSCOhost logo displays a “MY” banner on the corner to signify that you have logged in to your own personal folder. You will also be able to save your folder contents from session to session. If you do not sign in to My EBSCOhost, the items you put in the folder (search alerts, citations, etc.) will automatically be deleted when you log out of EBSCOhost, or if the session times out.

Signing in to My EBSCOhost



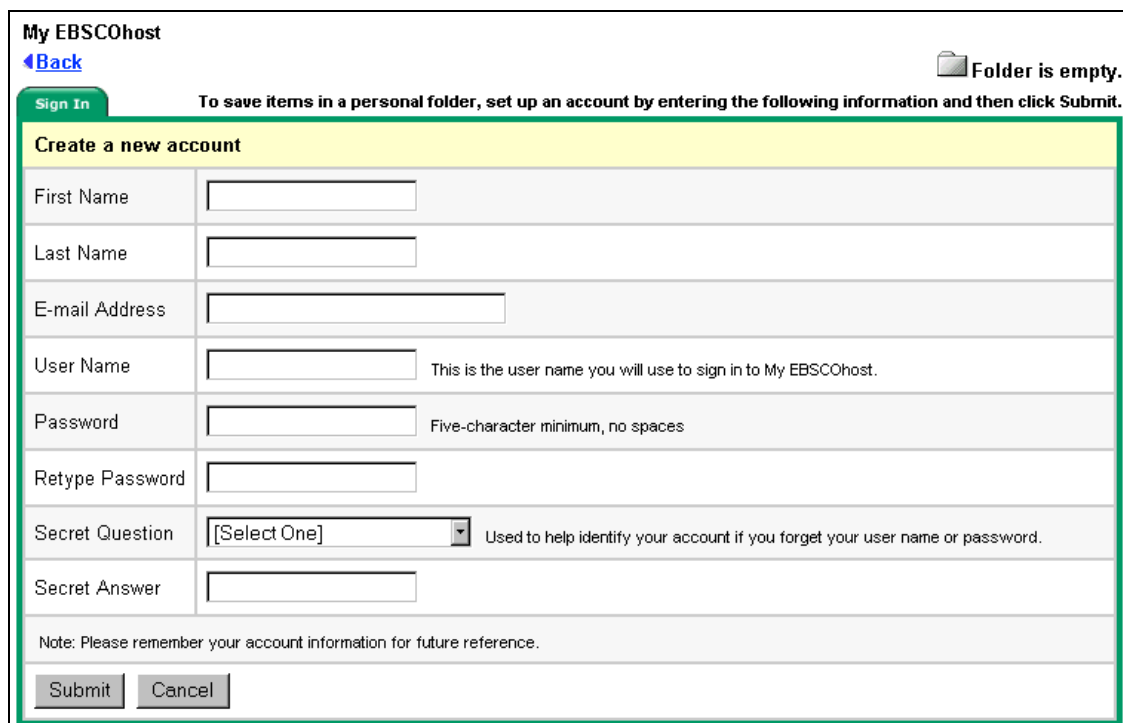
Click on the **Sign in to My EBSCOhost** link from the toolbar to log in, create a new account, update your account, retrieve your password or retrieve your user name and password.

Update My Account

To update your account information, enter your user name and password and click the **Update My Account** button. The Your Account Information Screen appears. You can change all of your personal information, e-mail address, password, secret question and account type. You can also delete your account by clicking the **Delete Account** button. To save your changes, click **Submit**. A screen will appear confirming your account, and clicking **OK** will log you in to My EBSCOhost.

I'm a new user

Once you have chosen to set up a new account, the **Create a new account** Screen appears.



The screenshot shows the 'My EBSCOhost' interface. At the top left is a 'Back' link. At the top right is a folder icon and the text 'Folder is empty.'. Below this is a 'Sign In' button and a message: 'To save items in a personal folder, set up an account by entering the following information and then click Submit.'. The main form is titled 'Create a new account' and has a yellow header. It contains the following fields:

First Name	<input type="text"/>
Last Name	<input type="text"/>
E-mail Address	<input type="text"/>
User Name	<input type="text"/> This is the user name you will use to sign in to My EBSCOhost.
Password	<input type="password"/> Five-character minimum, no spaces
Retype Password	<input type="password"/>
Secret Question	[Select One] Used to help identify your account if you forget your user name or password.
Secret Answer	<input type="text"/>

Note: Please remember your account information for future reference.

Submit Cancel

After all of the required information has been entered, click **Submit**. A screen will appear confirming your account, and clicking **OK** will log you in to My EBSCOhost.

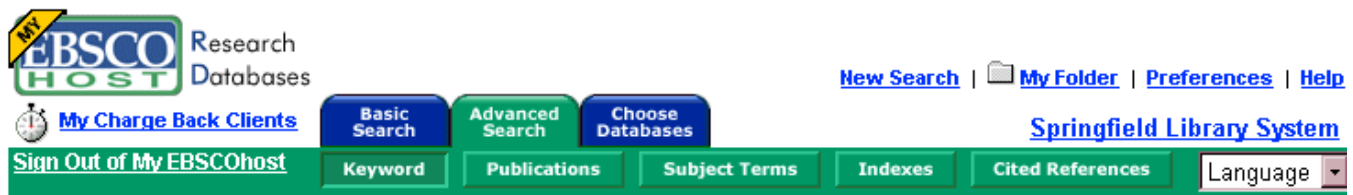
Account Types

Personal Account – If you are an individual user interested in saving items related to searching (for example, search results, saved searches, etc.) select **Personal Account**. Once you sign in as a personalized user, items can be added from your Result List to your folder for future use, for example.

Charge Back Account – If you are a corporate user who needs to track EBSCOhost usage on a per client basis for billing purposes, select **Create a Charge Back Account** from the Sign in to MY EBSCOhost Screen. In addition to the features available in a personal account, you can set up clients, start a timer to track usage by client, and obtain a report of the time spent. Usage information can be printed and/or e-mailed.

Once you have signed in the EBSCOhost icon displays a “MY” banner on the corner.

Note: *If your account is a personal account, you will not see the **My Charge Back Clients** link.*

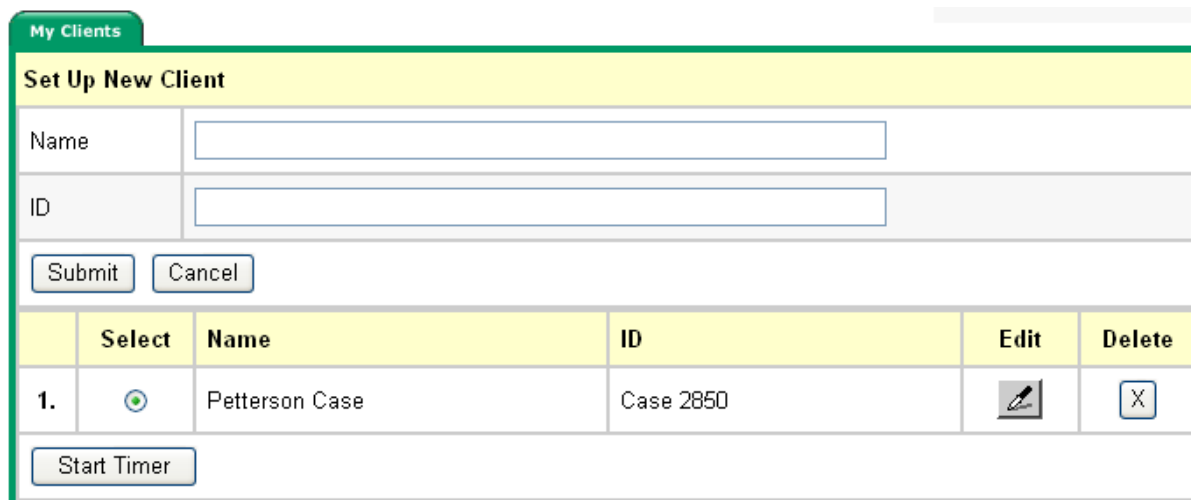


Charge Back Timer



If you are a corporate user who needs to track EBSCOhost usage on a per client basis for billing purposes, you can do this with the Charge Back feature of My EBSCOhost. In addition to having all features available in a personal account, you can set up clients, start a timer to track usage by client, and obtain a report of the time spent. Usage information can be printed and/or e-mailed.

