



Student Research Center **User Guide**

support.ebsco.com

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Student Research Center

EBSCO's *Student Research Center* makes it easy for students to search by keyword or by topic to find the most useful search results. Results can be easily sorted by source type—magazines, reference books, photos, flags, etc.

Using the *Student Research Center* Home Page

Basic Search

To create a Basic Search:

1. On the Basic Search Screen, enter your search terms in the **Find** field and click **Search**. To find results for as many source types as possible, leave all the source types (Magazines, Newspapers, etc.) checked. To narrow your search to only specific source types (for example, only Maps & Flags), uncheck the sources that you don't want.



2. A search is run against all student databases in the *Student Research Center* and a Result List is displayed. Your search terms are remembered in the **Find** field above the Result List. If images and/or video are available, they are displayed with the results. To view a specific source type (e.g., only Magazines), click the **radio button** below the source type.

The screenshot shows the Student Research Center search interface. At the top, there is a navigation bar with the logo and links for Sign In, Folder, Preferences, and Help. Below this is a search bar with the text 'global warming' and buttons for SEARCH and CLEAR. The page is divided into sections for refining search results, including filters for All Results, Magazines, Newspapers, Books & Encyclopedias, Biographies, Radio & TV News Transcripts, Primary Source Documents, and Photos. A results summary shows 'All Results: 1-10 of 32313' and 'Page: 1 2 3 4 5 Next'. The main results list includes three items: 'Ticket to Fly?', 'Ever Green', and 'Big Oil's Friends in the Senate', each with a brief description and an 'Add' button.

- If you click the **Student Research Center logo** or **New Search**, you are returned to the Basic Search Screen with all your search terms cleared and any search parameters reset.
- If you click the **Advanced Search** link, you are taken to the Advanced Search Screen with your search terms remembered. Note that any configured limiters or expanders are reset.
- If you click the **Refine Search** link, you are returned to the Basic Search Screen with your search terms remembered, and any configured search parameters retained.

Topic Search

To search for results by topic:

1. From either Basic or Advanced Search, click on a **topic** in the Search by Topic column. A list of subtopics appears on the right side of the screen.

The screenshot displays the Student Research Center search interface. At the top, the logo reads "Student Research Center powered by EBSCOhost". Navigation links include "Sign In", "Folder", "Preferences", and "Help". A "Demonstration Customer" label is also present. Below the navigation bar are buttons for "New Search", "Dictionary", "Encyclopedia", "AP Sources", and "Teacher Resources". The search area features a "Basic Search" tab, with links for "Advanced Search", "Visual Search", "Search Other Databases", and "Title Lists". A search input field contains the text "Lions", with "SEARCH" and "CLEAR" buttons to its right. On the left, a "SEARCH BY TOPIC" sidebar lists various categories, with "Science" selected and highlighted. On the right, a "Search within current topic:" section shows a list of subtopics under the "Science" heading. The "Science" subtopic is checked, and a list of related subtopics is displayed, including Agriculture, Anatomy, Archaeology, Astronomy, Bioethics, Biology, Biotechnology, Botany & Gardening, Chemistry, Cloning, Endangered Species (checked), Energy Sources, Environment, Genetics, and Geology. Three small images are shown to the right of the subtopic list: a woman, a laboratory setting, and a lightning bolt.

- Mark any subtopics that you want and click **Search**. A Result List of articles related to your topics displays.

The screenshot shows the Student Research Center search interface. At the top, there's a navigation bar with 'Sign In', 'Folder', 'Preferences', and 'Help'. Below that, there are tabs for 'New Search', 'Dictionary', and 'Encyclopedia'. The main search area has a 'Find:' field containing the query '(lions) and (TP "Science" AND (TU "Endangered Species"))'. There are 'SEARCH' and 'CLEAR' buttons. Below the search bar, there's a 'Refine Search' section with options like 'Add search to folder', 'Display link to search', and 'Create alert for this search'. A 'Filter results by' section shows various media types: All Results, Magazines, Newspapers, Books & Encyclopedias, Radio & TV News Transcripts, Primary Source Documents, and Photos. The results section shows 'All Results: 1-10 of 227' and 'Page: 1 2 3 4 5 Next'. The 'Narrow Results by:' section is expanded to show 'Subject' with filters for 'ENDANGERED species', 'WILDLIFE conservation', 'UNITED States', and 'CONSERVATION of natural resources'. Two search results are displayed: 1. 'Five more sea lions trapped at Bonneville Dam' by Robinson, Erik. and 2. 'Captured sea lion dies during health exam' by Robinson, Erik.

- If you select only a main topic, your results will be broad. For example, if you clicked Science and then clicked **Search**, your results would be limited to Science, which is a fairly general topic.
- If you want more focused results, you may want to mark topics and subtopics. For example, if you clicked Science, marked the Wildlife subtopic and then clicked **Search**, your results would include both Science and Wildlife, which is a more specific search.
- You can also enter a search term in the **Find** field on this screen. For example, if you clicked Science and marked Wildlife, and entered Lions in the **Find** field and then clicked **Search**, your results would include Science and Wildlife and the search term Lions. This is a more specific search. (If you mark several subtopics, they are combined using "OR.")

Source Type Search

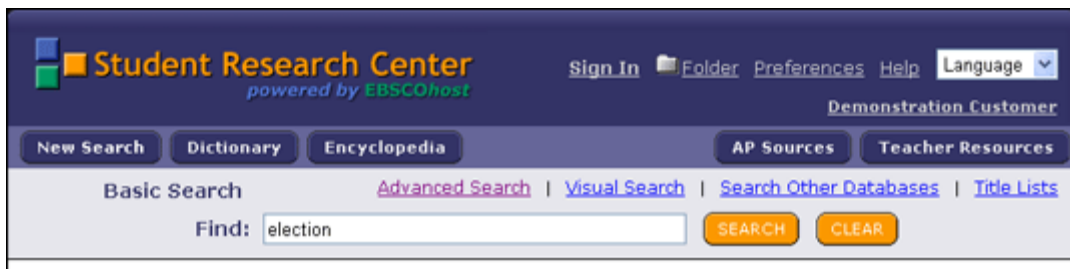
You can search within a specific source type. For example, you may want to limit your search terms to only results found only in *Magazines*, or only *Newspapers*.

To search by a specific source type:

1. From the Basic Search Screen, click a source type (for example, Newspapers) button. The search screen for the appropriate source type will display.



2. In the **Find** field, enter your search terms, and select any limiters or expanders available on the screen.



- Click **Search**. A Result List displays. Only results with the source type you selected appear.

The screenshot shows the Student Research Center interface. At the top, there is a navigation bar with 'Student Research Center powered by EBSCOhost' and links for 'Sign In', 'Folder', 'Preferences', and 'Help'. Below this is a search bar with 'election' entered and 'SEARCH' and 'CLEAR' buttons. The search results are filtered by 'Newspapers'. The results list shows two items:

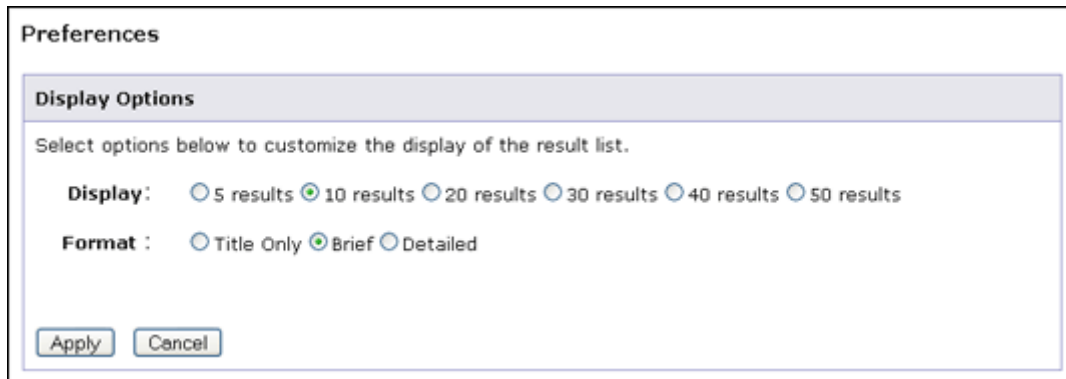
Narrow Results by:	
<ul style="list-style-type: none"> Subject UNITED States POLITICAL campaigns -- Moral & ethical aspects OBAMA, Barack 	<ol style="list-style-type: none"> EC warns against non-serious parties By: and Manish Tiwari, Kanwar Sandhu. Hindustan Times, 05/05/2008; (AN 2W62W63015720934) HTML Full Text Add Astrology is Cong's answer to Gowdas By: Lakshmana, KV. Hindustan Times, 05/05/2008; (AN 2W62W6333003606) HTML Full Text Add

Setting Preferences

You can change the format and sorting of your Result List by selecting Preferences from the Utility Toolbar located at the top of any *Student Research Center* screen.

To set preferences:

1. Select from the following Preferences settings:



The screenshot shows a dialog box titled "Preferences" with a sub-section "Display Options". Below the sub-section, there is a text prompt: "Select options below to customize the display of the result list." There are two rows of radio button options. The first row is labeled "Display:" and has six options: "5 results", "10 results", "20 results", "30 results", "40 results", and "50 results". The "10 results" option is selected. The second row is labeled "Format:" and has three options: "Title Only", "Brief", and "Detailed". The "Brief" option is selected. At the bottom of the dialog box, there are two buttons: "Apply" and "Cancel".

- **Display** – Specify how many results (or records) are displayed per page (for example: 5, 10, 20, 30, 40 or 50).
 - **Format** – Select the level of detail for each result: Title only, Brief or Detailed.
2. Click **Apply**. If you were previously at the Result List, it is updated according to your selections. If you were previously at the Search Screen, you must first perform a search before viewing the customized Result List.

Note: Format and display Preferences settings are not applied when viewing results in the Folder area.

Advanced Search Screens

Depending on how your library has set up the *Student Research Center*, Advanced Search may have either a single **Find** field or three guided-style **Find** fields.

Advanced Search with Single Find Field

To create an Advanced Search:

1. In the **Find** field, enter your search terms.



2. Select the **Document Types** that you want. If you want to find results for all document types (*Magazines, Newspapers, etc.*), be sure they are all checked. If you want only specific document types, uncheck the types that you don't want.
3. Use **Limiters** to narrow your search. For example,
 - Full Text – limits search results to full text articles.
 - Publication – limits search results to articles from a specific title.
4. Use **Expanders** to broaden your search:
 - Apply additional terms to query – expands search results by including synonyms and plurals of your search term(s).
 - Also search within the 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 results by applying the AND operator between terms, e.g., typing **space shuttle** would give results for *space and shuttle*.

- Click the **Search** button. A Result List is displayed.

The screenshot displays the Student Research Center search results page. At the top, there is a navigation bar with the logo and links for Sign In, Folder, Preferences, and Help. Below this are buttons for New Search, Dictionary, and Encyclopedia. A secondary navigation bar includes links for Advanced Search, Search History / Alerts, Visual Search, Search Other Databases, and Title Lists.

The main content area features a 'Refine Search' section with options to 'Add search to folder', 'Display link to search', and 'Create alert for this search'. The search results are for 'indians of north america AND Automatically "A...'. A 'Filter results by' section offers various media types: All Results, Magazines, Newspapers, Books & Encyclopedias, Biographies, Radio & TV News Transcripts, State/Province Reports, Primary Source Documents, Photos, and Film & Video.

Below the filters, it shows 'All Results: 1-10 of 10284', 'Page: 1 2 3 4 5 Next', and 'Sort by: Date'. A table of results is displayed with three entries:

Narrow Results by:	Results	Action
Subject INDIANS of North America BOOKS -- Reviews NONFICTION UNITED States PALEO-Indians INDIANS of North America -- Land tenure	1. Early man's Avella digs open By: Heinrichs, Allison M.. Pittsburgh Tribune Review (PA), 05/04/2008; (AN 2W62W6804552949) HTML Full Text	Add
	2. Man's horseback journey across America takes him through Danville By: Crane, John. Danville Register & Bee (VA), 05/03/2008; (AN 2W62W64007805000) HTML Full Text	Add
	3. ANCIENT CITADEL . Smithsonian, May2008, Vol. 39 Issue 2, p. 56, 5p, 1 map, 9c, 1bw	Add

- If you click the **Refine Search** link, you are returned to the Advanced Search Screen with your search terms remembered, and any configured search parameters retained.
- If you click the **Advanced Search** link, you are returned to the Advanced Search Screen with your search terms cleared, and any configured search parameters reset.
- If you click the **Student Research Center logo** or **New Search**, you are taken to the Basic Search Screen with your search terms cleared and any configured search parameters reset.

