

EBSCO User Guide

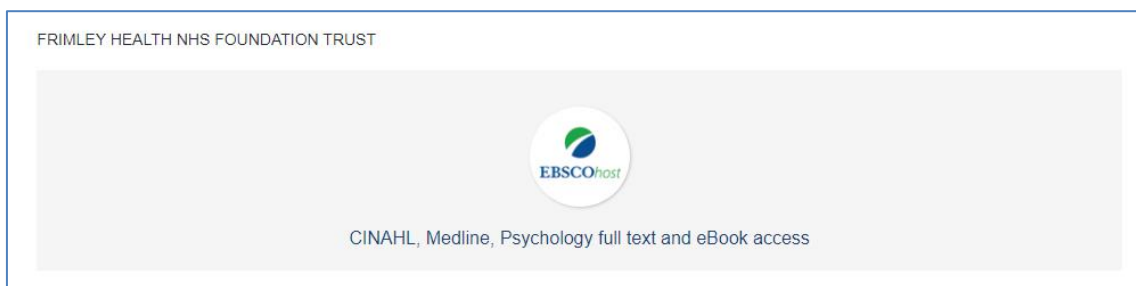
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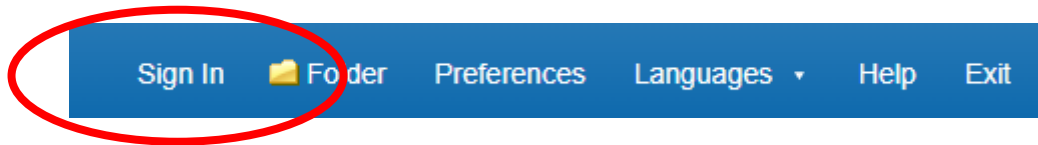
A: Accessing EBSCO Databases and Creating a Personal Account

1. Accessing EBSCO Databases

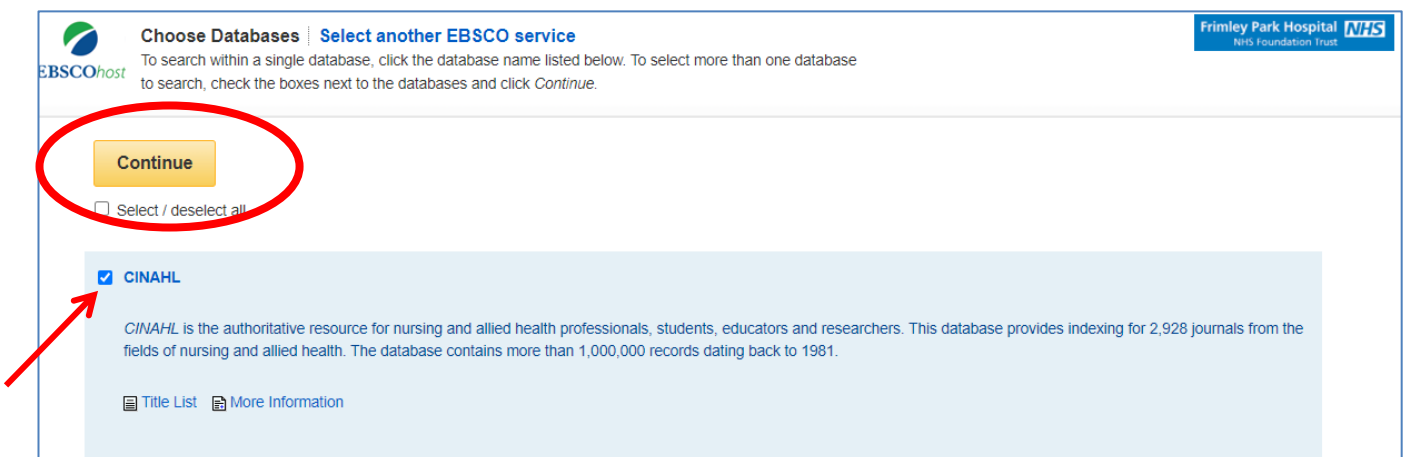
- An **NHS OpenAthens account** is required to access the databases. To register, go to:
<https://openathens.nice.org.uk/>
- Once registered, login to the OpenAthens **My Resources** page at:
<https://openathens.nice.org.uk/Hub/Resources>
- From the list of resources, select **EBSCOhost Research Databases and DynaMed**
- You will then be taken to the **EBSCO** “select resources” page. Choose “**CINAHL, Medline, Psychology full text...**”