Note: *If you have set up a personal account and want to use the Charge Back feature for the first time, you must update your account from within MY EBSCOhost and choose **Charge Back Account**.*

Once you have logged in to My EBSCOhost, select the **My Charge Back Clients** link to create a list of clients. There is no limit to the number of clients you may have and they can be deleted at any time.



The screenshot shows the 'My Clients' interface. At the top is a 'Set Up New Client' form with input fields for 'Name' and 'ID', and 'Submit' and 'Cancel' buttons. Below is a table of clients:

	Select	Name	ID	Edit	Delete
1.	<input checked="" type="radio"/>	Petterson Case	Case 2850		

At the bottom of the table is a 'Start Timer' button.

To set up a new client:

1. Click the **My Charge Back Clients** link.
2. Enter the client name in the **Name** field.
3. Enter an ID in the **ID** field.
4. Click **Submit**.

To start a timer for a specific client:

1. Click the **My Charge Back Clients** link.
2. Click the radio button next to the client's name.
3. Click **Start Timer**.

Beneath the My EBSCOhost icon there is a **Stop Charge Back Timer** link. Clicking this link will stop recording the session time for that particular client and display a brief report.

Charge Back Report

Name: Petterson Case
ID: Case 2850
Date: 12/10/2003
Time: 0 minutes

<p>E-mail Report</p> <p>E-mail Address <input type="text"/></p> <p><i>Separate each e-mail address with a semicolon.</i></p> <p>Subject: <input type="text"/></p> <p><input type="button" value="Send"/></p>	<p>Print Report</p> <p><input type="button" value="Print"/></p>
---	--

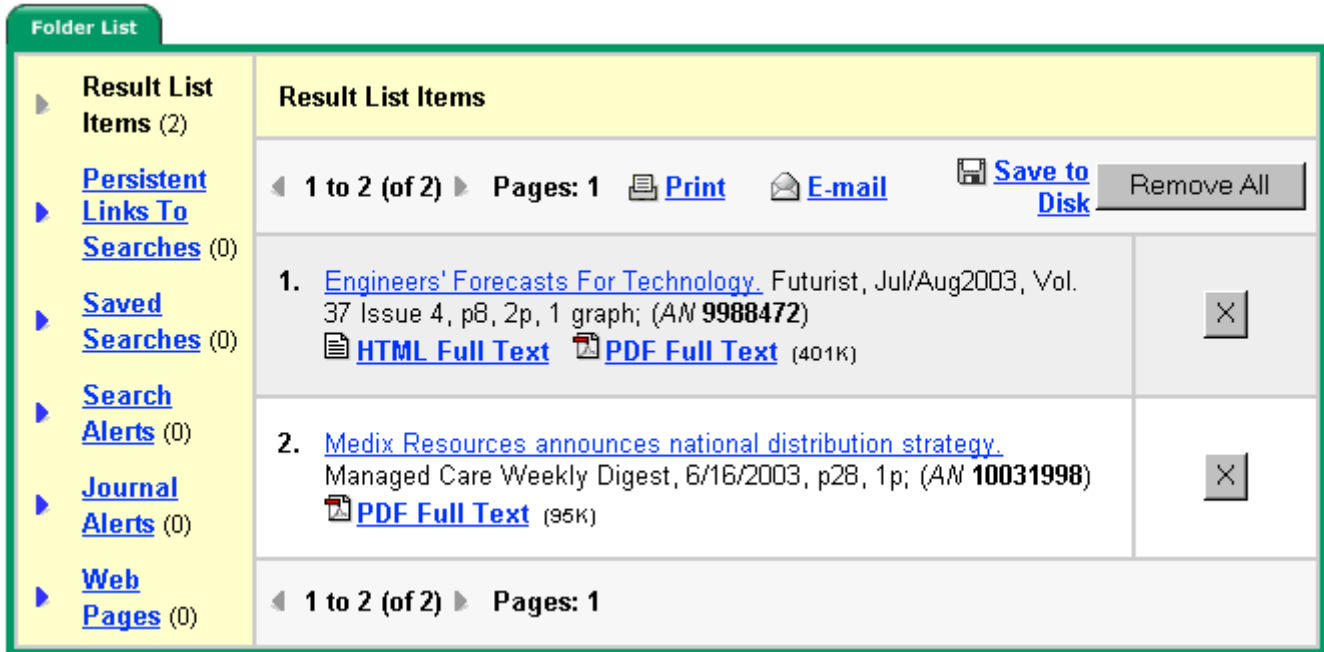
Time is represented in hours and minutes and rounded up to the next full minute. You can e-mail or print the Charge Back Report. Once this has been e-mailed or printed, the timer will reset for this client.

My Folder/Folder has items

You can access Result List items, persistent links to searches, saved searches, search alerts, journal alerts and web pages from your folder.

Result List Items

You can search a particular area of interest, save selected results using the folder function, then print, e-mail, save or add to a web page any or all of the results in the folder. There are two ways to add results to the folder: click on the **Add** icon to the right of a result or click on the **Add (1-10)** icon at the top of the Result List to add all results on a page.



The screenshot shows a 'Folder List' interface. On the left is a navigation menu with categories like 'Result List Items (2)', 'Persistent Links To Searches (0)', 'Saved Searches (0)', 'Search Alerts (0)', 'Journal Alerts (0)', and 'Web Pages (0)'. The main area is titled 'Result List Items' and shows a list of two search results. Above the list are navigation controls: '1 to 2 (of 2)', 'Pages: 1', and buttons for 'Print', 'E-mail', 'Save to Disk', and 'Remove All'. The first result is 'Engineers' Forecasts For Technology' with options for 'HTML Full Text' and 'PDF Full Text (401K)'. The second result is 'Medix Resources announces national distribution strategy' with a 'PDF Full Text (95K)' option.

Print an Article or Citation

1. From the open article or citation, click on the **Print** link. The Print Manager Screen appears. **Note:** For an estimate of the number of pages that will be printed, click on the *Estimate Number of Pages* link on the left side of the screen.
2. (If available) Indicate whether your saved items will be deleted from the folder after printing by selecting **Remove these items from folder after printing**.
3. **Include when printing** - If you do not make any selections in this area, the default will apply: the Detailed Citation and Abstract (plus any available HTML Full Text) will be printed.

Choose from the following selections:

- **HTML Full Text (when available)** - Indicates that the HTML Full Text of the article (when available) should be printed.
- **Standard Field Format** – If you select this option, choose which format of the item will be printed.
 - **Brief Citation** - The item printed will contain the title, author, volume information, accession number and digital object identifier (DOI), when applicable.
 - **Brief Citation and Abstract** - The item printed will contain the title, author, volume information, accession number, DOI (when applicable) and abstract.
 - **Detailed Citation and Abstract** - The item printed will contain all details of the citation, as represented in the result.

Print Manager

[◀ Back](#)

Articles

Number of items to be printed: 1

[[Estimate Number Of Pages](#)]

For information on printing PDF Full Text or Linked Full Text, see [online help](#).

Include when printing:

HTML Full Text (when available)

Standard Field Format

Detailed Citation and Abstract ▾

Customized Field Format

- **Customized Field Format** – If you want to select the specific fields to be included within your printed document, you can make these selections in the Customized Field Format area of the Print Manager Screen.
 - From the Print, E-mail or Save Manager, select the **Customized Field Format** radio button, and click the **Select Fields** button.
 - On the Select Fields for Output Screen, mark the check boxes to the left of the fields you want to include. The fields shared by all the databases you are searching appear in the **Fields in Common** area at the top of the screen. Database-specific fields are displayed in alphabetical order, with a maximum of five databases per page, under the **Fields in Common**. You can use the page numbers or navigation arrows to view additional lists of database fields.
 - Click **Continue**, or click **Cancel** to discard your changes. Your selections will be retained throughout the session for all print activity. If you want your selections retained for a future session, be sure to **Sign in to My EBSCOhost**.

Note: If you use the Customized Field Format option, EBSCOhost will not be able to estimate the number of pages to be printed, e-mailed or saved. The Customized Field selections do not apply to output using the Bibliographic Manager.

Select Fields for Output

◀ Previous Next ▶ Note: [Sign In to My EBSCOhost](#) if you would like to save these settings for a future session.