Advanced Search with Guided-Style Fields

To create an Advanced Search with Guided-Style Fields:

1. In the first **Find** field, enter your search terms.
2. Choose the search field from the **Default Fields** drop-down list. (For example, select the *Title* field.)
3. Repeat steps 1 and 2 for the second set of **Find** fields.
4. Select a Boolean operator (AND, OR, NOT) to combine the two **Find** field entries. If you need additional rows, click the **Add row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove row** link.
5. You can enter another Boolean operator, keyword, and search field in the third set of **Find** fields.
6. Select the **Document Types** that you want. If you want to find results for all document types (Magazines, Newspapers, etc.), be sure they are all checked. If you want only specific document types, uncheck the types that you don't want.

The screenshot displays the Student Research Center interface. At the top, it says "Student Research Center powered by EBSCOhost" and "Demonstration Customer". There are navigation links for "Sign In", "Folder", "Preferences", "Help", and "Exit". Below this, there are tabs for "New Search", "Dictionary", and "Encyclopedia". The main section is titled "Advanced Search" and includes links for "Search History / Alerts", "Visual Search", "Search Other Databases", and "Title Lists". The search area contains four rows of "Find" fields. The first row has "global warming" in the text box and a dropdown menu set to "Select a Field (optional)". The second row has "and" in a dropdown, "glaciers" in the text box, and another "Select a Field (optional)" dropdown. The third row has "and" in a dropdown, "endangered" in the text box, and a third "Select a Field (optional)" dropdown. The fourth row has "and" in a dropdown, an empty text box, and a fourth "Select a Field (optional)" dropdown. There are "Add Row" and "Remove Row" links to the right of the fourth row. Below the search fields are "SEARCH" and "CLEAR" buttons. On the left side, there is a "SEARCH BY TOPIC" sidebar with a list of categories: Arts & Media, English & Language Arts, Business, Careers, Current Issues, Health, History, Math, and Science. On the right side, there is an "Include when searching:" section with a "Check All" and "Uncheck All" button. Underneath is a "Document Types" list with the following items checked: Magazines, Newspapers, Books & Encyclopedias, Biographies, Country Reports, Radio & TV News Transcripts, State/Province Reports, Primary Source Documents, Photos, Maps & Flags, and Film & Video.

7. Use **Limiters** to narrow your search. For example,
 - Full Text – limits search results to full text articles.
 - Publication – limits search results to articles from a specific title.

8. Use **Expanders** to broaden your search:

- Apply additional terms to query – expands search results by including synonyms and plurals of your search term(s).
- Also search within the 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 results by applying the AND operator between terms, e.g., typing **space shuttle** would give results for *space and shuttle*.

9. Click **Search**. A Result List is displayed. To view a specific source type (e.g., only magazines), click the radio button to the left of the source type.

The screenshot displays the Student Research Center search results interface. At the top, there is a navigation bar with 'New Search', 'Dictionary', and 'Encyclopedia' buttons. Below this is a search bar with the text 'Advanced Search' and links for 'Search History / Alerts', 'Visual Search', 'Search Other Databases', and 'Title Lists'. The main content area shows a search for 'global warming AND endangered AND Automatical...'. There are options to 'Add search to folder', 'Display link to search', and 'Create alert for this search'. A 'Filter results by' section includes radio buttons for 'All Results', 'Magazines', 'Newspapers', 'Books & Encyclopedias', and 'Radio & TV News Transcripts'. The results section shows 'All Results: 1-10 of 361' and 'Page: 1 2 3 4 5 Next'. The 'Narrow Results by' section is expanded to show subject filters: 'GLOBAL warming', 'ENDANGERED species', 'UNITED States', 'POLAR bear', 'UNITED States, Dept. of the Interior', and 'ENDANGERED species -- Law & legislation'. Three search results are listed, each with an 'Add' button and a link to 'HTML Full Text'.

- If you click the **Refine Search** link, you are returned to the Advanced Search Screen with your search terms remembered, and any configured search parameters retained.
- If you click the **Advanced Search** link, you are returned to the Advanced Search Screen with your search terms cleared, and any configured search parameters reset.
- If you click the **Student Research Center logo** or **New Search**, you are taken to the Basic Search Screen with your search terms cleared and any configured search parameters reset.

Visual Search

Visual Search is a new and innovative way to search the *Student Research Center*. Your results are sorted by topic in an interactive, visual map. You can switch between Result List styles at any time by selecting either Block style or Column style from the Display Style menu. Adobe Flash Player 8.x or higher is required when using Visual Search.

To conduct a visual search:

1. Click the **Visual Search** tab at the top of the SRC screen.
2. Enter your search terms in the **Find** field.
3. Click **Search**. Your search results are displayed in columns. To follow a path, click on the subject (or publication) name. Your results are narrowed even further.

The screenshot shows the Student Research Center interface. At the top, there's a navigation bar with 'Sign In', 'Folder', 'Preferences', 'Help', and 'Language'. Below that, there are tabs for 'New Search', 'Dictionary', 'Encyclopedia', 'AP Sources', and 'Teacher Resources'. The 'Visual Search' tab is active. A search bar contains 'animal testing' with 'SEARCH' and 'CLEAR' buttons. Below the search bar are buttons for 'Group Results', 'Sort Results', 'Filter Results by Date', and 'Display Style'. The main area displays a hierarchical tree of search results. The 'ANIMAL welfare' category is selected, showing sub-categories like 'LABORATORY animals', 'MEDICINE -- Research', 'DRUGS -- Testing', 'UNITED States', 'ANIMAL experimentation', 'COSMETICS industry', 'CLINICAL pharmacology', 'DRUG monitoring', and 'PHARMACOLOGY'. The 'PHARMACOLOGY' sub-category is further expanded to show '13 Results (1 - 3)', with the first result 'The Tribulation of Trials.' by Healy, Bernadine, dated Apr 3, 2006, highlighted in a red box. A 'Relevance Key' on the right indicates that the results are sorted by relevance, with 'greatest' at the top and 'least' at the bottom. A 'Collect Articles' section on the right provides a summary of the selected article, including its title, date, journal, author, and abstract.

4. **Results Sorting Options** - To see different ways to group, sort, or filter your search, click any of the buttons above the Result List. You can select these options at any time – before you run your search, or after, when you are viewing your results.
 - **Group Results** – You can group by Subject or by Publication Name.
 - **Sort Results** – You can sort the results by Date (newest to oldest), or by Relevance (articles with the greatest relevance at the top of the list; those with the least relevance at the bottom of the list).
 - **Filter Results by Date** – Move the Date Range slider to filter from the newest articles to the oldest.
 - **Display Style** – Switch between the Blocks or Columns style at any time.

To preview an article:

1. To view the citation, click the **article title** inside the result. The Summary window displays more information about the article, including Title, Author, Journal Name, and a brief abstract.

The screenshot shows a search results interface. On the left is a vertical navigation menu with categories like 'ANIMAL welfare', 'LABORATORY animals', 'MEDICINE -- Research', 'DRUGS -- Testing', 'UNITED States', 'ANIMAL experimentation', 'COSMETICS industry', 'CLINICAL pharmacology', 'DRUG monitoring', and 'PHARMACOLOGY'. Below these is a green bar indicating '13 Results (1 - 3)'. Three article results are listed, with the first one, 'The Tribulation of Trials.', highlighted with a red border. The second result is 'Britain halts animal testing of cosmetics.' and the third is 'Why animal research is bad science.'. On the right side, there is a 'Collect Articles' section with a green box and a link 'Add to Folder'. Below that is a 'Summary' section for the selected article, showing its title, date, journal, author, and abstract. At the bottom of the summary, a 'More' link is circled in red.

2. To view the full text of the article (if available), click the **More** link at the bottom of the citation. The Summary window will expand to display the full article.

To collect articles:

Use the Collect Articles area to "drag-and-drop" articles that you are interested in. Items that you "collect" will remain there for the current session, unless you remove them. You will need to collect the items that you want to save to your folder.

To save items to your folder:

1. With your Result List displayed, drag the articles to the **Collect Articles** area.

The screenshot displays a research interface. On the left, a vertical list of categories includes: ANIMAL welfare, LABORATORY animals, MEDICINE -- Research, DRUGS -- Testing, UNITED States, ANIMAL experimentation, COSMETICS industry, CLINICAL pharmacology, DRUG monitoring, and PHARMACOLOGY. Below these is a green bar indicating '13 Results (1 - 3)'. The first result, 'The Tribulation of Trials', is highlighted with a red border; it is by Healy, Bernacine, dated Apr 3, 2006, from U.S. News & World Report, and is an 'Abstract Only'. On the right, the 'Collect Articles' panel contains three green buttons and a circled link that says 'To print, email, or save Add to Folder:'. Below this is a 'Summary' section for the article, listing the title 'Why animal research is bad science.', date 'Aug 2004', journal 'New Statesman', author 'Tatchel, Peter', and an abstract that criticizes the government's support for vivisection and animal research in Great Britain.

2. Click the **Add to Folder** link. The items are immediately added to your "session" folder.
3. If you want to save the items for use in a future session, be sure to sign into your My *Student Research Center* account.

Block Style Result List

If you select a Display Style of Blocks, the "block-style" Result List will display.

The screenshot shows the Student Research Center interface with a search for "animal testing". The search results are displayed in a block style. The interface includes a search bar, navigation tabs, and a grid of result blocks. A red box highlights the "Display Style" button in the top navigation bar. Another red box highlights the control arrows on the left side of the first result block. A third red box highlights the "Results Map" in the bottom right corner.

The Block Style Result List has two additional features - the **control arrows**, and the **Results Map**. To follow a path, use the control arrows on the left-hand side of the screen. Or, click in a new block within the Results Map to move to a different area of the Result List.

Note: Your library administrator decides whether Visual Search will be available, and which style (blocks or columns) will be the default

Dictionary Search

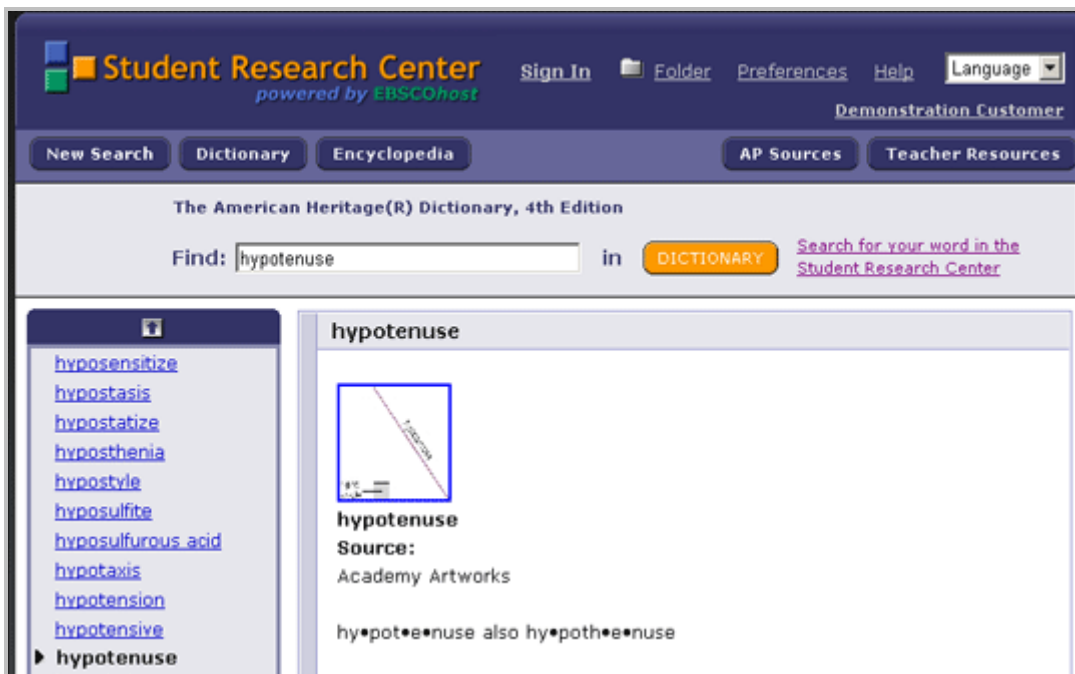
If the *Dictionary* button appears on the *Student Research Center (SRC)*, you can search within *The American Heritage® Dictionary of the English Language, Fourth Edition*.