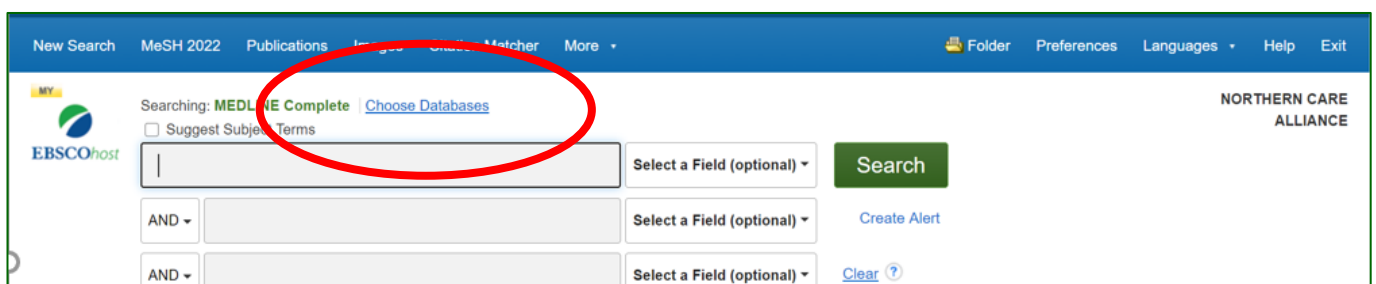
2. To enable full functionality (save searches and results) and allow access to your **Folder** (previous searches etc.), click the **Sign In** link on the top bar



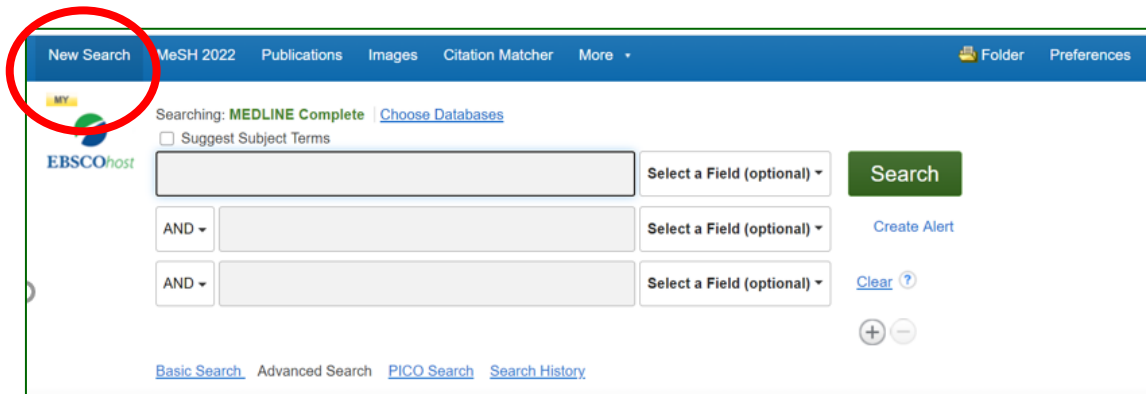
3. Select the database you want to search, for example **CINAHL** or **Medline**. Then click **'continue'**. *We recommend searching one database at a time:*



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

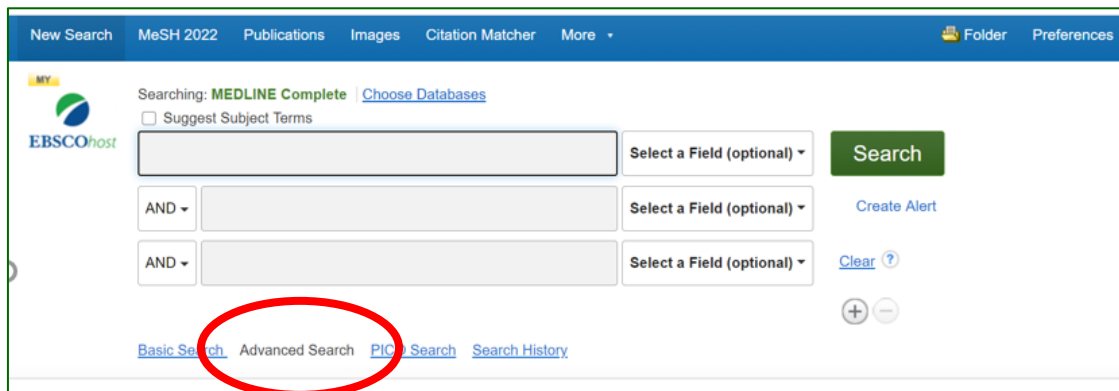


5. Once you have selected a database, you can begin searching. If the screen displayed is not shown, click the **New Search** button in the top left