Fields in Common

<input type="checkbox"/> Abstract Information	<input type="checkbox"/> Author Information	<input checked="" type="checkbox"/> Authors	<input checked="" type="checkbox"/> Document Type
<input type="checkbox"/> Event Information	<input checked="" type="checkbox"/> Full Text Information	<input checked="" type="checkbox"/> Identifiers	<input checked="" type="checkbox"/> ISBN
<input checked="" type="checkbox"/> ISSN	<input type="checkbox"/> Keywords	<input type="checkbox"/> Language Information	<input type="checkbox"/> Links
<input type="checkbox"/> Other Title Information	<input checked="" type="checkbox"/> Publication Information	<input checked="" type="checkbox"/> Publisher Information	<input checked="" type="checkbox"/> Record Type
<input type="checkbox"/> Region	<input checked="" type="checkbox"/> Source	<input type="checkbox"/> Subjects	<input checked="" type="checkbox"/> Title

4. Click **Print**. The article or citation is displayed in your browser window. Click on the **Print** icon on the browser toolbar. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked **Remove these items from folder after printing**.
5. To return to the article or citation, click on the **Back** link.

Print Several Results from a Folder

1. From the Result List, click on the **Add** icon next to the result you would like to add to the folder or, from the article itself, click on the **Add to folder** link.
2. Click on either the **View Folder** or **Folder has items** link. From the folder list, click the **Print** link. The Print Manager Screen appears.
3. Follow steps 2 – 5 from the **Print an Article or Citation** section of this guide.

Note: *To print a PDF you should open the PDF in Adobe Acrobat Reader and use the Reader's print capability. To print Linked Full Text, follow the link directly to the full text of the article, and then click **Print**.*

Print Search Histories

1. From the Advanced Search Screen, select the Search History/Alerts tab. Click the **Print Search History** link. A browser screen appears with the Search History formatted for printing.
2. To print, click the **Print** icon on the browser toolbar. To close the browser window, click on the **X** in the upper right corner of the window. You are returned to the Advanced Search Screen.

E-mail an Article or Citation from within that Record

1. From the open article or citation, click the **E-mail** link. The E-mail Manager Screen appears.
2. Enter the following information:
 - **E-mail Address** - Enter the article's destination e-mail address(es). You can send to more than one address by separating them with a semicolon.
 - **Subject** - Enter text that will appear as the e-mail's subject line.
 - **Comments** - Enter any comments you would like included with your e-mail.
3. (If available) Indicate whether you would like to delete the item(s) from the folder after sending by selecting **Remove these items from folder after e-mailing**.
4. **Include when sending** - If you do not make any selections in this area, the default will apply: the Detailed Citation and Abstract (plus any available HTML Full Text and PDF Full Text) will be sent.

Note: *Persistent links to articles are automatically included in the e-mail.*

E-mail Manager

[←Back](#)

Articles

Bibliographic Manager

Number of items to be e-mailed: 1

E-mail Address:

Separate each e-mail address with a semicolon.

Subject:

Comments:

Include when sending:

HTML Full Text (when available)

Standard Field Format

Detailed Citation and Abstract

Customized Field Format

For information on e-mailing Linked Full Text, see [online help](#).

Choose from the following selections:

- **HTML Full Text (when available)** - Indicates that the HTML Full Text of the article (when available) should be included.
- **PDF as separate attachment (when available)** - Includes all citation information and the article in Adobe PDF format, if available. If no HTML Full Text is available, but PDF Full Text is available, the PDF Full Text will be sent, even if PDF as separate attachment was not marked.
- **Standard Field Format** – If you select this option, choose which format of the item will be sent via e-mail.
 - **Brief Citation** - The sent item will contain the title, author, volume information, accession number and DOI, when applicable.
 - **Brief Citation and Abstract** - The sent item will contain the title, author, volume information, accession number, DOI (when applicable) and the abstract.
 - **Detailed Citation and Abstract** - The sent item will contain all details of the citation, as represented in the result.

- **Customized Field Format** – If you want to select the specific fields to be included within your e-mail, you can make these selections in the Customized Field Format area of the E-mail Manager Screen.
 - From the E-mail Manager, select the **Customized Field Format** radio button, and click the **Select Fields** button.
 - On the Select Fields for Output Screen, mark the check boxes to the left of the fields you want to include. The fields shared by all the databases you are searching appear in the **Fields in Common** area at the top of the screen. The database-specific fields are displayed in alphabetical order, with a maximum of five databases per page. You can use the page numbers or navigation arrows to view additional lists of database fields.
 - Click **Continue**, or click **Cancel** to discard your changes. Your selections will be retained throughout the session for all e-mail activity. If you want your selections retained for a future session, be sure to **Sign in to My EBSCOhost**.

Note: If you use the Customized Field Format option, EBSCOhost will not be able to estimate the number of pages to be e-mailed. The Customized Field selections do not apply to output using the Bibliographic Manager.

Select Fields for Output

◀ Previous Next ▶ Note: [Sign In to My EBSCOhost](#) if you would like to save these settings for a future session.

Fields in Common

<input type="checkbox"/> Abstract Information	<input type="checkbox"/> Author Information	<input checked="" type="checkbox"/> Authors	<input checked="" type="checkbox"/> Document Type
<input type="checkbox"/> Event Information	<input checked="" type="checkbox"/> Full Text Information	<input checked="" type="checkbox"/> Identifiers	<input checked="" type="checkbox"/> ISBN
<input checked="" type="checkbox"/> ISSN	<input type="checkbox"/> Keywords	<input type="checkbox"/> Language Information	<input type="checkbox"/> Links
<input type="checkbox"/> Other Title Information	<input checked="" type="checkbox"/> Publication Information	<input checked="" type="checkbox"/> Publisher Information	<input checked="" type="checkbox"/> Record Type
<input type="checkbox"/> Region	<input checked="" type="checkbox"/> Source	<input type="checkbox"/> Subjects	<input checked="" type="checkbox"/> Title

◀ Previous Next ▶ Note: [Sign In to My EBSCOhost](#) if you would like to save these settings for a future session.

5. If you select the Bibliographic Manager Tab, you will be prompted for the following information:
 - **E-mail Address** - Enter the article's destination e-mail address(es). You can send to more than one address by separating them with a semicolon.
 - **Subject** - Enter text that will appear on the e-mail subject line.
 - **Comments** - Enter any comments you would like to include with your e-mail.

Select the format in which your citation will be sent:

- **Citations in a format that can be uploaded to bibliographic management software** - The articles and citations are e-mailed to you. You can then upload the e-mailed file from within that software.

- **Citations in Direct Export format** - Direct Export will automatically open any bibliographic management software that is installed on your machine. This will allow you to e-mail the citation into a new or existing citation library.

E-mail Manager

[Back](#)

Articles **Bibliographic Manager**

Number of items to be e-mailed: 1

E-mail Address:

Separate each e-mail address with a semicolon.

Subject:

Comments:

Include when sending:

- Citations in a format that can be uploaded to bibliographic management software.
- Citations in Direct Export format

6. Click **Send**. A message appears when your e-mail has been sent. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked **Remove these items from folder after e-mailing**.

7. To return to the article or citation, click on the **Back** link.

E-mail from a Folder

1. From the Result List, click the **Add** icon next to the result you would like to add to the folder or, from the article itself, click the **Add to folder** link.
2. Click on either the **View Folder** or **Folder has items** link.
3. Click on the **E-mail** link. The E-mail Manager Screen appears.
4. Follow steps 2 – 7 from the **E-mail an Article or Citation from within that Record** section of this guide.

Note: *To e-mail Linked Full Text, follow the links directly to the full text, then e-mail it. Otherwise, only the citation and any available HTML Full Text will be sent. If you follow the links to the full text and it is a PDF, the PDF will be sent as an attachment to the e-mail.*

Saving to the Session Folder

The **Session Folder** contents are saved for the duration of a search session. Items are retained unless you choose a different profile, end the session, or time out due to inactivity. By default, the folder is cleared after you have printed, e-mailed or saved the items, but you can de-select the option marked "Empty folder after printing/e-mailing/saving" before printing, e-mailing or saving. Clicking on the **View Folder** link or the **Folder has items** link allows you to view all of your saved results during a session in EBSCOhost.

Saving to the My EBSCOhost Folder

The **My EBSCOhost Folder** is a personal folder in which you can save Result List items, persistent links to searches, saved searches, search alerts, journal alerts and web pages. Items saved in your personal folder will remain there until you delete them. Click on the **Sign in to My EBSCOhost** link to log in, create a new account, update your account, or retrieve your user name and password. From the **My Folder** or **My Folder has items** link, you can access your folder's contents. For more information on **My EBSCOhost**, click [here](#).