To look up a word in the Dictionary:

1. From anywhere within SRC, click the **Dictionary** button. The Dictionary Search Screen appears.



2. Enter your word in the **Find** field and click the **Dictionary** button. If the word is found, the definition is displayed. You can then run a search for the word within all the student databases on SRC.



- Click the **Search for your word in the Student Research Center** link. A Result List appears.

The screenshot shows the Student Research Center interface. At the top, there is a navigation bar with 'New Search', 'Dictionary', and 'Encyclopedia' buttons. Below this is a search bar with 'hypotenuse' entered and 'SEARCH' and 'CLEAR' buttons. The results section shows 'Refine Search' options and a list of results. The results are filtered by 'All Results' and include three entries:

Narrow Results by:	
Subject MATHEMATICS PYTHAGOREAN proposition GEOMETRY -- Problems, exercises, etc. TRIANGLE POETRY	<ol style="list-style-type: none"> The wonder of it all By: Frieda Hughes. Times, The (United Kingdom), 03/24/2008; (AN 7EH2862633461) HTML Full Text Use triangles to get to Denver faster By: Villegas, Andrew. Greeley Tribune (CO), 02/25/2008; (AN 2W62W61527848329) HTML Full Text Web watch Times, The (United Kingdom), 11/15/2007; (AN 7EH1716679278) HTML Full Text

To browse the Dictionary:

- Use the **up** and **down** arrows to browse through the Dictionary Browse List. As you scroll down, the list of Dictionary entries changes.
- To view an entry, click on the **hyperlinked word**.

Encyclopedia Search

If an *Encyclopedia* button appears on the *Student Research Center*, you can search within the *Columbia Encyclopedia*.

To search within the Encyclopedia:

1. On the Encyclopedia Search Screen, enter your search terms in the **Find** field and click **Search**. You can use any limiters or expanders that are available in the Limit Your Results area of the screen. (For example, you could enter "Ecuador" in the **Find** field, and mark "also search within the full text of the articles.")



2. A search is run within the *Columbia Encyclopedia* and a Result List is displayed. Your search terms are remembered in the **Find** field above the Result List.



Teacher Resources Search

To create a Teacher Resources Search:

1. From the Teacher Resources Search Screen, enter your search terms in the **Find** fields. You can use Field Codes, Boolean Operators (**and**, **or**, **not**), and mark any limiters that you want.

The screenshot shows the 'Teacher Resources' search page. At the top, there is a navigation bar with 'Sign In', 'Folder', 'Preferences', 'Help', and 'Exit' links. Below this, there are tabs for 'New Search', 'Dictionary', 'Encyclopedia', and 'Teacher Resources'. The search area contains a 'Find:' field with the text 'web quest', a 'SEARCH' button, and a 'CLEAR' button. Below the search field are radio buttons for 'All' (selected) and 'ERIC'. To the left, there is a 'Curriculum Standards' section with a list: 'United States', 'Canada', and 'DoDEA Schools'. Below that is an 'Additional Links' section with links to 'U.S. Department of Education Web Sites' and 'DoDEA Web Site'. On the right, there is a 'Limit your results:' section with a 'Reset' button. This section includes checkboxes for 'Full Text' and 'Peer Reviewed', a 'Journal Name' field, a 'Date Published from' section with 'Month' and 'Year' dropdowns, and an 'Availability' dropdown menu with options: 'All', 'Available online from January 1993 onward', 'Available on microfiche only', and 'Not available from EDRS'.

2. To search all available teacher databases, click **All**. Otherwise, select **one** of the available databases (for example, *ERIC*, *Professional Development Collection*, *Academic Search Premier*, etc.).

- Click **Search**. A Result List is displayed.

The screenshot shows the Student Research Center interface. At the top, there are navigation links for 'Sign In', 'Folder', 'Preferences', and 'Help'. Below that are buttons for 'New Search', 'Dictionary', 'Encyclopedia', and 'Teacher Resources'. The main content area shows a search bar with the text 'Teacher Resources' and a search history/alerts section. The search results are displayed in a table with three entries:

Narrow Results by:		All Results: 1-10 of 721 Page: 1 2 3 4 5 Next Sort by: Date Add (1-10)	
Subject WEB sites COMPUTER network resources United States INTERNET in education Foreign Countries Internet Reviews GOOGLE Inc.	1.	The Quest for Net Neutrality , By: Dysart, Joe. American School Board Journal, May2008, Vol. 195 Issue 5, p52-53, 2p; (AN 31534068) PDF Full Text (242K)	Add
	2.	CONNECTING VIA THE AUTISM SPECTRUM , School Library Journal, Apr2008 Curriculum Connection, Vol. 54, p48-48, 1/4p; (AN 31595069) HTML Full Text	Add
	3.	Song, Story, or History: Resisting Claims of a Coded Message in the African American Spiritual \"Follow the Drinking Gourd\" , By: KELLEY, JAMES B.. Journal of Popular Culture, Apr2008, Vol. 41 Issue 2, p262-280, 19p; DOI: 10.1111/j.1540-5931.2008.00502.x; (AN 31290956)	Add

- If you click the **Refine Search** link, you are returned to Teacher Resources Search with search terms, limiters and expanders remembered.
- If you click the **Teacher Resources** button, you are returned to Teacher Resources Search with all your search terms cleared.

To view curriculum standards:

- From the Curriculum Standards area, click the button for the standards you want to view. Select from: United States, Canada, or DoDEA.
- If you selected United States or Canada, click on the hyperlinked **state** or **province name**. The web page that describes the state or province curriculum standards is displayed.

To view Department of Education web sites:

- From the Additional Links area, click the link that you want to view. Select from: U.S. Department of Education Web Sites or DoDEA Web Site.
- If you selected United States, click on the hyperlinked **state name**. The web page for that state's Department of Education is displayed.

Search History

Using Your Search History

To use search history:

1. Up to five of your most recent searches run from the Advanced and/or Teacher Resources Search Screens are displayed on the Search History Screen. You can click **Show More** (or **Show Less**) to control how many searches performed in the current session are displayed.



The screenshot shows a web interface titled "Search History / Alerts". At the top, there are navigation links: "Print Search History", "Retrieve Searches", "Retrieve Alerts", "Save Searches / Alerts", and "Clear Search History". Below these links is a section for combining searches, with a dropdown menu set to "and" and an "Add" button. The main part of the interface is a table with the following columns: "Add to Search", "Search ID#", "Search Terms", "Limiters and Expanders", "Actions", and "Delete".

Add to Search	Search ID#	Search Terms	Limiters and Expanders	Actions	Delete
<input type="checkbox"/>	S2	global warming and glaciers and endangered	Expanders - Automatically "And" search terms	View Results (12) Revise Search View Details	<input type="checkbox"/>
<input type="checkbox"/>	S1	global warming	Expanders - Automatically "And" search terms	View Results (29079) Revise Search View Details	<input type="checkbox"/>

2. You can do any of the following:
 - Click the **Add to Search** check box for the lines of search you want to use, make a selection in the **Combine searches with** dropdown list box, and then click the **Add** button. You will be returned to the search screen with the lines of search added to the **Find** field. Click **Search**. A Result List is displayed.
 - Click a linked **View Results (xx)** item. The search is automatically run and a Result List is displayed.
 - Click a **Revise Search** link. You will be returned to the search screen with the terms added to the **Find** field and any limiters/expanders marked. Click **Search**. A Result List is displayed.
 - Click an **X** to remove a search from the Search History list.
3. To clear your search history, either click **Clear Search History**, or end your session.

Notes:

- The search history that is displayed includes only the searches from the current session. Unless you create a saved search, when your session ends search history is cleared.
- If you change databases, your search history is saved (the query only, not the result counts). If the limiters and expanders you applied in the original databases are not available when you change databases or search screens, your searches may be affected.
- If search history is opened in the new database or interface, “Rerun” appears in the Results column. This indicates that the counts are not known because the search has not been run on your current database or interface. When you view the results (by clicking on the **Rerun** link), a new search is launched and its results counts are added to the search history.
- If you run a search against the same database, but the database has been changed, the limiters and expanders you originally selected may no longer be available in that database.

The Search History Screen

- **Combine Searches With** – To combine lines of history, mark the check box to the left of the lines and select a Boolean operator (and, or, not) from the drop-down list, and click **Add**. The lines of history are placed in the find field.
- **Add to Search** – To combine lines of history, mark the check box to the left of the lines and select a Boolean operator (and, or, not) from the drop-down list, and click **Add**. The lines of search history are placed in the **Find** field.
- **Search ID #** – The number assigned to your search. You can also select a search from the list by entering **S** and the **search number** (S1, S2, etc.).
- **Search Terms** – The terms you entered in the **Find** field, including any field codes or Boolean operators.
- **Limiters/Expanders** – The limiters and/or expanders used in your search are shown.
- **Actions** -
 - **View Results/Rerun** – Either **View Results (xx)** or **Rerun** appears as a hyperlink. Click the link to return the search and display an updated Result List.
 - **Revise Search** – Indicates that the lines of search can be edited. When you click **Revise Search**, the search terms are displayed in the **Find** field. You can then edit the search manually, entering field codes or changing limiters and expanders in the search option area. A new line of search history is created.
 - **View Details** – For each line of search history, the interface, search screen, and the database on which the search was last run.
- **Delete** – Indicates that individual lines of search history can be deleted. If you delete a line earlier within search history, any dependent lines are deleted, and the remaining lines of search history are renumbered. A message appears when you delete lines of search history.
- **Show More/Show Less** – Lets you control how much search history is displayed.

Searching Techniques and Tools

Improving Search Results

When searching EBSCO databases, if you receive a message that indicates no results were found, you may want to refine your search terms and try running the search again.

- There are different ways to refine your search so that the maximum search results are returned. In addition to trying the suggestions provided on the Search Screens, you could also try any of the following:
- Depending on the databases selected and how your library administrator has configured the interface, you may have expanders available. If so, try broadening your search to locate terms not only in the citation and abstract but also within the full text of the article. By marking the "Also search within full text of the article," you will expand the search.
- Depending on the databases selected and how your library administrator has configured the interface, you may have a thesaurus expander available. If so, try marking the "Apply additional terms to query" expander. EBSCO's thesaurus will find synonyms, alternate spellings and plurals for your search terms.
- Try unmarking one or more limiters. Limiters narrow your result list--depending upon the limiters you've chosen, you may have created too narrow of a search.

The Basic and Advanced Search Screens let you create a Boolean search with operators such as **AND**, **OR** and **NOT**. These searches are not designed to yield significant results if you enter long phrases or questions in everyday English.

If you receive a message that indicates an error in your query syntax, try searching again, keeping in mind the following:

- Reenter your search terms. Make sure you don't unnecessarily repeat words.
- Don't duplicate Boolean terms. (Enter "heart and lung" not "heart and and lung.")

There may be situations where you rerun a search and no results are found.

- If you run a search against a different database, the limiters and expanders you originally selected may not appear in the new database.
- If you run a search against the same database, but the database has changed, the limiters and expanders you originally selected may no longer be available in that database.

Boolean Operators (And, Or, Not)

Boolean logic defines logical relationships between terms in a search. The *Boolean search operators* are and, or and not. You can use these operators to create a very broad or very narrow search.

- **And** combines search terms so that each search result contains all of the terms. For example, **travel and Europe** finds articles that contain both *travel* **and** *Europe*.
- **Or** combines search terms so that each search result contains at least one of the terms. For example, **college or university** finds results that contain either *college* **or** *university*.
- **Not** excludes terms so that each search result does not contain any of the terms that follow it. For example, **television not cable** finds results that contain *television* **but not** *cable*.