B: Searching for Terms

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



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

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

The screenshot shows the EBSCOhost search interface. At the top, there's a navigation bar with links: New Search, MeSH 2022, Publications, Images, Citation Matcher, and More. On the right, there are links for Folder and Preferences. The main search area has a header 'Searching: MEDLINE Complete' with a link 'Choose Databases'. Below this is a checkbox for 'Suggest Subject Terms'. The search bar is empty. To the right of the search bar is a dropdown menu labeled 'Select a Field (optional)' with a green 'Search' button next to it. The dropdown menu is open, showing options: TX All Text, AB Abstract, AF Author Address, and AU Author.

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':**

The screenshot shows the EBSCOhost search interface with a search for "passive smok*" in the Title and Abstract fields. The search bar contains "passive smok*". To the right of the search bar is a dropdown menu labeled 'Select a Field (optional)' with a green 'Search' button next to it. The dropdown menu is open, showing options: TX All Text, AB Abstract, AF Author Address, and AU Author. The 'OR' button is circled in red, and the 'AB Abstract' option in the dropdown menu is also circled in red.

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

The screenshot shows the EBSCOhost search interface with a search for "passive smok*". The search bar contains "passive smok*". Below the search bar, a list of suggestions is displayed: "passive smoking", "passive smokers", and "passive smoking or second hand smoke or environmental tobacco smoke". The first suggestion, "passive smoking", is highlighted in blue. To the right of the search bar is a dropdown menu labeled 'Select a Field (optional)' with a green 'Search' button next to it. The dropdown menu is open, showing options: TX All Text, AB Abstract, AF Author Address, and AU Author.

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

The screenshot shows the EBSCOhost search interface. At the top, it says 'Searching: MEDLINE Complete' with a link to 'Choose Databases'. There is a checkbox for 'Suggest Subject Terms'. Below this are three search input fields, each with a 'Select a Field (optional)' dropdown and a 'Search' button. There are also 'AND' and 'OR' operators between the fields. A 'Create Alert' button and a 'Clear' button are also present. Below the search fields, there are links for 'Basic Search', 'Advanced Search', 'PICO Search', and 'Search History'. The 'Search History/Alerts' section is visible, with links for 'Print Search History', 'Retrieve Searches', 'Retrieve Alerts', and 'Save Searches / Alerts'. A table of search history is shown, with columns for 'Select / deselect all', 'Search with AND', 'Search with OR', 'Delete Searches', and 'Refresh Search Results'. The first entry in the table is circled in red. It has a checkbox, the ID 'S1', and the search terms 'TI "passive smok*" OR AB "passive smok*"'. To the right of the search terms, there are links for 'View Results (4,828)', 'View Details', and 'Edit'. Below the table, there are links for 'Expanders - Apply equivalent subjects' and 'Search modes - Boolean/Phrase'.

Repeat steps 7 & 8 for all keywords concepts.

C: Searching for Subject Terms (MeSH Headings)

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

The screenshot shows the EBSCOhost search interface. At the top, it says 'Searching: MEDLINE Complete' with a link to 'Choose Databases'. The checkbox for 'Suggest Subject Terms' is circled in red. Below this are three search input fields, each with a 'Select a Field (optional)' dropdown and a 'Search' button. There are also 'AND' and 'OR' operators between the fields. A 'Create Alert' button and a 'Clear' button are also present. Below the search fields, there are links for 'Basic Search', 'Advanced Search', 'PICO Search', and 'Search History'.

