

EBSCO User Guide

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A: Accessing EBSCO Databases and Creating a Personal Account

1. Accessing EBSCO Databases

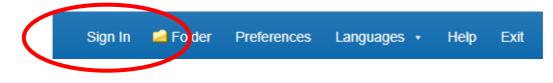
- Go to the Library Website: www.hantshealthcarelibrary.nhs.uk
- Hover over **Resources** and scroll to **Healthcare Databases** and click on **EBSCO Databases**.
- At this point you will be prompted to sign in using your Athens account. You will then be taken to the **EBSCO** "select resources" page, select "**EBSCOhost**"

SOUTHERN HEALTH NHS FOUNDATION TRUST	Select Resource
	Conversion Service
CINAHL, Medi	EBSCOhost ine Complete, Psychology full text and eBook access

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



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

EBSC	Choose Databases Select another EBSCO service Fo	ern Health NHS oundation Trust
C	Continue	
	MEDLINE Complete	
	MEDLINE Complete provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much mon MEDLINE Complete uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 5,400 curree biomedical journals. <i>MEDLINE Complete</i> is also the world's most comprehensive source of full text for medical journals, providing full text for over 1,800 journals indexed in MEDLINE. Of those, more than 1,700 have cover-to-cover indexing in <i>MEDLINE</i> , and of those, over 900 are not found with full text in any version of <i>Academic Search</i> , <i>Health</i> <i>Source</i> or <i>Biomedical Reference Collection</i> . This wide-ranging file contains full text for many of the most used journals in the MEDLINE index - with no embargo. With coverage dating back to 1857 and full-text back to 1865, <i>MEDLINE Complete</i> is the definitive research tool for medical literature.	ent
	Title List	
	Psychology and Behavioral Sciences Collection	

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

New Search	MeSH 2022 F	Publications	Images	Citation Matcher	More 🔹						
					Sign In	igen Folder	Preferences	Languages 🔹	Hampshire Healthcare Library Service	Help	Exit
0	Searching: MED		e Choose	<u>Databases</u>						ern Healt oundatior	
EBSCO host					s	elect a Field (d	optional) 👻	Search			
	AND -				S	elect a Field (d	optional) -	Clear ?			

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

New Search	MeSH 2022 Publications Images Citation Matcher More •	📥 Folder Preferences
	Searching: MEDLINE Complete Choose Databases	_
EBSCO host	Select a Field (optional) *	Search
	AND - Select a Field (optional) -	Create Alert
)	AND - Select a Field (optional) -	<u>Clear</u> ?
		\oplus $-$
	Basic Search Advanced Search PICO Search History	

B: Searching for Terms

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

New Search	MeSH 2022 Publications Images Citation Matcher More •	Solder Preferences
	Searching: MEDLINE Complete Choose Databases	
EBSCO host	Select a Field (optional) -	Search
	AND - Select a Field (optional) -	Create Alert
	AND - Select a Field (optional) -	Clear ?
		(+)
	Basic Selfch Advanced Search PICP Search Search History	

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

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

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						Knowledge Through Expertise				Hampshire Healthca Library Servin
New Search	MeSH 2022	Publications	Images	Citation Matcher	More) •		📥 Folder	Preferences	
0	-	Subject Terms	te <u>Choose</u>	Databases						
EBSCOhost						Select a Field (optional) -	Search			
						Select a Field (optional)				
	AND -					TX All Text	ate Aler	τ		
	AND +					AB Abstract AF Author Address	•			
						AU Author	Ð			

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

New Search	MeSH 2022 Publications Images Citation Matcher	More • 🚔 Folder Preferences
MY.	Searching: MEDLINE Complete Choose Databases Suggest Subject Terms	
EBSCOhost	"passive smok*"	TI Title - Search
(or - "passive smok*"	AB Abstract - Create Alert
	AND -	Select a Field (optional) • <u>Clear</u> ?
		(+) (-)

Note that EBSCO will suggest similar concepts which may be useful as you type. These can be selected by clicking on them:

New Search	MeSH 2022 Publications Images Citation Matcher More •			📥 Folder	Preferences
-MY-	Searching: MEDLINE Complete Choose Databases Suggest Subject Terms				
EBSCO host	"passive smok*"	TI Title 🕶	Search		
	passive smoking	Consta Allert			
	passive smokers	optional) 🔻	Create Alert		
	Passive smoking or second hand smoke or environmental tobacco smoke	optional) 🔻	Clear ?		