The following table illustrates the operation of Boolean terms:

And	Or	Not
Each result contains all search terms.	Each result contains at least one search term.	Results do not contain the specified terms.
The search <i>heart</i> and <i>lung</i> finds items that contain both <i>heart</i> and <i>lung</i> .	The search <i>heart</i> or <i>lung</i> finds items that contain either <i>heart</i> or items that contain <i>lung</i> .	The search <i>heart</i> not <i>lung</i> finds items that contain <i>heart</i> but do not contain <i>lung</i> .

Using Booleans When Phrase Searching

When Boolean operators are contained within a phrase that is enclosed in quotation marks, the operator is treated as a stop word. When this is the case, any single word will be searched for in its place.

Limiters

Limiters let you narrow the focus of your search so that the information retrieved from the databases you search is limited according to the values you select. You can use more than one limiter if more than one is available.

Common limiters that can appear on Advanced Search include:

- **Full Text** – Click to limit results to articles with full text.
- **Cover Story** – Click to limit results to articles that were featured as cover stories.
- **Local Titles** – Click to limit results to articles available at your library.
- **Journal/Magazine** - Enter a journal/magazine name in this field to limit results to articles only from that title.
- **Peer Reviewed** - Limits search results to articles from peer-reviewed journals. Peer-reviewed journals are publications that include only those articles that have been reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.
- **Date Published** - Use this option to search for articles within a specified date range. Create a range by using the drop-down lists to specify the months of the range and enter the last two digits of the year in the entry fields to specify the years of the range.
- **Number of Pages** - Enter a number in this field to limit results to a specific number of pages in length. Place the < (less than) or > (greater than) symbol before the number to search for articles with a specific page length range. For example: to search for articles that are greater than three pages in length, enter >3 in this field. You can also use a dash to enter a range of pages. For example, to find articles between five and ten pages long, enter 5 - 10.

Limiters **do** limit one another. If you select both Full Text and Cover Story limiters, the results that are retrieved include only Full Text items that are Cover Story items. The exception to this rule is the use of Full Text and Local Titles limiters. In this situation, use of these limiters produces a list of results that has Full Text or is part of a local collection. Limiters may vary by interface, database and search screen.

To create a search using a limiter:

1. In the **Find** field, enter your search terms.
2. Select the limiter you want to use from the Limit Your Results section of the Search Screen.
3. Click **Search**. The Result List appears.

Using Limiters with Advanced Search

Both *database-specific limiters* and *global limiters* are available to apply to your search term. When you search more than one database, the common limiters are displayed under the **Limit Your Results** heading. Other limiters may appear under the **Special Limiters for: Database Name** heading.

Limiters are applied to your search with the AND operator. When you make multiple selections from within a limiter (such as Publication Type or Language) those selections are applied with the OR operator. Limiters are applied to the entire search, and appear at the end of the search with the AND operator.

For example, if you perform a search and use limiters, the search is performed as follows:

search term and limiters

If you make multiple selections from the options available for a single limiter by pressing Control - Enter when searching from a list box; the search is performed as follows:

search term and ((one limiter or another limiter) and limiters)

For example: if you enter heart in the **Find** field, select the Full Text limiter, and select both Case Studies and Practice Guideline from the Publication Type limiter, the search is constructed as follows:

heart AND ((PT Case Studies OR PT Practice Guideline) and FT Y)

Limiters and Search History

Advanced searches from your current session are saved and numbered, starting with S1. You can combine saved searches by entering them in the **Find** field - for example, S1 and S2. When you do, the limiters from each search are applied to the new search.

If S1 is a search for **heart and (PT Case Studies or PT Practice Guideline)** and S2 is a search for **liver and kidney and FT Y**, a search that combines S1 and S2 searches:

- S1 and S2: ((heart) and (PT Case Studies or PT Practice Guideline)) and ((liver and kidney) and (FT Y))
- S1 or S2: ((heart) and (PT Case Studies or PT Practice Guideline)) or ((liver and kidney) and (FT Y))

In either case, the limiters from both searches are included.

Searches run from the Basic Search Screen are not saved to the History File used by the Advanced Search Screen. Lateral searches and searches launched from a record (via a link) are recorded to search history if the Advanced Search Screen is your starting point.

Using Limiters and Field Codes to Search

You can search using the limiters in the Advanced Search Screen without entering a term in the **Find** field. This lets you search very specific types of information like Review Articles, or certain Publication Types.

The limiters that are available depend on your selection of database, and they work to limit each other. For example, by selecting the Case Studies Publication Type and a date range, you could search your database for all Case Studies from 1999.

You can also search using field codes to qualify your search terms. By entering the appropriate field codes in the **Find** field, you could search, for example, for items by a specific author published in a particular year ((AU Smith) and (YR 99)). The search appears in the Add to Search column, and is assigned a Search ID number.

Using Parentheses

In the examples above, *parentheses* were used to show how searches are conducted by default in the Advanced Search Screen. Parentheses let you control a search query, and you can modify your searches by modifying their placement.

If you do not use parentheses, terms with AND and NOT have priority over terms with OR. If you use parentheses, elements that are enclosed in parentheses are executed first, and those parentheses appear in Search History and in the Find field.

In the example below, the same search terms are used, but the use of parentheses modifies the search, and produces different results:

lung or ((kidney and liver) and skin) = 5912 results

(lung or kidney) and (liver and skin) = 9 results

Results for these searches differ according to the grouping of the terms.

If you do not use parentheses for the query, the order of operation for the Boolean operators is according to the Z39.50 standard. AND and NOT have priority over OR. For example, hockey or baseball and sports injuries will execute as:

hockey or (baseball and sports injuries)

Expanders

Expanders let you broaden the scope of your search. They do this by widening your search to include words related to your keywords or including the actual text of the full text results in your search.

Common expanders that may appear on Advanced Search include:

- **Also search within full text articles** – Select this option to search for your keywords within the full text of articles, as well as abstract and citation information. This applies only to words not qualified by a field code.
- **Include all search terms by default** – Select this option to search for all terms you entered, in any order within the text. Your terms are automatically "anded" together. If you surround terms with quotation marks, the phrase within the quotation marks is treated as one term.
- **Apply additional terms to query** – Select this option to expand search results by including synonyms and plurals of your search terms.

To create a search using an expander:

1. On Advanced Search, enter your search terms in the **Find** field.
2. Select the expander you want to use from the "Expand results to" area of the Search Screen.
3. Click **Search**. The Result List appears.

Field Codes

You can use *field codes* to create a search using indexed fields referenced in either the citation or full display (or full text, if available). EBSCO uses two-character abbreviations for field codes such as SU-Subject, AU-Author or TI- Article_Title.

Field codes are database specific. For more information on which searchable fields are available for a database, on the Database Information & Title List Screen, click the **More Information** link for the database.

To create a search using a field code:

1. At the Search Screen, type one of the two-letter codes before your search terms in the text entry field. For example, to search for articles that include the subject sports injuries and the term hockey, type: **SU Sports Injuries and Hockey**.
2. Click **Search**. The Result List appears.

Including Phrases in a Search

Using Stop Words

Stop words are commonly used words such as articles, pronouns and prepositions. Stop words are not added to the search dictionary, since their relevance is minimal, but they are counted as words for proximity (the distance between words). Ignoring stop words allows the program to retrieve a more precise Result List, especially for a relevancy ranked search.

The search engine ignores stop words (such as *the, for, of* and *after*), finding any single word in its place. For example, if you entered *company of America*, the search engine would find *company of America*, *company in America*, or *company for America*. It would not find *company of the America*, because the search engine retains a word distance.

If you enter two stop words, the search engine will find any two words in the place of the stop words. For example, if you searched for *company of the America*, the search engine finds any two words in the place of the stop words.

EBSCO has two primary lists of stop words, separate for Boolean and Natural Language searching. Additionally, several databases have their own list of stop words. All of these lists were created based upon The Library of Congress' suggestions on stop words, as well as our own statistical analysis.

Using Quotation Marks

Typically, when a phrase is enclosed by double *quotations marks*, the exact phrase is searched. This is not true of phrases containing stop words. A stop word will never be searched for in an EBSCO database, even if it is enclosed in double quotation marks. A search query with stop words only (i.e. no other terms) yields no results.

When Boolean operators are included in a phrase search that is enclosed by quotations marks, the operator is treated as a stop word. When this is the case, any single word will be searched in its place.

Using Punctuation

If you enter phrases with *punctuation*, the search engine searches for the term both with and without the punctuation. For example, if you enter *television: talk show*, the search engine finds results with *television talk-show*, *television talk show*, and if synonyms have been activated, *TV talk show*.

If you enter hyphenated words in a search, the search engine automatically searches for the word in both hyphenated and non-hyphenated forms. For example, entering *coca-cola* will find both *Coca Cola* and *Coca-Cola*.

Single vs. Plural Searching

In order to provide the most comprehensive search results, when the *Student Research Center* conducts a search, it may return results that include both the single and plural versions of your search terms.

When a singular term is entered, we automatically search the default plural (e.g., *egg* and *eggs*). However, if the plural is entered, we do not automatically search for the singular version of the term. If the plural is spelled differently, (e.g. *child*, *children*), a search is not expanded unless the expander is checked. The *Student Research Center* may also return results with regional spellings (e.g., *color*, *colour*), acronyms (e.g., *TV*, *T.V.*) as well as a limited number of synonyms.

Proximity Searches

You can use a *proximity search* to search for two or more words that occur within a specified number of words (or fewer) of each other in the databases. Proximity searching is used with a keyword or Boolean search.

The proximity operators are composed of a letter (**N** or **W**) and a **number** (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:

- *Near Operator (N)* - **N5** finds the words if they are within five words of one another regardless of the order in which they appear.

For example, type **tax N5 reform** to find results that would match tax reform as well as reform of income tax.

- *Within Operator (W)* - In the following example, **W8** finds the words if they are within eight words of one another and in the order in which you entered them.

For example, type **tax W8 reform** to find results that would match tax reform but would not match reform of income tax.

Wildcard (?) and Truncation (*) Symbols

Use the *wildcard and truncation symbols* to create searches where there are unknown characters, multiple spellings or various endings. 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 your search terms and replace each unknown character with a ?. The search engine finds all citations of that word with the ? replaced by a letter.

For example, type **ne?t** to find all citations containing **neat**, **nest** or **next**. The search engine does 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 *. The search engine finds all forms of that word.

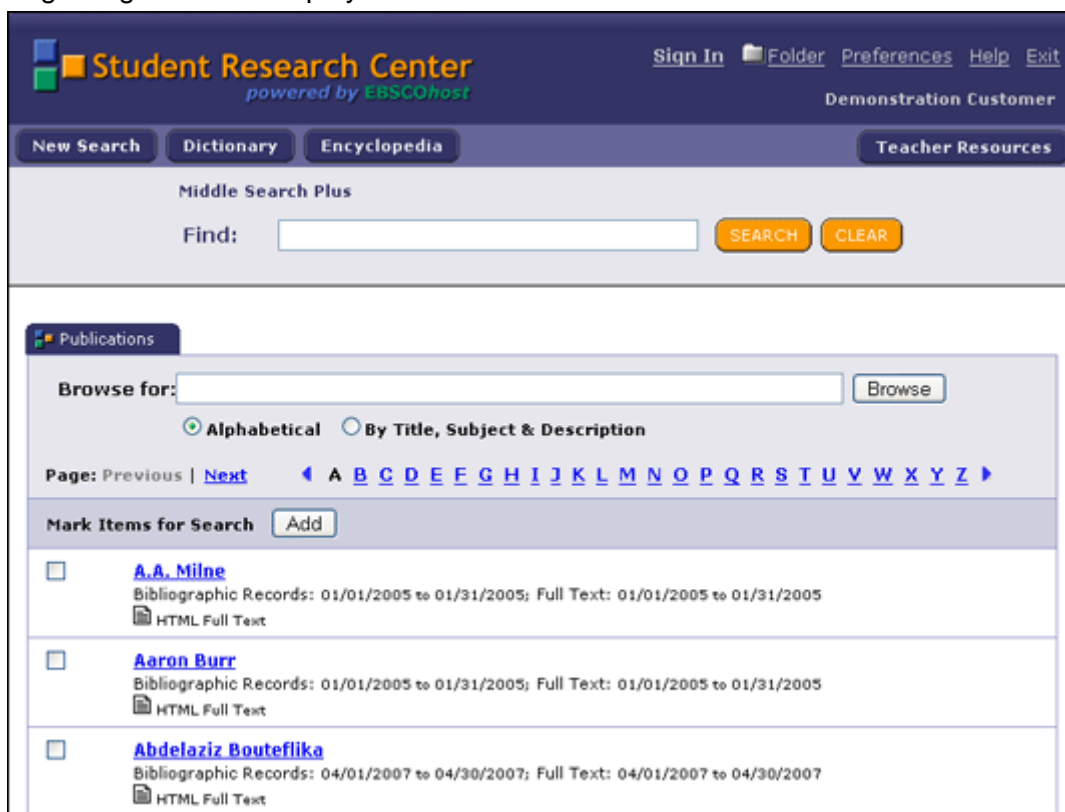
For example, type **comput*** to find the words computer or computing.