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

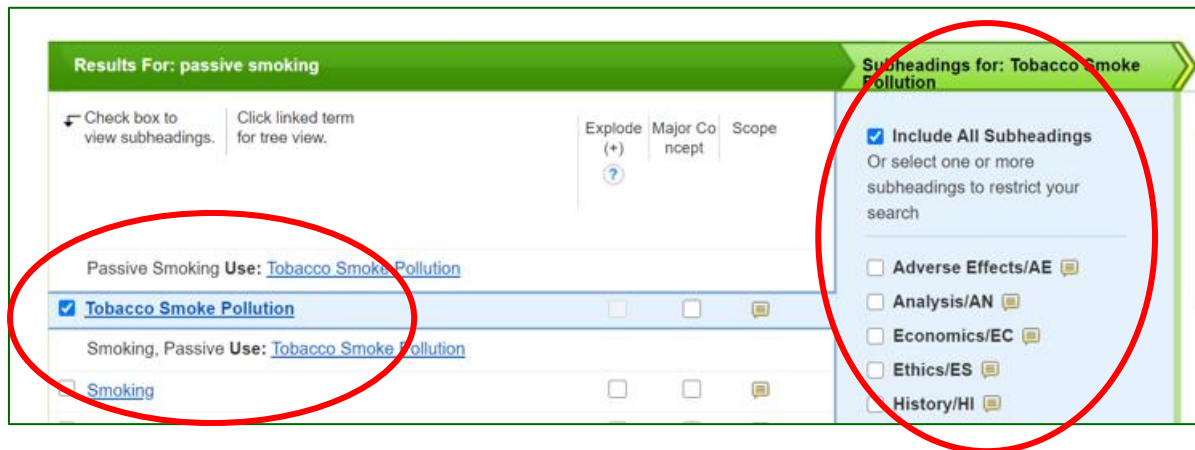
12. The Thesaurus may have exactly what you're looking for, or offer suggestions to other subjects – have a go at searching for alternative terms too. **Click on the relevant heading if there is one:**

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

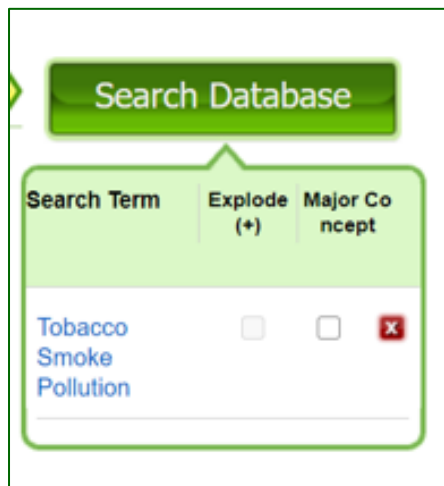
The database will also give you options to apply **Explode** or **Major concept** to the term selected, or to apply **subheadings** to the term; these options can widen or narrow the search.

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





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



Repeat steps 10-14 for all subject headings.

D: Combining Search Terms and Subject Headings

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

Search History/Alerts

Print Search History Retrieve Searches Retrieve Alerts Save Searches / Alerts

☒ Select / deselect all **Search with AND** **Search with OR** Delete Searches Refresh Search Results

| Search ID# | Search Terms | Search Options | Actions |
|--|---|--|---|
| <input checked="" type="checkbox"/> S2 | (MH "Tobacco Smoke Pollution") | Expanders - Apply equivalent subjects Search modes - Boolean/Phrase | View Results (14,020) View Details Edit |
| <input checked="" type="checkbox"/> S1 | TI "passive smok*" OR AB "passive smok" | Expanders - Apply equivalent subjects Search modes - Boolean/Phrase | View Results (4,828) View 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”:**

Search History/Alerts

Print Search History Retrieve Searches Retrieve Alerts Save Searches / Alerts

☐ Select / deselect all **Search with AND** Search with OR Delete Searches Refresh Search Results

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

E: Filtering and Saving Results

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

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

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

Refine Results

Current Search

Boolean/Phrase:
S3 AND S6

Expanders
Apply equivalent subjects

Limit To

☐ Full Text

☐ Abstract Available

☐ English Language

From: To:
Publication Date

[Show More](#)

Source Types

Search Results: 1 - 50 of 3,001

Date Newest Page Options Share

EBSCO CORONAVIRUS DISEASE (COVID-19) HEALTHCARE RESOURCES

[DynaMed COVID-19 Topic](#)

[EBSCO COVID-19 Healthcare Resource Center](#)

[COVID-19 Portal](#)