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

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Library Service

	-	: MEDLINE Complete est Subject Terms	Choose Databases					Southern Health NHS Foundation Trust
EBSCO host					Select a Field (optional) -	Search		
	AND -				Select a Field (optional) -	<u>Clear</u> ?		
	AND -				Select a Field (optional) -	(+) =		
	Basic Sea	rch Advanced Search	Search History -					
Search Hist	tory/Ale	rts						
Print Search His	tory Ret	rieve Searches Retrie	ve Alerts Save Sear	ches / Alerts				
Select / de	select all	Search with AND	Search with OR	Delete Searche	25		Refre	esh Search Results
Search	Search 7			Search Op	otions	Actions		
S1	🛐 TI "pa	assive smok*" OR AB "pa	assive smok*"		s - Apply equivalent subjects	Q View Results (4,862)	🚺 View Details	🗹 Edit

Repeat steps 7 & 8 for all keywords concepts.

C: Searching for Subject Terms (MeSH Headings)

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

MY	Starching: MEDLINE Complete Choose Databases		
EBSCOhost		Select a Field (optional) -	Search
	AND -	Select a Field (optional) -	Create Alert
	AND -	Select a Field (optional) -	Clear ?
			(+)
	Basic Search Advanced Search PICO Search Search History -		

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

MY.	Starching: MEDLINE Complete Choose Databases		
EBSCO host	passive smoking	Select a Field (optional) -	Search
	AND -	Select a Field (optional) ▼	Create Alert
	AND -	Select a Field (optional) -	Clear ?
			(+)
	Basic Search Advanced Search PICO Search Search History •		

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

MeSH R	H 🖘 View Tutorials		Search Database
	Check box to Click linked term view subheadings. for tree view.	Explode Major Co (+) ncept Scope	Search Term Explode Major Co (+) ncept
	Passive Smoking Use: Tobacco Smon. Pollution Tobacco Smoke Pollution		Check a box to select a subject heading to begin building your search strategy.
	Smoking, Partice Use, Topacco Smoke Pollution		

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

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

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

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	Knowledge Through Expertise	Hampshire Healthca Library Serv
Results For: passive smoking		Subheadings for: Tobacco Smoke
Check box to view subheadings. Click linked term for tree view.	Explode Major Co Scope (+) ncept	Include All Subheadings Or select one or more subheadings to restrict your search
Passive Smoking Use: Tobacco Smoke Pollution		Adverse Effects/AE
<u>Tobacco Smoke Pollution</u>		🗌 Analysis/AN 🔲
Smoking, Passive Use: Tobacco Smoke Follution		Economics/EC
Smoking		Ethics/ES (III) History/HI (III)

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

Search Database			
Search Term	Explode (+)	Major nce	
Tobacco Smoke Pollution			×

Repeat steps 10-14 for all subject headings.

D: Combining Search Terms and Subject Headings

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

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			Knowled Through Expertise		Hampshire Healthc Library Serv
Print Se		Searches Retrieve corts Save Search with AND Search with AND	Irches / Alerts Delete Searches		Refresh Search Results
• •	Select / Neselect all Se Search Search Term ID#		Search Options	Actions	Refresh Search Results
•	S2 🔊 (MH "Toba	acco Smoke Pollution")	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	View Results (14,020)	w Details 🧭 Edit
	S1 🔊 TI "passiv	e smok*" OR AB "passive smok*"	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	Siew Results (4,828)	r Details 🛛 🖉 Edit

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

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

s	elect / de	eselect all Search with AND Search with OR	Delete Searches	Refresh Search Results
	Search ID#	Search Terms	Search Options	Actions
	56	S4 OR S5	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	🖾 View Results (4,376,534) 🕼 View Details 🛛 🖉 Edit
	S	🔂 (MH "Neoplasms")	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	🕾 View Results (460,599) 🛛 🕻 View Details 🛛 🧭 Edit
	S4	S cancer or neoplasms or oncology or tumour or malignancy	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	🕾 View Results (4,376,534) 🕡 View Details 🛛 🧭 Edit
	s	S1 OR S2	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	🖾 View Results (15,885) 🕼 View Details 📑 Edit
	52	MH "Tobacco Smoke Pollution")	Expanders - Apply equivalent subjects	View Results (14 020) View Details Fdit

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E: Filtering and Saving Results

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

5	Select / des	select all Search with AND Search with Of	R Delete Searches	Refresh Search Results
	Search ID#	Search Terms	Search Options	Actions
	S7	S3 AND S6	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	Section 2010 Sect
	S6	S4 OR S5	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	Q View Results (4,376,534) 🕼 View Details 🥁 Edit
	S5	MH "Neoplasms")	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	🔍 View Results (460,599) 🕢 View Details 🛛 🖉 Edit
	S4	S cancer or neoplasms or oncology or tumour or	Expanders - Apply equivalent subjects	Q View Results (4,376,534) 🕼 View Details 📝 Edit