Browsing and Searching by Publication

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

To browse for a publication:

1. From the SRC Home page, click the **Title Lists** link and then click the Database **Title List** link on the Information & Title Lists Screen. The Publication List appears with the beginning of the list displayed.



2. Enter your search terms in the **Browse for** field. You can enter all or part of a publication name. (For example, you could enter *Time*.)
3. Select a search type. Click one:
 - **Alphabetical** – Finds journals beginning with the letters you entered. Results are displayed in alphabetical order.
 - **By Title, Subject & Description** – Finds publications that carry that term in the Subject, Description or Title fields of the Publication Details.

Note: The selections may vary by database.
4. Click **Browse**. A Result List is displayed.
5. Browse the list by using the **scroll bar** or the **arrow keys** to move up or down the current page, or by using the **Next** and **Previous** links at the top and bottom of the page.

For a description of the journal or publication, click the hyperlinked **Publication Name**. The information found in the Publication Details may include: the title, ISSN, publisher information (name, address, publisher URL), title history, bibliographic record and full text coverage, publication type, the subject and/or a description of the journal, and whether the journal is peer reviewed.

Hyperlinks to all issues are displayed in a column on the right side of the screen. If the journal displays a title history, you can switch between **All Issues** in the history or **Current Title Only** (the issues for the current title being displayed).

Marking Items for Search

You can use the *Mark Items for Search* feature to search several publications at the same time, or to combine publication names with other search terms.

To search for several publications at the same time:

1. With the Publication List displayed, mark the check boxes to the left of the publications you want to search. Click **Add**. The publications you selected are placed in the **Find** field on the Search Screen. (They are combined with "or.")
2. To search within those publications, click **Search**. Or, to revise your search, you can add more terms in the **Find** field and click **Search**.

For example, enter *science* in the **Browse for** field and click **Browse**. You could then mark the publications *Science and Society* and *Science as Culture*, and click **Add**. Your selections would be posted in the **Find** field as:

JN "Science & Society" OR JN "Science as Culture"

You could click **Search**, and obtain results from both publications. You could also edit your search in the **Find** field, adding "and humanity" to your search. This would provide a different set of search results.

To search within a specific 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. Add any additional search terms and/or limiters and click **Search**. A Result List is displayed.

Setting Up a Personal Account

You can set up a *personal account* that you can use to save search results, persistent links to searches, saved searches, search alerts, and web pages to your personal folder.

To set up a personal account:

1. Click the **Sign In** link at the top of the page and then click the **I'm a new user** link. The Create a New Account Screen appears.

Sign In to My Student Research Center	
To save items in a personal folder, set up an account by entering the following information and then click Submit.	
Create a new account	
First Name	<input type="text"/>
User Name	<input type="text"/> This is the user name you will use to sign in to My Student Research Center.
Password	<input type="password"/> Five-character minimum, no spaces
Retype Password	<input type="password"/>
Secret Question	[Select One] <input type="button" value="v"/> 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.	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

2. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Continue**.
3. If all the information is accepted, a message appears providing your user name and password. Click **OK**. You are automatically logged in as a personal user. You should note the user name and password you created so you can log in during a future session.

When you set up a personal account, we ask for your name, e-mail address, a unique login name, password, and password validation. EBSCO uses this information only to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information. Click on the **Privacy Policy** link at the bottom of the page for more information.

If you have forgotten your password, you can submit your user name to retrieve your password.

To reset your password:

1. From the Login Screen, click **I forgot my password**. You are prompted to provide your user name.
2. Enter your user name and click **Continue**. You are prompted to answer the question you entered as a password hint.
3. Enter your new password twice.
4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in during a future session.

If you have forgotten your user name and password, you can submit information to retrieve your user name and password.

To retrieve your user name and password:

1. From the Sign In Screen, click **I forgot my user name and password**. You are prompted to enter your first name, last name, and e-mail address.
2. Click **Continue**. The Reset your Password Screen appears with your user name displayed.
3. You are prompted to answer the question you entered as a password hint, and to enter a new password twice.
4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in during a future session.

Saving Searches and Alerts

If enabled by your library administrator, you can set up a *personal account* for use on the *Student Research Center*. You can save searches, retrieve and reuse them, and print them as needed. For information on saving a search as an alert, see “Saving a Search as an Alert.”

Saving a Search

To save searches:

1. Click the **Search History/Alerts** link and then click **Save Searches/Alerts**. The Saved Search/Alerts Screen appears. If you have not signed in to *My Student Research Center*, you will be prompted to do so.
2. Enter a **Name** and **Description** for the search. (For example, *mysearch1*)
3. In the **Save Search As** field, select one of the following:
 - Saved Search (Permanent)
 - Saved Search (Temporary 24 hours)
 - Alert – If you selected Alert, additional fields are available. For more information, see “Saving a Search as an Alert.”
4. To save the search, click **Save**; otherwise, click **Cancel**. You are returned to the Search History/Alerts Screen.

You can retrieve your saved searches and alerts and edit and reuse them.

To retrieve searches:

1. From the Search History/Alerts Screen, click **Retrieve Searches**.
Note: If you have not already signed in to *My Student Research Center*, you will be prompted to do so. Enter your **user name** and **password**; or click **Cancel** and return to the Detailed Search Screen.
2. To retrieve a search from the Saved Searches List, click on a **Retrieve Saved Search** link.
Note: If you currently have search history open, you are prompted to save your current search. If you proceed without saving, the retrieved search appears and your current search is cleared.

After clicking the **Retrieve Saved Search** link, you are returned to the Search History/Alerts screen. The Search History box now includes all information for the search you retrieved. When you view the results (by clicking a **Rerun** link in the Actions column) a new search is launched and its results are added to the search history.

To print search history:

1. From the Search History/Alerts tab, click **Print Search History**. A browser window opens with the search history formatted for printing.
2. On the browser toolbar, click the **Print** icon. To close the browser, click the **x** in the top right corner of the window.

Note: Due to the Children's Online Privacy Protection Act, the search alert and journal alert features are not available if you have indicated that you are younger than 13 years of age.

Saving a Search as an Alert

To save a search as an alert:

1. From the Advanced Search Screen click the **Search History/Alerts** link. (If enabled by your library administrator, Search History may also be available from Basic Search.)
2. From the Search History/Alerts Screen, click **Save Searches/Alerts**. The Saved Search/Alert Screen appears. If you have not already signed in your personal account, you will be prompted to do so.

*In the **Save Search Alert** Area of the screen*

1. Enter a **Name** and **Description** for the Alert.
2. To run the Alert against a different database, select the **Databases** from the drop-down list. Note that you might not have additional databases listed.

*In the **Save Search As** area of the screen:*

1. To save the search as an Alert that can be automatically run, click the **Alert** radio button. The Save Alert Screen appears.
2. To select how often the search will be run, from the **Frequency** drop-down list, select one:
 - Once a day (the default)
 - Once a week
 - Bi-weekly
 - Once a month
3. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one:
 - One month
 - Two months
 - Six months
 - One year
 - No limit (the default)
4. In the Run Alert for field, select one:
 - One month
 - Two months
 - Six months
 - One year (the default)

*In the **Alert Options** area of the screen:*

1. Select the **Alert results format**: Brief, Detailed, or Bibliographic Manager.
2. To **limit access to only the articles in sent** (rather than the entire site), mark the check box to the left of this field.

*In the **E-mail Properties** area of the screen:*

1. Indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only) - if you select this option, the remaining E-mail Properties are hidden (they are not necessary for RSS).
2. Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
4. In the **Title** field, enter a title for the e-mail. This is an optional field. The default value for the Title field is: *Student Research Center Alert Notification*.
5. In the **E-mail [From] address** field, enter a "from" address for the e-mail. This is an optional field. The default value for this field is EPAlerts@EPNET.COM.
6. Select the **E-mail Results format** to use: Plain Text or HTML.
7. In the **Include in e-mail** area, select the Query check box to have your search string included with your results. To include the alert frequency, select the **Frequency** check box.
8. When you have finished making changes, click the **Save** button.

Note: Due to the Children's Online Privacy Protection Act, the search alert and journal alert features are not available if you have indicated that you are younger than 13 years of age.

Journal Alerts

Setting Up a Journal Alert

To set up a journal alert:

You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

To set up a journal alert:

1. On the Advanced Search Screen, click the **Publications** link. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
2. Click the **Journal name** to display the journal's Publication Details Screen.
3. Click the **Journal Alert** link. If you have not signed in to *My Student Research Center*, you will be prompted to do so.
4. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.
5. In the **Run Alert for** field, select how long the journal alert should run:
 - One month
 - Two months
 - Six months
 - One year (the default)

In the Alert Options area

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit access to only the articles sent** (rather than the entire site), mark the check box to the left of this field.
3. To receive an **Alert on full text only**, mark the check box to the left of this field.

*In the **E-Mail Properties** area*

1. Indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only) – if you select this option, the remaining E-mail Properties will be hidden (they are not necessary for RSS).
2. **E-mail Address** – to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address
3. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the “To” field.

Note: If you specify multiple e-mail addresses and do not want recipients to see all e-mail addresses, mark the **Hide Addresses from Recipients** check box.

4. **Subject** – enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
5. **Title** – you can optionally enter a title for the e-mail. The default value for the Title field is: *Student Research Center Alert Notification*.
6. **E-mail [From] address** – defaults to EPAAlerts@EPNET.COM. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format to use**: Plain Text or HTML.
8. Indicate whether you want to include: Link to **TOC page on EBSCOhost** or **Article links embedded within the e-mail message**.
9. **Include in e-mail** – To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.
10. When you have finished making changes, click **Save**. *Student Research Center* displays the Alert Summary details. Click **Continue** to return to the Publication Details Screen. The Publications Details Screen includes a message indicating that a journal alert has been set for the publication.

Note: Due to the Children's Online Privacy Protection Act, the journal alert feature is not available if you have indicated that you are younger than 13 years of age.

Viewing Search Results

The Result List

All Results

Search results may include citations, full text, document summaries or abstracts, and can include links to full text.

The screenshot displays the Student Research Center interface. At the top, there's a navigation bar with 'New Search', 'Dictionary', and 'Encyclopedia' buttons. Below that, a search bar contains the query 'indians of north america AND Automatically "A...'. The results are filtered by 'All Results'. A list of three results is shown, each with a title, author, date, and a link to the full text. The 'Narrow Results by' sidebar on the left shows various filters like 'Subject', 'INDIANS of North America', 'BOOKS -- Reviews', 'NONFICTION', 'UNITED States', 'PALEO-Indians', and 'INDIANS of North America -- Land tenure'.

- Each result is numbered, and the available formats for the article are displayed—HTML Full Text, PDF Full text, or Linked Full Text. (Linked Full Text is only available from a Teacher Resources Search.) Click the **linked page numbers** (or **Next | Previous** links) to move through the Result List.
- Where a "Sort by" drop-down list is available, you can re-sort your results by author, date, relevance, etc.
- Where **Source Type** icons appear, you can filter your results by selecting the radio button for that source type. For example if you select the Magazine radio button, only the Magazine results display.
- You can change your **Preferences** settings to specify how many results per page should be displayed, and how much detail should be displayed for each result—title only; a brief citation; or a detailed citation of the article.

- The article title is a hyperlink to the "best view" as selected by the library administrator—this could be the citation; a brief citation plus full text; a PDF file; or links to full text. To view a different format, click on any of the icons listed below the title.
- When a Result List is displayed, an **Add search to folder** icon appears to the right of your search string. You can add the search string to the folder as a persistent link to a search.
- From a Result List, you can click the **Display link to search** icon that appears at the end of the search string. The search string 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.