Save an Article or Citation from within a Record

1. From the open article or citation, click the **Save to Disk** link. The Save Manager Screen appears.
2. If applicable, indicate whether you would like to delete the item(s) from the folder after saving by selecting **Remove these items from folder after saving**.
3. **Include when saving** - If you do not make any selections in this area, the default will apply: the Detailed Citation and Abstract (plus any available HTML Full Text and HTML links to articles) will be saved.

Choose from the following selections:

- **HTML Full Text (when available)** - Indicates that the HTML Full Text of the article (when available) should be included.
- **HTML link(s) to article(s)** - Indicate whether HTML links to the articles you have selected should be included. (To save *only* the persistent links to the articles, clear *any* additional citation details and abstract, and the HTML Full Text check boxes, and be sure to mark the **HTML links to articles** box.)

- **Standard Field Format** – If you select this option, choose which format of the item will be saved.
 - **Brief Citation** - The saved item will contain the title, author, volume information, accession number and digital object identifier (DOI), when applicable.
 - **Brief Citation and Abstract** - The saved item will contain the title, author, volume information, accession number, DOI (when applicable) and the abstract.
 - **Detailed Citation and Abstract** - The saved item will contain all details of the citation, as represented in the result.

Save Manager

[◀ Back](#)

Articles **Bibliographic Manager**

Number of items to be saved: 1

For information on saving PDF Full Text or Linked Full Text, see [online help](#).

Include when saving:

- HTML Full Text (when available)
- HTML link(s) to article(s)

- Standard Field Format
 - ▼
- Customized Field Format
 -

- **Customized Field Format** – If you want to select the specific fields to be included with your results, you can make these selections in the Customized Field Format area of the Save Manager Screen.
 - From the Save Manager, select the **Customized Field Format** radio button, and click the **Select Fields** button.
 - On the Select Fields for Output Screen, mark the check boxes to the left of the fields you want to include. The fields shared by all the databases you are searching appear in the **Fields in Common** area at the top of the screen. The database-specific fields are displayed in alphabetical order, with a maximum of five databases per page, below the **Fields in Common**. You can use the page numbers or navigation arrows to view additional lists of database fields.
 - Click **Continue**, or click **Cancel** to discard your changes. Your selections will be retained throughout the session for all save activity. If you want your selections retained for a future session, be sure to **Sign in to My EBSCOhost**.

Note: *The Customized Field selections do not apply to output using the Bibliographic Manager.*

Select Fields for Output

◀ Previous Next ▶ Note: [Sign In to My EBSCOhost](#) if you would like to save these settings for a future session.

Continue Cancel

Fields in Common

<input type="checkbox"/> Abstract Information	<input type="checkbox"/> Author Information	<input checked="" type="checkbox"/> Authors	<input checked="" type="checkbox"/> Document Type
<input type="checkbox"/> Event Information	<input checked="" type="checkbox"/> Full Text Information	<input checked="" type="checkbox"/> Identifiers	<input checked="" type="checkbox"/> ISBN
<input checked="" type="checkbox"/> ISSN	<input type="checkbox"/> Keywords	<input type="checkbox"/> Language Information	<input type="checkbox"/> Links
<input type="checkbox"/> Other Title Information	<input checked="" type="checkbox"/> Publication Information	<input checked="" type="checkbox"/> Publisher Information	<input checked="" type="checkbox"/> Record Type
<input type="checkbox"/> Region	<input checked="" type="checkbox"/> Source	<input type="checkbox"/> Subjects	<input checked="" type="checkbox"/> Title

Continue Cancel

◀ Previous Next ▶ Note: [Sign In to My EBSCOhost](#) if you would like to save these settings for a future session.

4. If you select the Bibliographic Manager Tab, indicate whether you would like to delete the item(s) from the folder after saving by selecting **Remove these items from folder after saving**.

Select the format in which your citation will be sent:

- **Citations in a format that can be uploaded to bibliographic management software** - The articles and citations are e-mailed to you. You can then upload the e-mailed file from within that software.
- **Citations in Direct Export format** - Direct Export will automatically open any bibliographic management software that is installed on your machine. This will allow you to e-mail the citation into a new or existing citation library.
- **Direct Export to RefWorks** – This function allows users to export citations directly to RefWorks web-based bibliographic management software. (Your library must have a subscription to RefWorks to use this option.)

Save Manager

[◀ Back](#)

Articles **Bibliographic Manager**

Number of items to be saved: 1 <input type="button" value="Save"/>	Include when saving: <ul style="list-style-type: none"><input checked="" type="radio"/> Citations in a format that can be uploaded to bibliographic management software.<input type="radio"/> Citations in Direct Export format<input type="radio"/> Direct Export to RefWorks.
--	--

5. Click **Save**. From your browser menu, click **File > Save As**. Enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as a plain text file (.txt) or a 'Web Page, HTML only' file (.html).
6. Click **Save**. To return to the open article or to the folder, click **Back**.

Save from a Folder

1. From the Result List, click the **Add** icon next to the result you would like to add to the folder or, from the article itself, click the **Add to folder** link.
2. Click either the **View Folder** or **Folder has items** link.
3. Click on the **Save to Disk** link. The Save Manager Screen appears.
4. Follow steps 2 – 6 from the **Save an Article or Citation from within a Record** section of this guide.

Save a PDF

If you are saving an item that includes PDF Full Text, the PDF does not automatically save from your browser window. You must open the PDF in Adobe Acrobat Reader and use the Reader's save capability. If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

Save Linked Full Text

If you are saving an item that includes Linked Full Text, you must follow the link directly to the full text of the article, and then save it. If the item includes a citation and/or HTML Full Text, they will can be saved from the browser window, but you will still need to follow the links directly to the full text, and then save it.

Save Search Histories

You can save single or multiple searches for later use, with My EBSCOhost.

1. Click on the **Sign in to My EBSCOhost** link.
2. Enter your personal User Name and Password. If you do not have a User Name and Password, click on **I'm a new user** and fill out the **Create a new account** form.

After you have completed your search using the Advanced Search Screen, select the **Search History/Alerts** tab. With this section displayed, click **Save Searches/Alerts**. The Save Search History Screen appears.

✓ **Limiters set**

Refine Search Search History / Alerts Results

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#) | [Clear Search History](#)

Add using:

Add to Search	Search ID #	Search Terms	Limiters and Expanders	Last Run Via	Results	Revise Search	Delete
<input type="checkbox"/>	S1	education	Limiters - Full Text	Interface - EBSCOhost Database - Academic Search Premier	277385	Revise	<input type="button" value="X"/>


1. Enter a Name and Description for the search, e.g., mysearch1.
2. In the **Save Search As** field, select one of the following:
 - Saved Search (Permanent)
 - Saved Search (Temporary 24 hours)
 - Alert
3. To save the search, click **Save**; otherwise, click **Cancel**. You are returned to the Advanced Search Screen.

If you regularly log in to My EBSCOhost, your search history will not be deleted at any time. However, after six months of inactivity, any saved search histories will be deleted from your folder.

Note: Searches performed on the Basic Search Screen are not saved to the history file.

Save Persistent Links to Searches

1. From a Result List, click the **Add this search to folder** link at the end of the search query displayed above the **Find** field. The search query is now saved in the folder as a persistent link to a search.

Searched: Academic Search Premier for *education and Show only full text articles*  [Add this search to folder](#)

[Database Help](#)

Find: in

and in

and in

2. From the Persistent Links to Searches area of the folder, click **Save to Disk**. The Save Manager appears. A Links to Searches sub-tab is displayed.
3. Indicate whether you want to delete the item(s) from the folder after saving by selecting **Remove these items from folder after saving**.

Save Manager

[◀ Back](#)

Links to Searches

Number of items to be saved: 1

Remove these items from folder after saving

4. Click **Save**. From your browser menu, click **File > Save As**. Enter the path where the file should be saved (for example, *C:\Project\ResearchInfo*). To save to a floppy disk, enter the path to the floppy drive (for example, *A:\ResearchInfo*). Be sure to save as a plain text file (.txt) or a 'Web Page, HTML only' file (.html).
5. Click **Save**. To return to the open article or to the folder, click **Back**.

Save Search Alerts

You can save advanced searches as alerts and have EBSCOhost e-mail you with any new results. You can also retrieve those alerts to perform the search immediately, instead of waiting for the alert to run.