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

Refine Results	Search Results: 1 - 50 of 3,001	Date Newest - Pa	age Options · Share
Current Search	EBSCO CORONAVIRUS DISEASE (COVID-19) HEALTHC	ARE RESOURCES	
Boolean/Phrase: S3 AND S6 Expanders Apply equivalent subjects	DynaMed COVID-19 Topic	EBSCO COVID-19 Healthcare Resource Center	
Limit To * Full Text Abstract Available English Language	COVID-19 Portal 1. High-resolution metabolomics of exposure to adverse birth outcomes in the Atlanta African A		a (c
From: To: 1970 Publication 2022 Date	Jones DP: Dunlop AL; Liang D, Environmental pollutio (Pt A), pp. 118361; Publisher: Elsevier Applied Science	an PB; Fedirko V; Sarnat JA; Gaskins AJ; Chang CJ; Tang Z; on (Barking, Essex : 1987) [Environ Pollut], ISSN: 1873-6424 æ Publishers; PMID: 34655695	
Show More	Academic Journal Subjects: Premature Birth; Tobacco Smoke Pollution Exposure; Metabolomics; Placenta chemistry; Pregna	analysis; African Americans; Cotinine analysis; Humans; Infa ancy; Tobacco	ant, Newborn; Maternal
Source Types	Request this item through interlibrary loan		
All Deculto	0		

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

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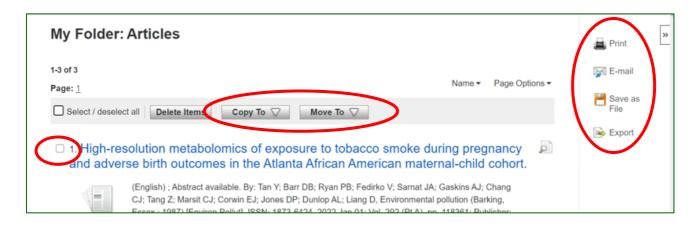
Should you wish to keep the results long term or do multiple search queries we would suggest that you set up individual folders.

20. To export results, click on Folder:

New Search	MeSH 2022 Publications Citation Matcher Indexes	la Folder Preferences I	Languages 🔹	Hampshire Healthcare Library Service	Help Exit
MY_	Searching: MEDLINE Choose Databases Suggest Subject Terms	\bigcirc			n Health NHS ndation Trust
EBSCO host		Select a Field (optional) -	Search		

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

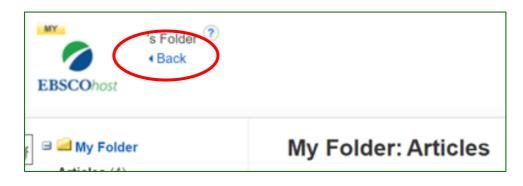
From here you can print or save your results as a file, send them via email, export to reference management software:



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



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

		tory Retrieve Searches Retrieve Alerts Save	Searches / Alerts	
2 S	ielect / de	select all Search with AND Search with O	R Delete Searches	
	Search	Search Terms	Search Options	Actions
	S7	S3 AND S6	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	Siew Results (3,001)
	S 6	S4 OR S5	Expanders - Apply equivalent subjects Search modes - Boolean/Phrase	🔍 Rerun 🛛 🚺 View Detai
	S5	MH "Neoplasms")	Expanders - Apply equivalent subjects	Rerun 🚺 View Detai

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

Name of Search/Al		
	en	
Description		
Date Created	1/11/2022	
	MEDLINE Complete	<u>^</u>
	CINAHL Plus with Full Text	
	Psychology and Behavioral Sciences Collection eBook Collection (EBSCOhost)	
Databases	a service of the serv	•
Search Strategy	S3 AND S6	
Interface	EBSCOhost	
Save Search As	Saved Search (Permanent)	
	O Saved Search (Temporary, 24 hours)	
	OAlert	
Save	dancel	

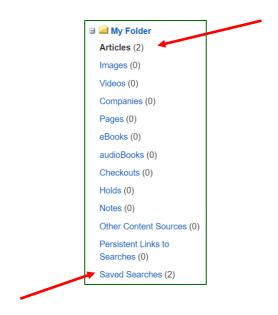
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25. You can access your saved searches and saved results from your Folder:



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



More questions? Contact us to arrange a training session:

Library.basingstoke@hhft.nhs.uk library.services@southernhealth.nhs.uk library.winchester@hhft.nhs.uk

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