Clustered Results

Some databases support organizing the Result List by subjects, authors, or journals. This feature, also known as "clustering," is helpful if you want to discover major groupings for your topic without having to browse multiple pages of results, or checking individual articles to see if they are relevant.

To organize your results by subject, author, or journal "clusters":

1. From either Basic or Advanced Search, enter your search **terms** in the Find field and click **Search**. The Result List displayed includes a list of cluster items in the left column.

The screenshot shows the Student Research Center interface. At the top, there's a navigation bar with 'New Search', 'Dictionary', and 'Encyclopedia' buttons. Below that, a search bar contains the query 'indians of north america AND Automatically "A...'. The results are displayed in a grid format with various media types like Magazines, Newspapers, Books & Encyclopedias, etc. The 'Narrow Results by' section is expanded to show 'Subject' with a list of categories including 'INDIANS of North America', 'BOOKS -- Reviews', 'NONFICTION', 'UNITED States', 'PALEO-Indians', and 'INDIANS of North America -- Land tenure'. The main results list shows three items, each with a title, author, publication info, and an 'Add' button.

Narrow Results by:	
▼ Subject	
INDIANS of North America	
BOOKS -- Reviews	
NONFICTION	
UNITED States	
PALEO-Indians	
INDIANS of North America -- Land tenure	

1. Early man's Avella digs open By: Heinrichs, Allison M.. Pittsburgh Tribune Review (PA), 05/04/2008; (AN 2W62W6804552949) HTML Full Text	Add
2. Man's horseback journey across America takes him through Danville By: Crane, John. Danville Register & Bee (VA), 05/03/2008; (AN 2W62W64007805000) HTML Full Text	Add
3. ANCIENT CITADEL , Smithsonian, May2008, Vol. 39 Issue 2, p. 56, 5p, 1 map, 9c, 1bw	Add

2. You can page through the results just as on a "regular" Result List. Or, to narrow your results, click a **hyperlink** in a "Narrow Results by" column. A new Result List, limited to the subject, journal, or author selected is displayed, and a new list of cluster items appears in the left column.

Notes:

- Your Library Administrator decides whether Clustered Results are available.
- The Clustered Results groupings (Subject, Journal, Author) are enabled/disabled on an individual basis in *EBSCOadmin*. For example, you can enable clustering by Subject and Journal and disable clustering by Author.
- The first 125 results, relevancy ranked, appear for the clusters enabled in *EBSCOadmin*.
- The maximum number of cluster items displayed in a group (Subject, Journal, Author) is 10.

Record Format

When you click the title of an article, the "Best View" selected by your library administrator is displayed. This can be a citation, HTML full text or PDF. To view a different format, click on any of the icons displayed in the **View** area.

Citation View

When the citation view is displayed, it may also include a summary or an abstract. Your original keywords are highlighted throughout the record. If activated by your library administrator, the full text of the article may appear below the citation.



The screenshot shows the Student Research Center interface. At the top, there is a navigation bar with the logo and text "Student Research Center powered by EBSCOhost". To the right of the logo are links for "Sign In", "Folder", "Preferences", and "Help". Below this is a "Demonstration Customer" label. A secondary navigation bar contains buttons for "New Search", "Dictionary", "Encyclopedia", "AP Sources", and "Teacher Resources". The main content area shows a search result for "7 of 11288" with a "Result List" and "Refine Search" link. Below this is a "View:" section with icons for "Citation", "HTML Full Text", "PDF Full Text (561K)", "Print", "E-mail", "Save", and "Add to folder". The record details are as follows:

Title:	Miniature Tipis.	Find More Like This
Authors:	McKittrick, Rosemary	
Source:	Antiques & Collecting Magazine ; May2006, Vol. 111 Issue 3, p27-27, 1p	
Document Type:	Article	
Subject Terms:	ARCHITECTURE, Domestic HOUSING INDIANS INDIANS of North America -- Dwellings TIPIS	
Abstract:	The article provides information on tipis. They are ideal homes for nomadic tribes. The size of a tipi ranged from 12 feet to 30 feet in diameter. At present, tipis are used for ceremonial purposes by <i>Indians</i> .	
Full Text Word Count:	591	
ISSN:	1084-0818	

- The author and subject of the record can appear as links that let you perform a search of that particular field.
- Where a **Find More Like This** link appears, you can click the link to perform a search for articles with similar subject headings. A new Result List will display
- The source may display a link or journal logo that leads to a detailed view of the source or publication. Clicking on the journal logo links you to a detailed description of the journal. Clicking **Back** returns you to the full record of the article.
- The source may also include a table of contents link that lets you perform a search on the same issue of the source or publication.

HTML Full Text View

When the HTML Full Text view is displayed, you can also return to the citation, or any PDF or linked text by clicking on the available icons. The text is displayed formatted and ready for printing. A brief citation is always included at the end of the article.



The screenshot shows the Student Research Center interface. At the top, there is a navigation bar with the logo and text "Student Research Center powered by EBSCOhost". To the right, there are links for "Sign In", "Folder", "Preferences", and "Help". Below this, there is a "Demonstration Customer" label. The main navigation area includes buttons for "New Search", "Dictionary", "Encyclopedia", "AP Sources", and "Teacher Resources". The search results area shows "7 of 11288" results, with a "Result List" and "Refine Search" link. Below the search results, there are icons for "View: Citation", "HTML Full Text", "PDF Full Text (561K)", "Print", "E-mail", "Save", and "Add to folder". The article title is "Miniature Tipis", by McKittrick, Rosemary, from Antiques & Collecting Magazine, 10840818, May2006, Vol. 111, Issue 3. The database is identified as "Canadian Reference Centre". The article content is displayed in a box with a "Find More Like This" link. The article text includes a section titled "Section: Collector's Corner" and several paragraphs of text.

- From either the citation or full text views, you can refine your search, return to the Result List, save to the folder, and print, e-mail, or save the article.
- Where a **Find More Like This** link appears, you can click the link to perform a search for articles with similar subject headings. A new Result List will display

PDF Full Text View

When the PDF view is displayed, the article opens in the Adobe Acrobat Reader. To print the article, use the print capability available from the Reader. You can also return to the citation, any full text, or linked text by clicking on the available icons. From the PDF view, you can also refine your search, return to the Result List, or e-mail the article.



Linked Full Text View

You can link to full text articles from other EBSCO databases or from electronic journals subscribed to through EBSCO Subscription Services and EBSCOhost Electronic Journals Service.

When the linked full text result is displayed, you can also return to the citation, full text, or linked text by clicking on the available icons. When you click on an available hyperlink and open full text, you can refine your search, return to the Result List, and print, e-mail or save the article.

Note: On SRC, Linked Full Text is available only from a Teacher Resources Search.

The Folder

As you add items to the folder, you can click the **Folder** link to review items have been added.

You can store all of the following to your folder: search result items, persistent links to searches, saved searches, search alerts, journal alerts, and web pages.

The screenshot shows a web interface titled "Folder List". On the left is a sidebar with a list of categories and their counts: Articles (5), Images (0), Videos (0), Persistent Links to Searches (0), Saved Searches (0), Search Alerts (0), Journal Alerts (0), and Web Pages (0). The main area is titled "Articles" and shows "1-5 of 5 Page: 1". It includes action buttons for "Print", "E-mail", and "Save", and a "Sort by: Name" dropdown menu. Below these are "Select All" and "Delete Items" buttons. The article list contains four entries, each with a checkbox, a numbered title, author information, publication details, and a link to the full text (HTML or PDF).

Articles	
1-5 of 5 Page: 1	
Print E-mail Save Sort by: Name	
Select All Delete Items	
<input type="checkbox"/>	1. Dinosaurs and other fossil vertebrates from the Late Jurassic and Early Cretaceous of the Galve area, NE Spain. By: Sánchez-Hernández, Bárbara; Benton, Michael J.; Naish, Darren. Palaeogeography, Palaeoclimatology, Palaeoecology, Jun2007, Vol. 249 Issue 1/2, p180-215, 36p; DOI: 10.1016/j.palaeo.2007.01.009; (AN 25108350)
<input type="checkbox"/>	2. Dinosaurs' gradual rise to dominance. By: Perkins, Sid. Science News, 8/4/2007, Vol. 172 Issue 5, p78-78, 1/6p; (AN 26204970) HTML Full Text
<input type="checkbox"/>	3. EXTREME DINOSAURS. (cover story) By: Updike, John. National Geographic, Dec2007, Vol. 212 Issue 6, p32-57, 18p; (AN 27622950) HTML Full Text
<input type="checkbox"/>	4. Giant Sea Reptiles of the Dinosaur Age. By: D. J. F.. Horn Book Magazine, Jan/Feb2008, Vol. 84 Issue 1, p105-106, 2p; (AN 27786846) PDF Full Text (178K)

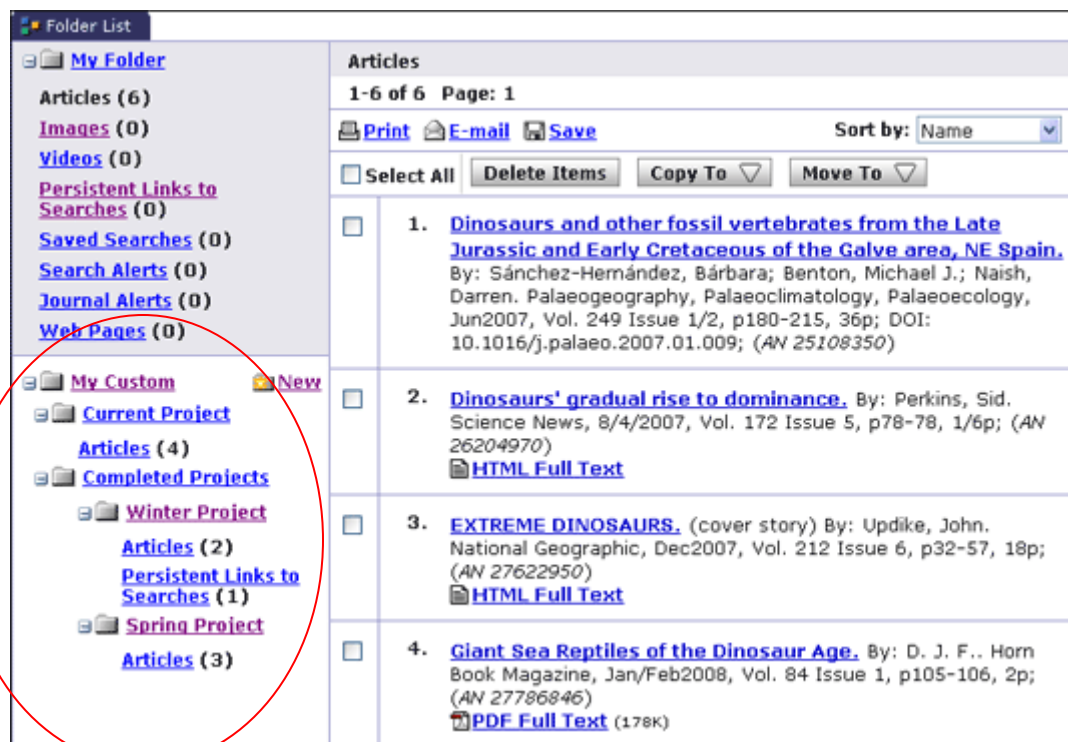
From the folder you can then print, e-mail or save multiple results at the same time. If you have signed in to your personal account, any items you collect in your folder are automatically saved at the end of the session. If you have not signed in to your personal account and you end your session, or it times out due to inactivity, the folder is automatically cleared.

By default, items in the folder are sorted by article name. You can use the Sort By: Date option present folder items by date (in descending order).

Note: Your library administrator decides whether the personal account feature is available.

Custom Folders

Student Research Center allows you to create multiple folders in your custom folder area. Using these folders you can better manage and access items saved to your custom folder area by organizing items according to topic, project, class, etc. Your folders can contain *Student Research Center* items (articles, images, search alerts, etc) or sub-folders.