Note: *An alert is set up for the last search performed on the Advanced Search Screen.*

1. From the Advanced Search Screen, select the Search History/Alerts tab, and then click **Save Searches/Alerts**. The Saved Search/Alert Screen appears. (If you have not already logged in to your personal account, you will be prompted to log in. Enter your **user name** and **password**, or click **Cancel** to return to the Advanced Search Screen.)
2. Click **Alert**. The Save Alert Screen appears. The search name, description and date created are displayed.
3. To run the Alert against a different database, select the database from the drop-down list.
4. To choose how often the search will be run, select one of the following from the **Frequency** drop-down list:
 - o Once a day
 - o Once a week
 - o Biweekly
 - o Once a month (default)
5. To limit which articles are searched, select one of the following option from the **Articles published within the last** drop-down list:
 - o One month (default)
 - o Two months
 - o Six months
 - o One year
 - o No limit
6. In the **Run Alert for** field, select one:
 - o One month (default)
 - o Two months
 - o Six months
 - o One year
7. In the E-mail Properties section, select the **E-mail Notification** field in order to be receive your alert results via e-mail.
8. In the **E-mail Address** field, enter any e-mail address(es). (Place a semicolon in between multiple e-mail address.)
9. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
10. In the **Title** field, you can optionally enter a title for the e-mail. The default value for the Title field is: **EBSCOhost Alert Notification**.
11. In the **E-mail [From] address** field, you can enter a different "From" e-mail address. The default address is: eptech@epnet.com.
12. Choose the format in which you want the e-mail: Plain Text or HTML.
13. Select the **E-mail Results format** to use: Brief or Detailed.

14. To **limit EBSCOhost access to only the articles sent** (rather than the entire site), mark the checkbox to the left of this field.
15. To have your search string included in the e-mail, mark the **Include query string in e-mail** checkbox. To include the alert frequency, mark the **frequency** checkbox.
16. After making the necessary changes, click **Save**.

Journal Alerts

(You must log in to My EBSCOhost to use this feature.)

EBSCOhost® allows you to create an alert notification via e-mail each time a new issue for a selected title is made available in a specific database. This feature is available from the Publication Overview Screen for the selected title. EBSCOhost will automatically send an e-mail with an updated list of article titles available for that journal to those specified e-mail recipients.

For more information on creating Journal Alerts, please refer to the **Searching by Publication** part of this guide.

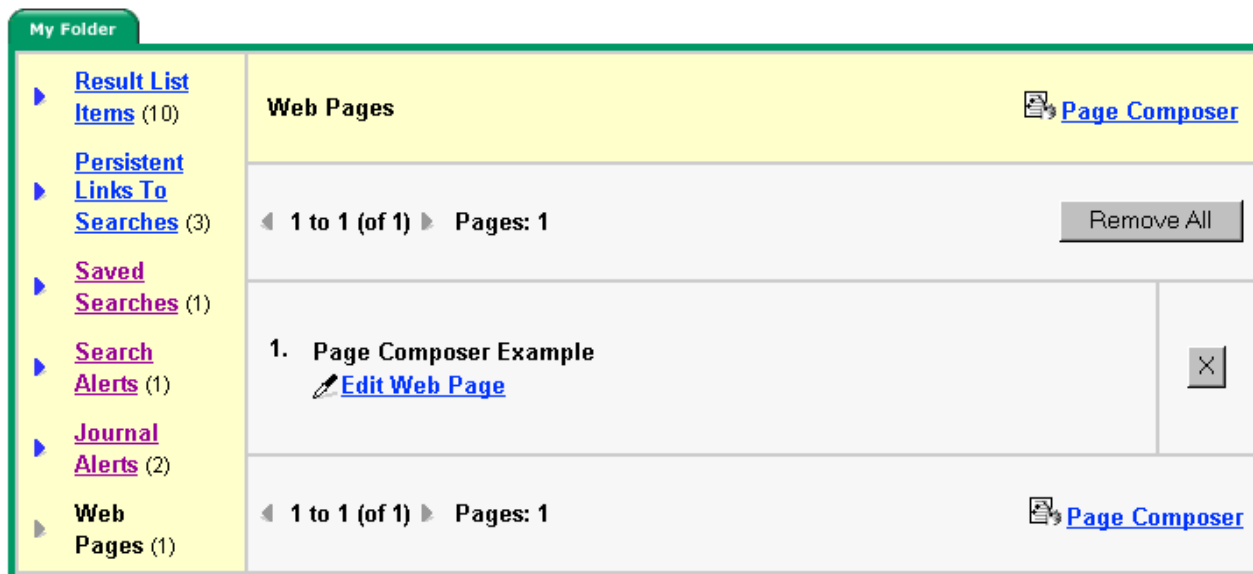
Note: Some EBSCOhost databases do not support this feature. For a list of databases that support this feature, [Click here](#).

Web Pages – Page Composer®

(You must log in to My EBSCOhost to use this feature.)

Page Composer allows you to create customized web pages that include EBSCOhost searches and persistent links. With the integration of Page Composer in EBSCOhost, you are not required to log in to a different service to create web pages. Once you log in to My EBSCOhost for access to your personal folder, web pages can be saved and stored there for future management.

From within your personal folder, click the **Web Pages** link. Any pages that have been created will be listed here and available for editing or deleting.



You can edit, delete or create a new web page. To edit a page, click **Edit Web Page**. You can delete individual pages by clicking on the **X** button located to the right of the page name, or remove all of your pages by clicking the **Remove All** button located at the top of your list of pages.

Creating a New Page

To create a new page, click on the **Page Composer** link. The Create a New Page Screen appears. Type a description of your page in the **Page Description** field and click **Continue**. The Edit Web Page Screen appears.

You can add the following elements to your web page:

- Text
- Images
- Web Links
- Horizontal Rules
- Folder Items
- Search Box
- Page Background Graphics

You can move among the various elements of your page at any time during the creation process. For example, you can add an image to your page, and then add text beneath the image. Your entire page elements will appear at the bottom of your work area in a section entitled **Page Elements**. Each element will be shown in the order entered, except for the background, which will be listed first.

Adding Text to a Page

You can add text to your page by typing text in the box provided.

How to add text to your page:

1. Choose font and size
2. Choose the font style
3. Choose the placement of the text, e.g. left justified, centered or right justified.
4. Choose text color.
5. Enter the text in the box provided and click the **Add to Web Page** button.

Note: *Formatting applies to all text in the box. If you need additional formatting for additional text items, repeat the above process.*

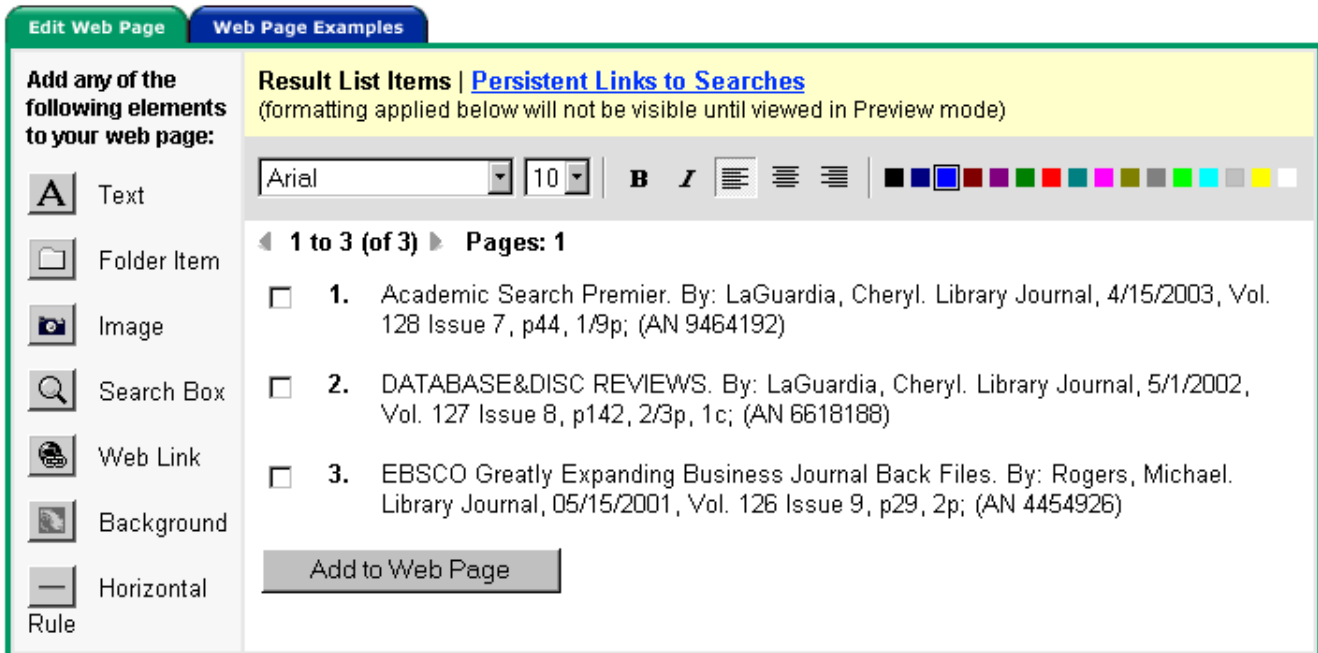
The screenshot shows the 'Edit Web Page' interface. At the top, there are two tabs: 'Edit Web Page' (active) and 'Web Page Examples'. On the left side, there is a vertical menu titled 'Add any of the following elements to your web page:' with the following options: Text, Folder Item, Image, Search Box, Web Link, Background, and Horizontal Rule. The main area is titled 'Text (formatting applies to entire contents of text field)'. It features a toolbar with a font dropdown set to 'Arial', a size dropdown set to '10', and buttons for Bold (B), Italic (I), Left Justify, Center Justify, and Right Justify. Below the toolbar is a large text input area with a scroll bar. Below the text area is a button labeled 'Add to Web Page'. The text area contains the instruction: 'Build your web page by entering info below and click the "Add to Web Page" button.'