1. [High-resolution metabolomics of exposure to tobacco **smoke** during pregnancy and adverse birth outcomes in the Atlanta African American maternal-child cohort.](#)

Academic Journal

(English) ; Abstract available. By: Tan Y; Barr DB; Ryan PB; Fedirko V; Sarnat JA; Gaskins AJ; Chang CJ; Tang Z; Marsit CJ; Corwin EJ; Jones DP; Dunlop AL; Liang D. Environmental pollution (Barking, Essex : 1987) [Environ Pollut]. ISSN: 1873-6424, 2022 Jan 01; Vol. 292 (Pt A), pp. 118361; Publisher: Elsevier Applied Science Publishers; PMID: 34655695

Subjects: Premature Birth; Tobacco **Smoke** Pollution analysis; African Americans; Cotinine analysis; Humans; Infant, Newborn; Maternal Exposure; Metabolomics; Placenta chemistry; Pregnancy; Tobacco

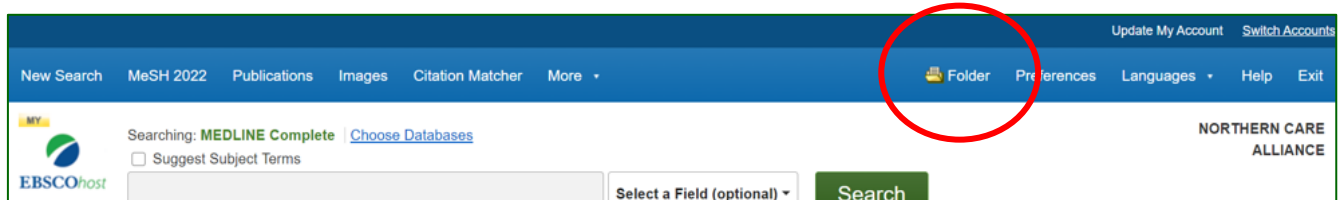
[Request this item through interlibrary loan](#)

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



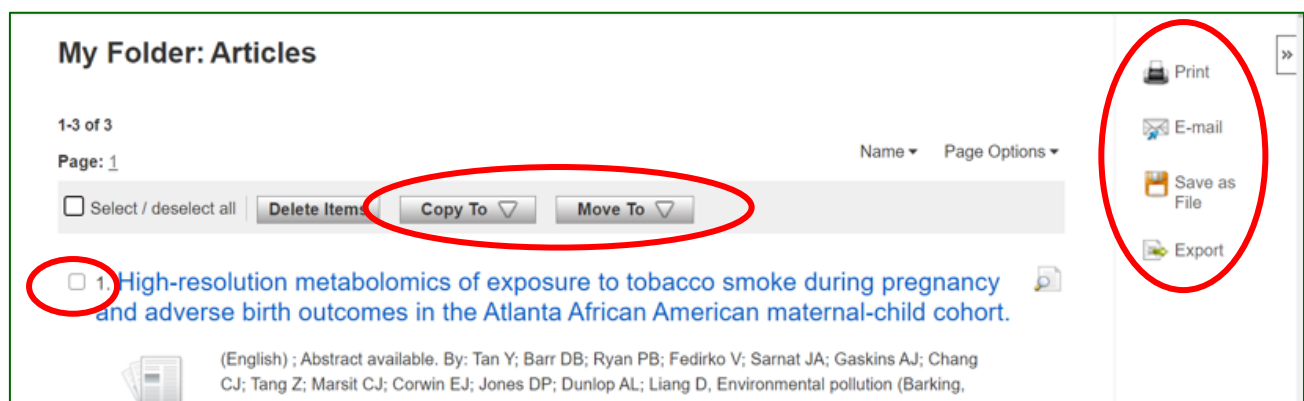
Should you wish to keep the results long term or do multiple search queries we would suggest that you set up individual folders.