The screenshot shows a web interface for managing folders and articles. On the left, a 'Folder List' pane shows a tree structure under 'My Folder'. The 'My Custom' folder is circled in red. It contains sub-folders for 'Current Project', 'Completed Projects', 'Winter Project', and 'Spring Project', each with associated article counts. The main pane displays a list of four articles, each with a checkbox, a title, author information, and a 'Full Text' link.

Folder List	
My Folder	Articles (6)
	Images (0)
	Videos (0)
	Persistent Links to Searches (0)
	Saved Searches (0)
	Search Alerts (0)
	Journal Alerts (0)
	Web Pages (0)
My Custom	Articles (4)
Current Project	Articles (4)
Completed Projects	Articles (2)
Winter Project	Persistent Links to Searches (1)
Spring Project	Articles (3)

Articles	
1-6 of 6 Page: 1	
Print E-mail Save Sort by: Name	
Select All Delete Items Copy To Move To	
<input type="checkbox"/>	1. Dinosaurs and other fossil vertebrates from the Late Jurassic and Early Cretaceous of the Galve area, NE Spain. By: Sánchez-Hernández, Bárbara; Benton, Michael J.; Naish, Darren. <i>Palaeogeography, Palaeoclimatology, Palaeoecology</i> , Jun2007, Vol. 249 Issue 1/2, p180-215, 36p; DOI: 10.1016/j.palaeo.2007.01.009; (AN 25108350)
<input type="checkbox"/>	2. Dinosaurs' gradual rise to dominance. By: Perkins, Sid. <i>Science News</i> , 8/4/2007, Vol. 172 Issue 5, p78-78, 1/6p; (AN 26204970) HTML Full Text
<input type="checkbox"/>	3. EXTREME DINOSAURS. (cover story) By: Updike, John. <i>National Geographic</i> , Dec2007, Vol. 212 Issue 6, p32-57, 18p; (AN 27622950) HTML Full Text
<input type="checkbox"/>	4. Giant Sea Reptiles of the Dinosaur Age. By: D. J. F.. Horn <i>Book Magazine</i> , Jan/Feb2008, Vol. 84 Issue 1, p105-106, 2p; (AN 27786846) PDF Full Text (178K)

You can create as many custom folders as you require. After a folder is created, you can rename or move the folder. If you move a folder, all contents of the folder are moved along with it (items and sub-folders).

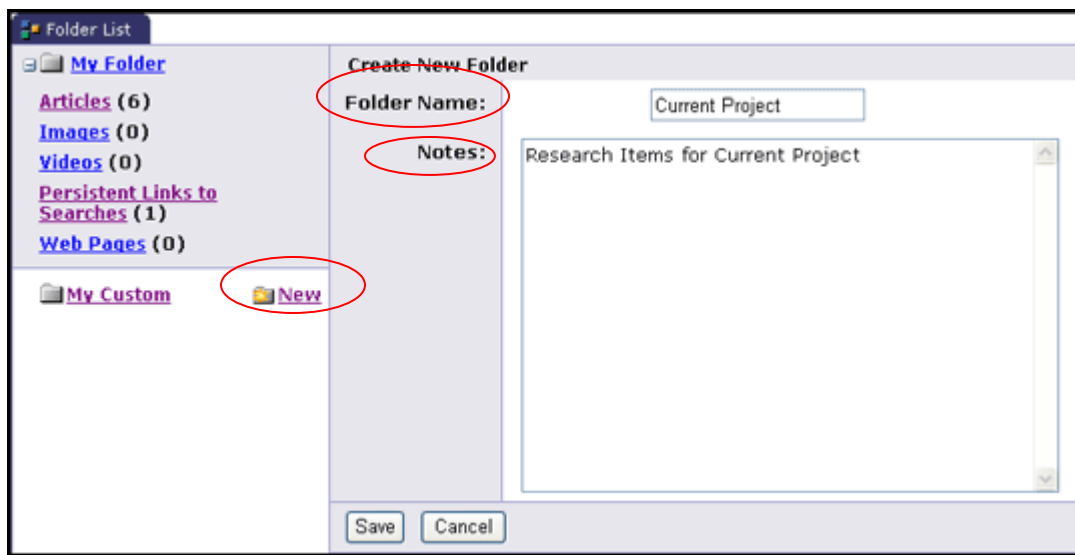
Notes:

- Before using the custom folders feature, you must log in to *My Student Research Center*. Your library administrator decides whether the personal account feature is available.
- While you can create as many levels of folders and sub-folders as you like, folders created more than four levels deep (a top-level folder plus three sub-folders) are displayed at level four.

Managing Custom Folders and Folder Items

To create a folder:

1. Ensure that you are logged in to *My Student Research Center* and then click the **Folder** link located at the top right of the screen. The **My Folder** is displayed.
2. Click the **New** link to the right of the **My Custom** link and the Create New Folder Screen displays.
3. In the **Folder Name** field, enter a name for your new folder; up to 40 characters.
4. If desired, you can assign your new folder to an existing folder by selecting it from the **Move Folder to** drop down menu. (For example, you could create a “History” folder, and then place a “U.S. History” folder within it.)
5. In the **Notes** field, you can enter information regarding the folder; up to 200 characters.
6. Click **Save**. You are returned to the main Folder area, with your named folder displayed in the left-hand column.

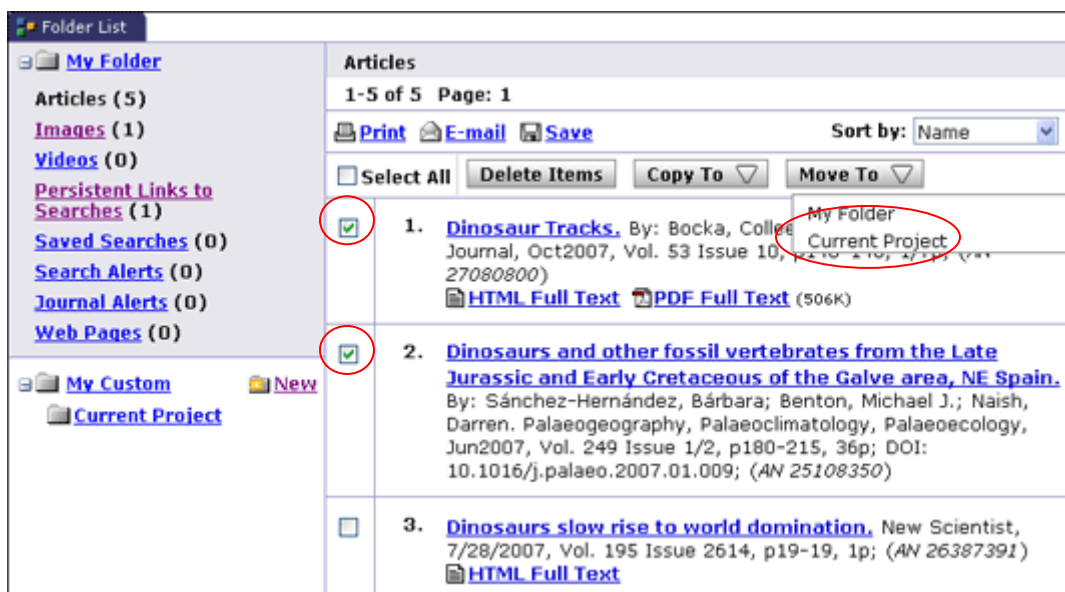


To move items to a custom folder:

1. Access the **folder area** and then click the **folder** that contains the items you want to move.
2. Mark the check box to the left of the items that you want to move. (For example individual articles, images, videos, etc.)

Note: To select all items in the folder, mark the check box labeled **Select All**.

3. Click the **Move To** button and from the drop-down list, select the folder to which you want to move the items (the “target” folder).



The screenshot shows the 'Folder List' interface. On the left, a sidebar lists folders: 'My Folder' (Articles: 5, Images: 1, Videos: 0, Persistent Links to Searches: 1, Saved Searches: 0, Search Alerts: 0, Journal Alerts: 0, Web Pages: 0), 'My Custom', and 'Current Project'. The main area displays a list of 5 articles. The first two articles are selected, indicated by checked checkboxes. The 'Move To' button is highlighted, and its dropdown menu is open, showing 'My Folder' and 'Current Project' as options. The 'Current Project' option is circled in red.

Student Research Center moves the selected items to the target folder and then refreshes the current folder list of items.



The screenshot shows the 'Folder List' interface after the move operation. The 'Current Project' folder in the sidebar now contains 2 articles, which are circled in red. The main area displays a list of 3 articles. The first two articles are now listed under 'Current Project'.

To copy items to a custom folder:

1. Access the folder area and then click the folder that contains the items you want to copy to another folder.
2. Mark the check box to the left of the items that you want to copy. (For example individual articles, images, videos, etc.)

Note: To select all items in the folder, mark the check box labeled **Select All**.

3. Click the **Copy To** button and from the drop-down list, select the folder to which you want to copy the items (the “target” folder).



Student Research Center copies the selected items to the target folder and then refreshes the current folder list of items.

To remove items from a folder:

1. Access the **folder area** and then click the **folder** that contains the items you want to remove from the folder.

Note: If you do not see the contents of the folder, click the **plus sign (+)** to the left of the folder name to expand the folder.

2. Mark the check box to the left of the items that you want to remove. (For example individual articles, images, videos, etc.)

Note: To select all items in the folder, mark the check box labeled **Select All**.

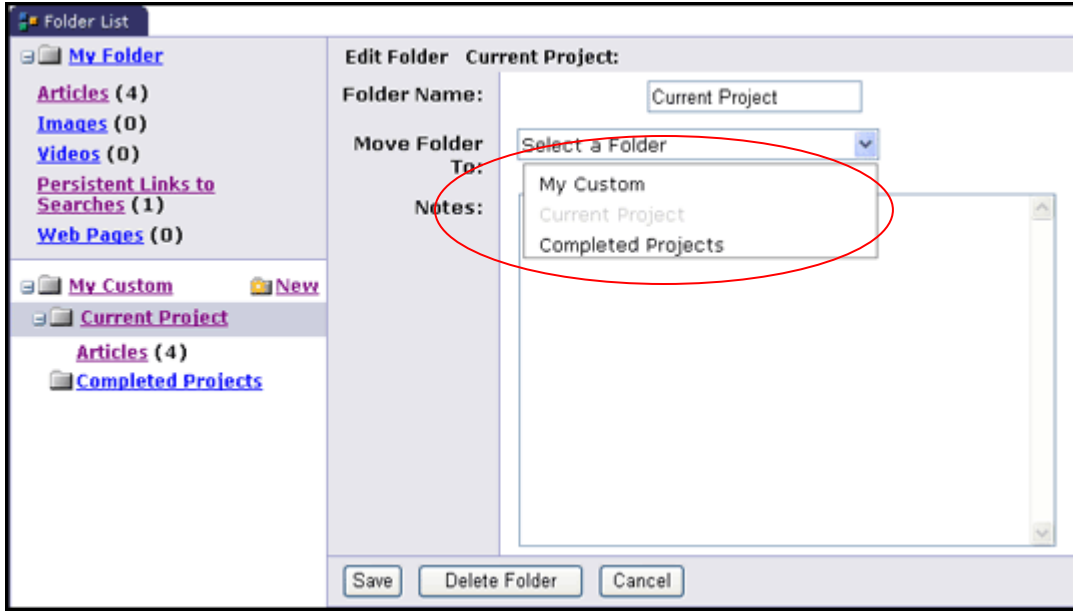
3. Click the **Delete Items** button. The items are automatically deleted.

Student Research Center removes the selected items from the folder and then refreshes the current folder list of items.