Adding Items from Your Folder

Result List Items and Persistent Links to Searches (from your folder) can be added to your page.

To add Result List items from your folder:

1. Click on the **Result List Items** link.
2. Choose the font, size, style, position and color for these items.
3. Place a check mark in the box next to each Result List Item you want to add.
4. Click the **Add to Web Page** button.



The screenshot shows the 'Edit Web Page' interface with the 'Web Page Examples' tab selected. On the left is a sidebar titled 'Add any of the following elements to your web page:' with icons for Text, Folder Item, Image, Search Box, Web Link, Background, and Horizontal Rule. The main content area is titled 'Result List Items | [Persistent Links to Searches](#)' and includes a note: '(formatting applied below will not be visible until viewed in Preview mode)'. Below this is a formatting toolbar with a font dropdown set to 'Arial', a size dropdown set to '10', and buttons for bold, italic, bulleted list, numbered list, and text color. The main area displays a list of three items, each with an unchecked checkbox:

- 1. Academic Search Premier. By: LaGuardia, Cheryl. Library Journal, 4/15/2003, Vol. 128 Issue 7, p44, 1/9p; (AN 9464192)
- 2. DATABASE&DISC REVIEWS. By: LaGuardia, Cheryl. Library Journal, 5/1/2002, Vol. 127 Issue 8, p142, 2/3p, 1c; (AN 6618188)
- 3. EBSCO Greatly Expanding Business Journal Back Files. By: Rogers, Michael. Library Journal, 05/15/2001, Vol. 126 Issue 9, p29, 2p; (AN 4454926)

At the bottom of the list is a button labeled 'Add to Web Page'.

To add persistent links to searches from your folder:

1. Click on the **Persistent Links to Searches** link.
2. Choose the font, size, style, position and color for these items.
3. Place a check mark in the box next to each persistent link you want to add.
4. Click the **Add to Web Page** button.

The screenshot shows the 'Edit Web Page' interface with the 'Web Page Examples' tab selected. The main content area is titled 'Result List Items | Persistent Links to Searches' and includes a note: '(formatting applied below will not be visible until viewed in Preview mode)'. A formatting toolbar is visible with options for font (Arial), size (10), bold (B), italic (I), bulleted list, numbered list, and color selection. Below the toolbar, it shows '1 to 2 (of 2) Pages: 1'. There are two list items, each with an unchecked checkbox:

- 1. electronic services
Database: Academic Search Premier; **Limiters Applied:** None
Database: Business Source Premier; **Limiters Applied:** None
Text for Persistent Link (required)
- 2. ebSCO and library and search
Database: MasterFILE Premier; **Limiters Applied:** None
Text for Persistent Link (required)

An 'Add to Web Page' button is located at the bottom of the configuration area. On the left side, a sidebar lists elements to add to the web page: Text, Folder Item, Image, Search Box, Web Link, Background, and Horizontal Rule.

Adding Images

Images, complete with captions, can also be added to your page.

To add images to your page:

1. Click on the **Image** icon.
2. If adding a caption, choose the font, size, style, position and color.
3. Type in the caption text.
4. Type in the location of the image. You must include the `http://` before any links to an image on a server. If you entered an image file name, the image will not appear in Preview mode. After you have completed your web page, copy the image file to the same location as your web page so the image can be viewed.
5. Choose the alignment of the image.
6. Add any alternate text to appear when a user moves their mouse over the image.
7. Click **Add to Web Page**.

Edit Web Page | **Web Page Examples**

Add any of the following elements to your web page:

- Text
- Folder Item
- Image
- Search Box
- Web Link
- Background
- Horizontal Rule

Image (formatting applies to entire contents of text field)

Arial | 10 | **B** | *I* | [Bulleted List] | [Numbered List] | [Color Selection]

Caption (will appear beneath image)

Image File Name **or** URL to Image [Help Tip](#)

Note: If you entered an image file name, the image will not appear in Preview mode. After you have completed your web page, copy the image file to the same location as your web page so the image can be viewed.

Align image: Left Center Right

Alternative Text (will appear when user moves mouse over image)

Add to Web Page

Adding Search Boxes

A search box can be added to your web page. This will allow others to perform searches from your web page.

To add a search box:

1. Click the **Search Box** icon.
2. Choose the font, size, style, alignment and color of the text to appear above the Search Box and enter the text in the box provided.
3. Select the database in which the search will be performed.
4. Choose the alignment of the Search Box and click the **Add to Web Page** button.

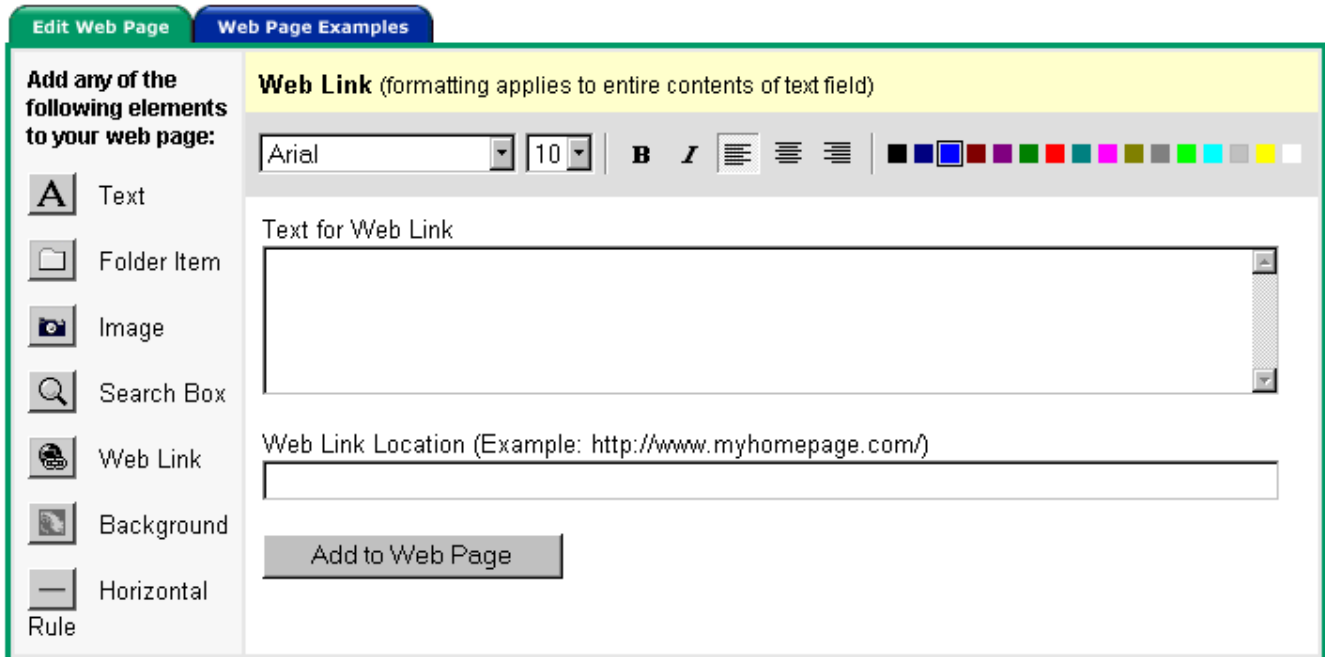
The screenshot shows the 'Add to Web Page' dialog box with the 'Search Box' tab selected. On the left is a sidebar with icons for 'Text', 'Folder Item', 'Image', 'Search Box', 'Web Link', 'Background', and 'Horizontal Rule'. The main area is titled 'Search Box (formatting applies to entire contents of text field)'. It features a formatting toolbar with font (Arial), size (10), bold (B), italic (I), bulleted list, numbered list, and color selection options. Below the toolbar is a text input field labeled 'Text (will appear above Search Box)'. Underneath is a 'Database' dropdown menu set to 'Academic Search Premier'. At the bottom, there are radio buttons for 'Align Search Box' with 'Left' selected, and a grey 'Add to Web Page' button.