20. To export results, click on Folder:

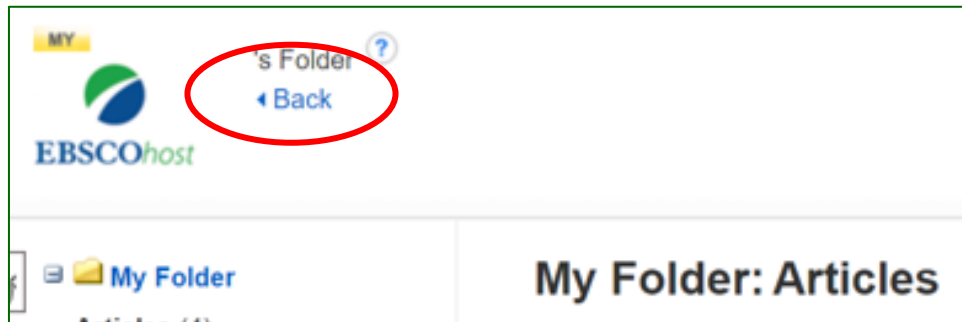


21. Select the results you would like to export and click on the output format / action

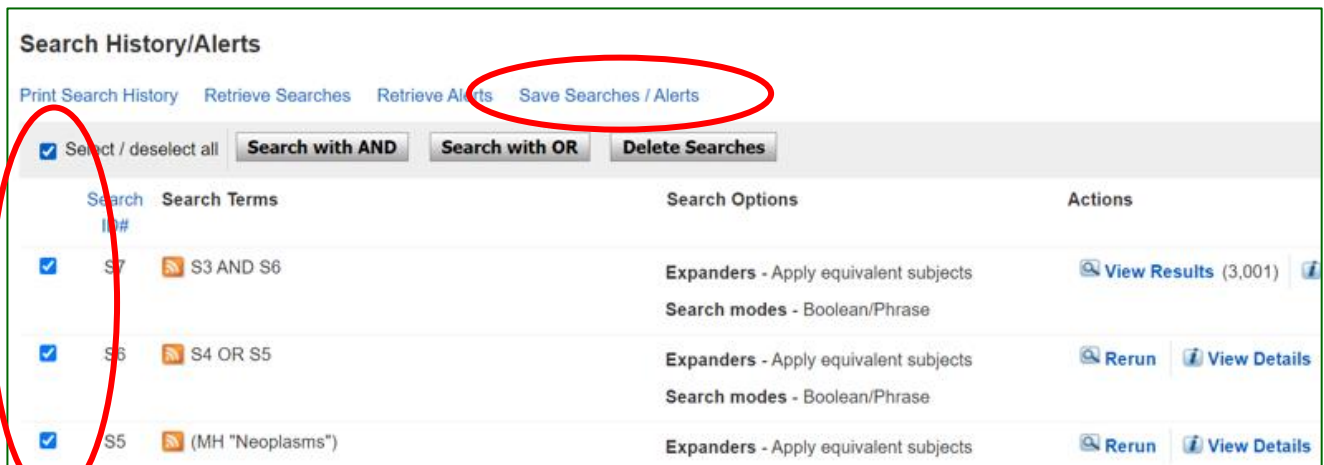
From here you can print or save your results as a file, send them via email, export to reference management software:



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



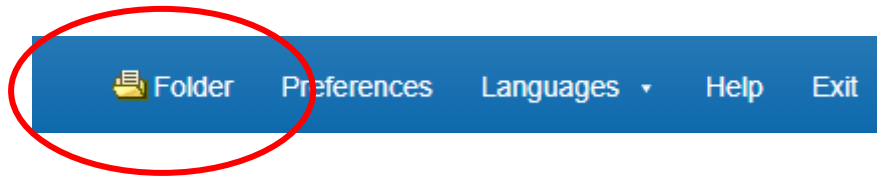
23. Select the search lines and click 'Save Searches / Alerts':



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

The screenshot shows the 'Folder List' form. It has fields for 'Name of Search/Alert', 'Description', and 'Date Created' (which is set to 1/11/2022). Below these fields is a list of databases: 'MEDLINE Complete', 'CINAHL Plus with Full Text', 'Psychology and Behavioral Sciences Collection', and 'eBook Collection (EBSCOhost)'. Below the database list are fields for 'Search Strategy' (set to 'S3 AND S6') and 'Interface' (set to 'EBSCOhost'). At the bottom, there are three radio buttons: 'Saved Search (Permanent)' (which is selected), 'Saved Search (Temporary, 24 hours)', and 'Alert'. At the very bottom, there are two buttons: 'Save' and 'Cancel', with the 'Save' button circled in red. A red arrow points to the 'Name of Search/Alert' field.

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? Please contact us with your query, or arrange a 1-to-1 training sessions:

<https://www.fhft.nhs.uk/careers/library-services/contact-the-libraries/>