To move a custom folder and its contents to another folder:

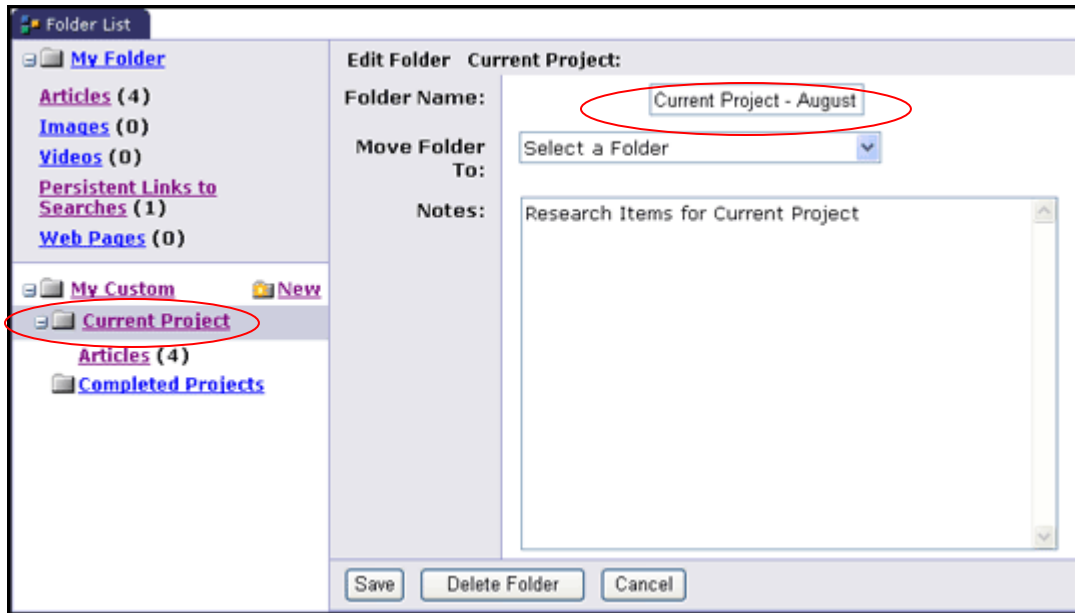
1. From within the **My Custom** folder area, select the folder that you would like to move.
2. Click the **Move Folder To** dropdown list box and then select the folder to which you want to move the folder (the “target” folder).



3. Click the **Save** button. *Student Reference Center* moves the selected folder to its contents to the target folder and refreshes the Folder screen.

To rename a custom folder:

1. Access the **folder area** and then click the **custom folder** that you want to rename. *Student Research Center* displays the Edit Folder screen for the selected folder.
2. In the **Folder Name** field, enter the new name for the folder; up to 40 characters.

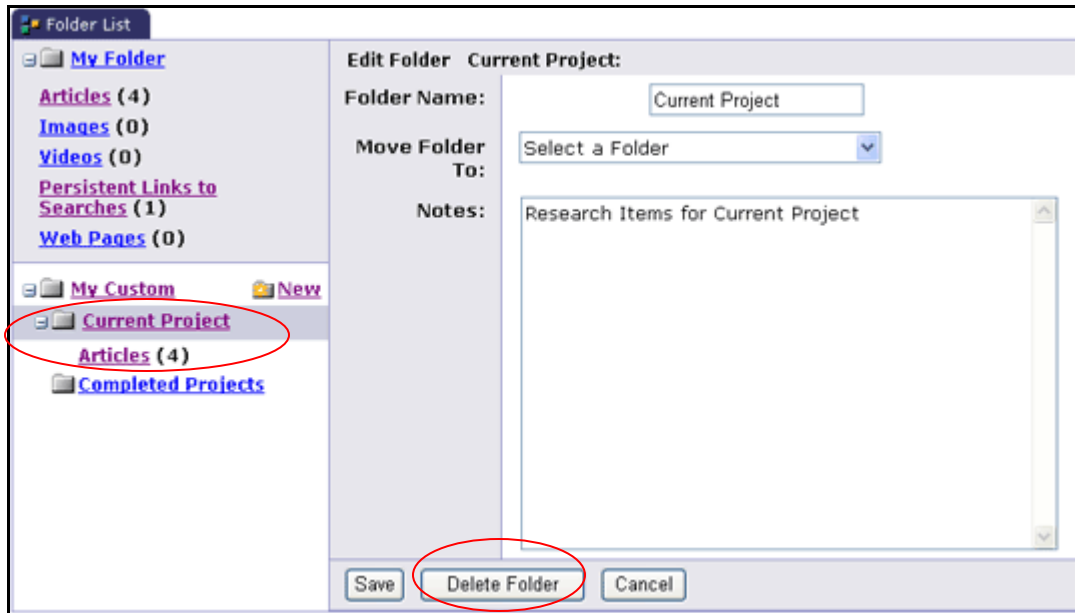


3. Click the **Save** button. *Student Research Center* displays the My Folder screen, including the renamed folder in the custom folder area.

Note: The default folder (My Folder) cannot be renamed.

To delete a custom folder:

1. Access the **folder area** and then click the **custom folder** you want to delete. *Student Research Center* displays the Edit Folder screen for the selected folder.
2. Click the **Delete Folder** button.



Student Research Center displays a message prompting you to confirm the deletion of the folder.

3. Click **OK**. The folder and its contents are removed from the folder area. *Student Research Center* refreshes the My Folder screen.

Note: The default folder (My Folder) cannot be deleted.

Linking to Information

SmartLinks

You can link to full text articles from other EBSCO databases or from electronic journals subscribed to through EBSCO Subscription Services using the EBSCO*host* Electronic Journals Service (EJS). When checking for links, *SmartLinks* searches all full text databases your library administrator makes available.

SmartLinks are present in the Result List and in the Full Record when:

- The article does not contain full text or a page image (PDF) but is available in full text in another EBSCO*host* database.
- The article is available in an electronic journal your institution subscribes to through EJS.

To link directly to the article, click the hyperlinked article title.

Note: On SRC, *SmartLinks* are only available from a Teacher Resources Search.

Persistent Links

Persistent linking lets users retrieve an article by clicking on a link embedded in a web site. This feature lets professors, teachers and librarians include links to articles on their web pages.

Persistent links to articles can be e-mailed or saved. When you e-mail search results, persistent links to articles are automatically included with the e-mail. Persistent links to searches can also be added to the folder and e-mailed or saved.

Only authorized users can access the articles. A user who cannot be authenticated is prompted with an error message indicating that he does not have the proper access rights for the article.

The library administrator activates persistent linking through EBSCO*admin*.

CustomLinks

If your library supports an online public access catalog, your library administrator can make links to it available on the full record display next to the "View Links" heading.

The text of the link varies, but generally reads "Check library catalog for this item." Clicking this link takes you to your library holdings catalog page (often in a new browser window).

From this page you can see if the journal is available in your library. Depending on the features available in your library catalog, you may be able to request the item through interlibrary loan.

If made available by your library administrator, you may also be able to link to: document delivery services, book services, search engines, and other linking servers.

Print/E-mail/Save

Printing Your Results

To print an article:

1. From the article, click **Print**. The Print Manager appears.



2. Accept the defaults and click **Print**. The article is displayed in your browser window. Click the **Print** icon on the browser toolbar.
3. To return to the article or citation, click **Back**.

Advanced Features:

- If you are in the folder, **Remove these items from folder after printing** appears. Indicate whether you want to empty the folder of all items after printing.
- **Include when printing** – If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text) will be printed.
- **HTML Full Text** (when available) – Indicate whether the HTML Full Text of the article (if available) should be included.
- **Standard Field Format** – Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
 - Brief Citation – Indicates that only a brief citation should be printed.
 - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be printed.
 - Detailed Citation and Abstract – Indicates that a detailed citation and an abstract should be printed.

- **Citation Format** – If you would like to print your citations in a specific format, select one from the drop-down list:
 - AMA - American Medical Association
 - APA - American Psychological Association
 - Chicago/Turabian Author - Date
 - Chicago/Turabian Humanities
 - MLA - Modern Language Association
 - Vancouver/ICMJE

If your library administrator has provided the ability to translate an article, you must print the translated article directly from your browser window.

To print PDF Full Text:

If you are printing an article that includes PDF Full Text, the PDF does not automatically format for printing from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

If the article includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's print capability.

To print Linked Full Text:

If you are printing an article that includes Linked Full Text, you must follow the links directly to the Full Text and then print.

If the article includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to follow the links directly to the Full Text and then print.

E-mailing Your Results

To e-mail an article:

1. From the article, click **E-mail**. The E-mail Manager appears.

Articles

Number of items to be e-mailed: 4

Remove these items from folder after e-mailing

E-mail Address:
Separate each e-mail address with a semicolon.

Subject:

Comments:

Format: Rich Text Plain Text

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

Include when sending:

HTML Full Text (when available)

Standard Field Format
Detailed Citation and Abstract

Citation Format
AMA (American Medical Assoc.)

2. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com*).
3. To send the e-mail, click **Send**; otherwise, click **Back**. A message appears when your e-mail has been sent.

Advanced Features:

- If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all items after e-mailing.
- **Subject** - enter a subject to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40-character maximum.)
- **Comments** - enter any comments you would like to include with your e-mail.
- **Format** – specify whether you want the content of the email to be presented in ASCII text (Plain Text option) or formatted text (Rich Text option). This option is useful if the recipient's email client does not accept email containing formatted text.
- **Include when sending** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and PDF Full Text) will be sent. (Most users will not need to use the "Customized Field Format" selection.) Persistent links to articles are automatically included in the e-mail.
- **HTML Full Text** (when available) – Include the HTML Full Text of the article, if available.
- **PDF as a separate attachment** (when available) – Include all citation information and the article in Adobe PDF format, if available.

- **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
 - Brief Citation – Indicates that only a brief citation should be e-mailed.
 - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be e-mailed.
 - Detailed Citation and Abstract – Indicates that a detailed citation and abstract should be e-mailed.
- **Citation Format** – If you would like to e-mail your citations in a specific format, select one from the drop-down list:
 - AMA - American Medical Association
 - APA - American Psychological Association
 - Chicago/Turabian Author - Date
 - Chicago/Turabian Humanities
 - MLA - Modern Language Association
 - Vancouver/ICMJE

To e-mail Linked Full Text:

If you are e-mailing an article that includes Linked Full Text, you must follow the links directly to the Full Text and 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 PDF format, the PDF will be sent as an attachment to the e-mail.

To e-mail persistent links to searches:

1. From a Result List, click the **Add this search to folder** icon 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.
2. From the Persistent Links to Searches area of the folder, click **E-mail**. The E-mail Manager appears. A Links to Searches sub-tab is displayed.
3. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, *name1@address.com; name2@address2.com.*)
4. Enter a **Subject** to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40-character maximum.)
5. Enter any **Comments** you would like to include with your e-mail.
6. Click **Send**; otherwise, click **Back**. A message appears when your e-mail has been sent.

Note: The library administrator decides whether the persistent links feature is available.

Saving Your Results to a File

To save an article:

1. From the article, click **Save**. The Save Manager appears.

Articles

Number of items to be saved: 3

Remove these items from folder after saving

Save

For information on saving full text, see [online help](#). For information on using Citation Formats, see [online citation help](#)

Include when saving:

HTML Full Text (when available)

HTML link(s) to article(s)

Standard Field Format

Detailed Citation and Abstract

Citation Format

AMA (American Medical Assoc.)

2. To save the results, click **Save**; otherwise, click **Back**.
3. 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 an HTML or text file.
4. Click **Save**. To return to the article, click **Back**.

Advanced Features:

- If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
- **Include when saving** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and HTML links to articles) will be saved.
- **HTML Full Text** – Indicate whether the HTML Full Text of the article (if available) should be included.
- **HTML links to articles** – Indicate whether HTML links to the articles you have selected should be included. (To save only the persistent links to the articles, clear the Additional citation details and abstract and the HTML Full Text check boxes and be sure to mark the HTML links to articles check box.)

- **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
 - **Brief Citation** – Indicates that only a brief citation should be saved.
 - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be saved.
 - **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be saved.
- **Citation Format** – If you would like to save your citations in a specific format, select one from the drop-down list:
 - AMA - American Medical Association
 - APA - American Psychological Association
 - Chicago/Turabian Author - Date
 - Chicago/Turabian Humanities
 - MLA - Modern Language Association
 - Vancouver/ICMJE

To save PDF Full Text:

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.

To save Linked Full Text:

If you are saving an item that includes Linked Full Text, you must follow the links directly to the Full Text, and then save it.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to follow the links directly to the Full Text, and then save it.

To copy a persistent link to a search:

1. From a Result List, click the **Display link to search** icon at the end of the search query displayed above the Find field.
2. 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.

To save persistent links to searches to the folder:

1. From a Result List, click the **Add search to folder** icon 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.
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. If you are in the folder, **Remove these items from folder after saving** appears. Indicate whether you want to empty the folder of all items after saving.
4. Click **Save**; otherwise, click **Back**.
5. 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 an HTML or text file.

Note: The library administrator decides whether the persistent links feature is available.