Adding Web Links

When creating a page, you can include links to relevant web sites.

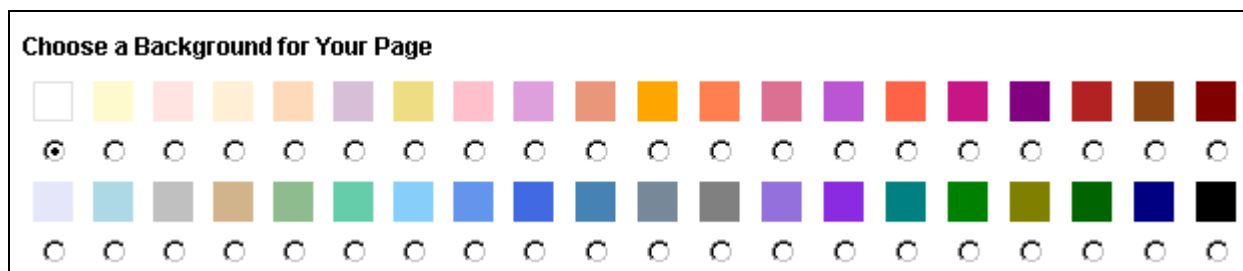
To add web links:

1. Click the **Web Link** icon.
2. Choose the font, size, style, alignment and color of the text describing what the web link is for and enter the text in the box provided.
3. Enter the URL and click the **Add to Web Page** button.

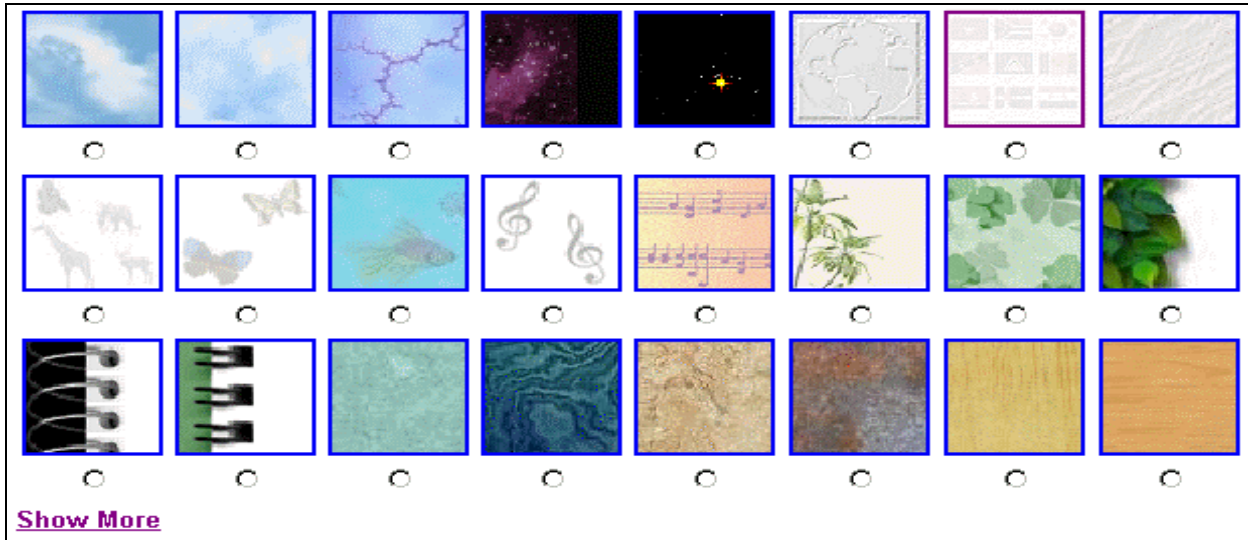


Choosing a Background for Your Page

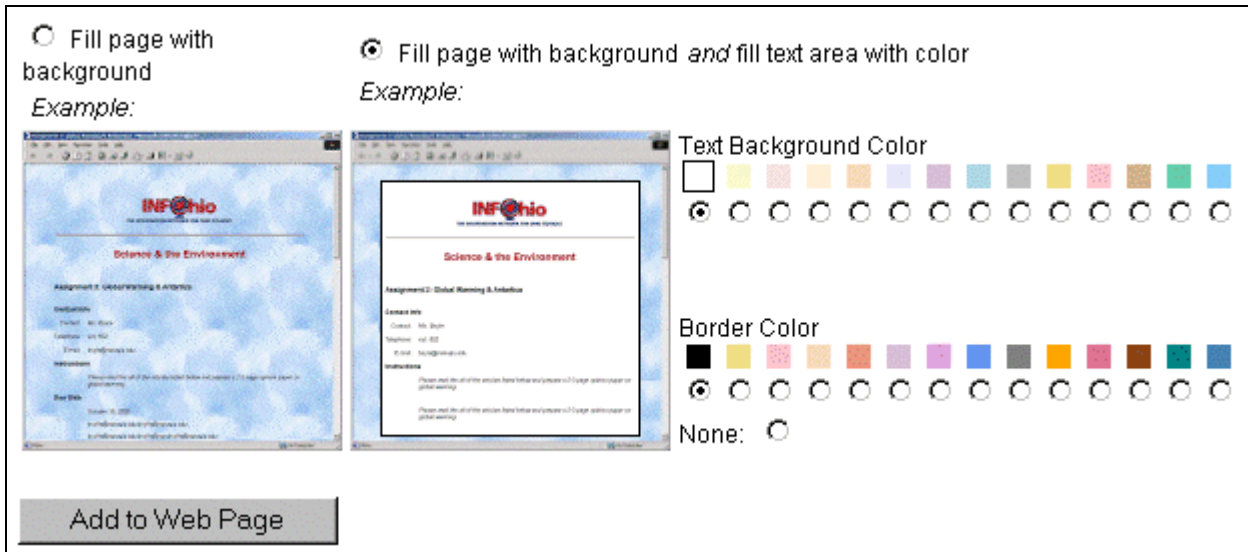
Page Composer allows you to choose either a solid color or a pattern for your background. To choose a solid color, click on the radio button beneath that color.



To choose a patterned background, click the radio button beneath the pattern of your choice. You can preview a pattern by clicking on the pattern directly.



Once you have chosen your background, you can fill the entire page with your selection or choose to have the text area filled with a color. If you choose to fill the text area with a color, you can also choose the color of the border. Once all choices have been made, click the **Add to Web Page** button.

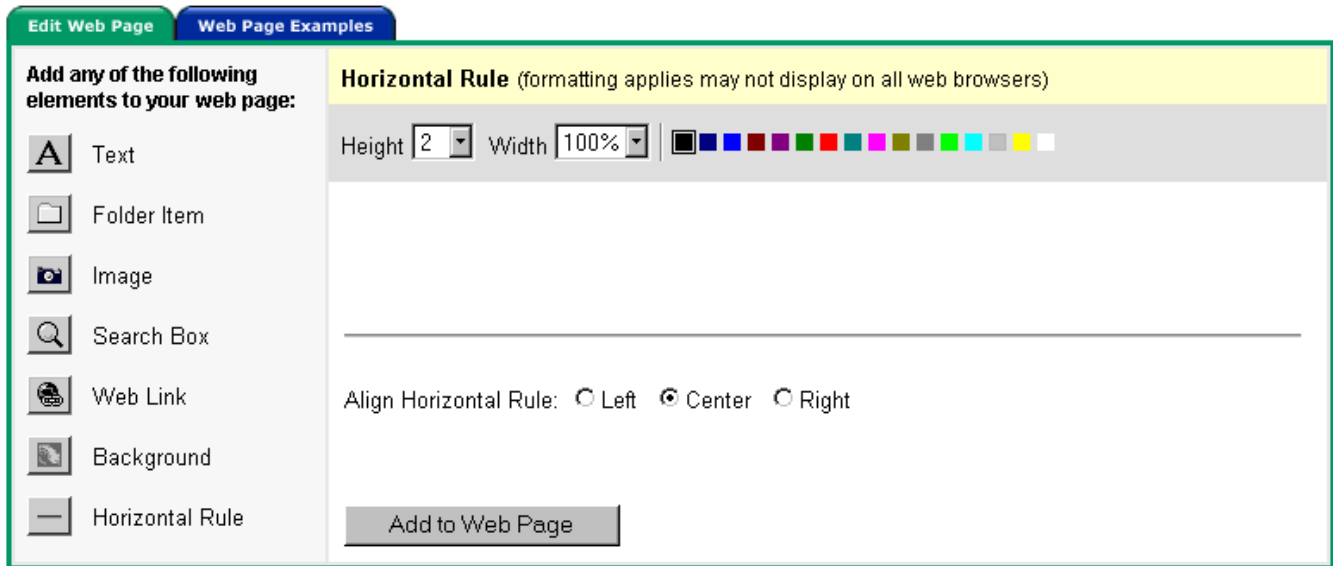


Adding Horizontal Rules

You can include horizontal rules on your page. This will enable you to set “breaks” throughout the page.





To add a horizontal rule:



















1. Click the **Horizontal Rule** icon.
2. Choose the height, width and color of the rule.
3. Choose the alignment.
4. Click **Add to Web Page**.







Page Elements

The Page Elements section of the Edit Web Page Screen is located in the bottom of your screen. From here you can move your web page elements up or down, or delete them. You can also preview, e-mail, download or copy your completed page.

Page Elements for: *Page Composer Example*
 [Preview](#)
 [E-mail](#)
 [Download](#)
 [Copy](#)

Edit	Use arrows to move items up or down on page	Delete
 Background Properties: Page Body: backgroundPaper01.gif, Text Body Background: White, Text Body Border Color: Black		
Result List Item Text Link: Academic Search Premier. By: LaGuardia, Cheryl. Library Journal, 4/15/2003, Vol. 128 Issue 7, p44, 1/9p; (AN 9464192) Formatting: Arial, Size 12, Align Left, Blue	 	
Result List Item Text Link: DATABASE&DISC REVIEWS. By: LaGuardia, Cheryl. Library Journal, 5/1/2002, Vol. 127 Issue 8, p142, 2/3p, 1c; (AN 6618188) Formatting: Times New Roman, Size 12, Align Center, Blue	 	
Result List Item Text Link: EBSCO Greatly Expanding Business Journal Back Files. By: Rogers, Michael. Library Journal, 05/15/2001, Vol. 126 Issue 9, p29, 2p; (AN 4454926) Formatting: Verdana, Size 12, Align Right, Teal	 	
Persistent Link to Search Text Link: See all electronic resources results Formatting: Arial, Size 12, Align Left, Purple	 	
 Image Caption: Formatting: Arial, Size 10, Align Center, Black File: http://qaweb.epnet.com/bllimages/ehost/logoMyEhost.gif Properties: Align Center, Alt Text=	 	

 [Preview](#)
 [E-mail](#)
 [Download](#)
 [Copy](#)

E-mailing a page

If you choose to e-mail a page, you will receive a separate e-mail with the image file for the background you selected.

Web Pages

The web page you selected will be e-mailed. To continue, enter an e-mail address and click Send.

E-mail Address:

Separate each e-mail address with a semicolon.

Subject:

Note: Your web page and any background image you may have selected will be sent to you as an attachment.

Downloading a page


You must download both the page and background file (if you choose one). Each file must be saved in the same location.

Delivery Options

Download Your Web Page

Select the link below for your web page and background image. A dialog box will appear for each. Follow the instructions to save the items to your hard drive.

[Page Composer Example](#)



File Name: backgroundRock04.jpg

Note: If you included image files on your web page, copy the image files to the same location as your web page so the images can be viewed.

Copying a page

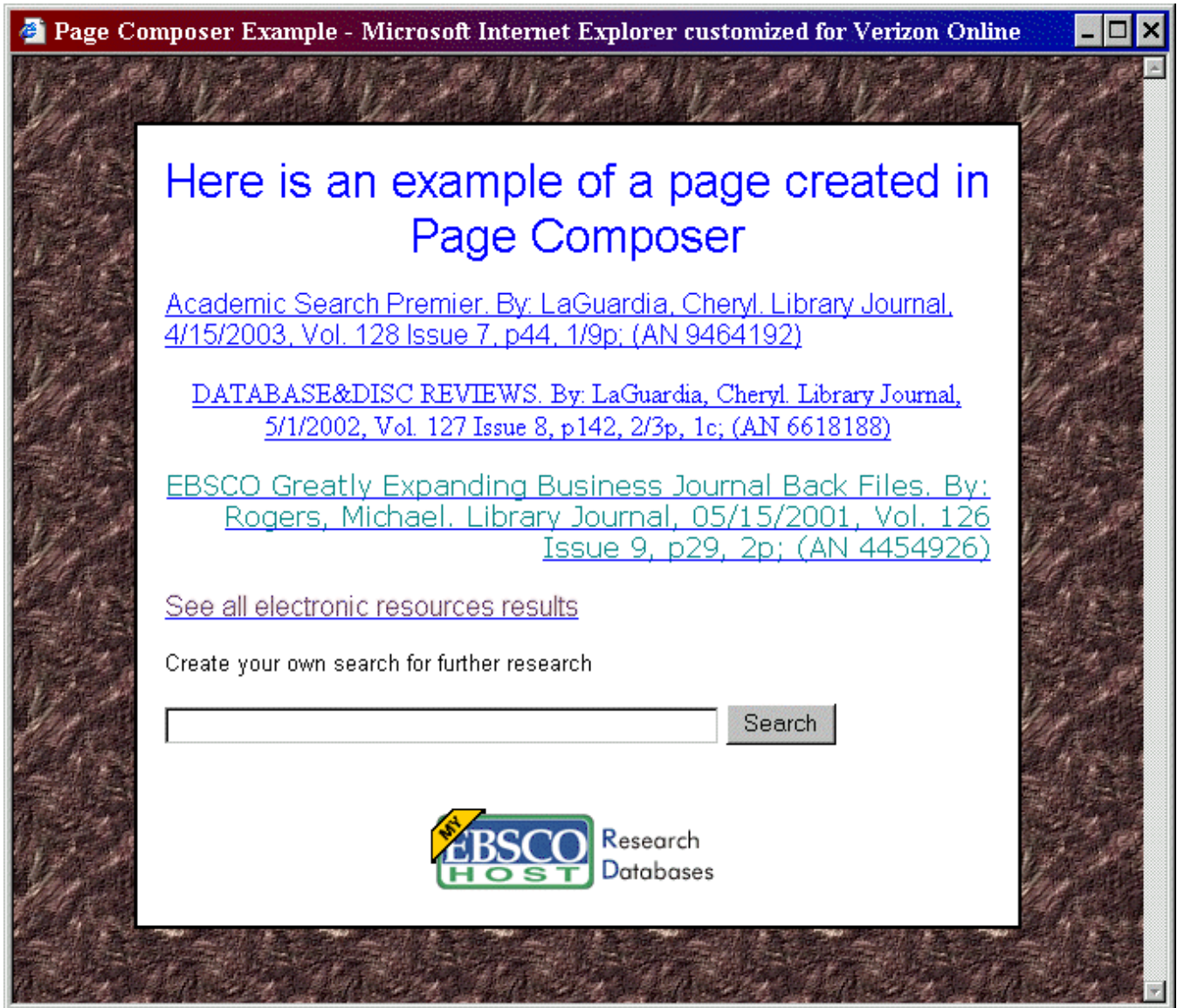
You can copy the page you have just created. Enter the new description and click **Continue**.

Copy Web Page

Page Description	Page Composer Example
New Page Description	<input type="text"/> This is the name that will appear in your Web Pages folder list.
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

Final Results

Below is an example of a web page created in Page Composer.



For more information on EBSCOhost, please visit our Knowledge Base:

<http://support.epnet.com/CustSupport/Customer/Search.aspx>