CCBC LIBRARY
Locating periodical articles in EBSCOHOST databases

EBSCOHOST is a subscription service that allows the user to search several databases simultaneously to locate full-text sources on virtually all topics. It includes many thousands of newspaper, magazine, scholarly journal articles, images and book chapters, in addition to a dictionary. Some of the databases are subject-specific (Nursing, Business, Education, Military and Government), and some cover a wide range of subjects (Academic Search Elite, MasterFile Premier, Newspaper Source).

1. Go to the CCBC Library web page at *http://www.ccbc.edu/library/*
2. Click the "Databases" link on the left pane.
3. At the next page, click the "Connect to EBSCO" link.
4. At the next page, enter your **CCBC e-mail username** (*firstname.lastname@ccbc.edu*) **and password** (the word *Welcome* with a capital W followed by your CCBC student ID #). Your library card number is no longer required.
5. At the next page, click the top link: "EBSCOHost Web."
6. At the "Choose Databases" page, check the boxes next to the databases you wish to search. Read the descriptions and select as many databases as you need. Click "Continue."
7. Click the "Advanced Search" link; enter your search terms in the text boxes; use the drop-down arrow to select a field to search ("Abstract" is recommended). Limit your results to "Full text" so you can read and print your articles off the computer. Click "Search." Or, if you wish, scroll down to view the Search Options to limit your search by date, publication title, number of pages, type of document, etc.

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8. At the next screen, you will see the results of your search. (If you do not get any results, see the librarian).

9. Click the article title. That will take you to the article record page, which will show the citation information, the abstract (a summary of the article) and the Subject Terms that apply to it. By clicking on each of those Subject Terms you will be able to find more articles on the topic.

10. On the right side of the screen, you will find the Tools menu, with links to various commands. Click the "Cite" command to see the citation to the article in MLA or APA format.

11. To read the full text of the article, click the "HTML Full Text" or "PDF Full Text" link.

12. To print a PDF file, download the file and click the printer icon. In some articles, the printer icon appears on the toolbar when the pointer is placed over the article.

13. To mark several articles to print or email, click the Folder icon. The article will be saved, and a yellow bar will appear on the right-hand side of the results page, saying "Folder has items"
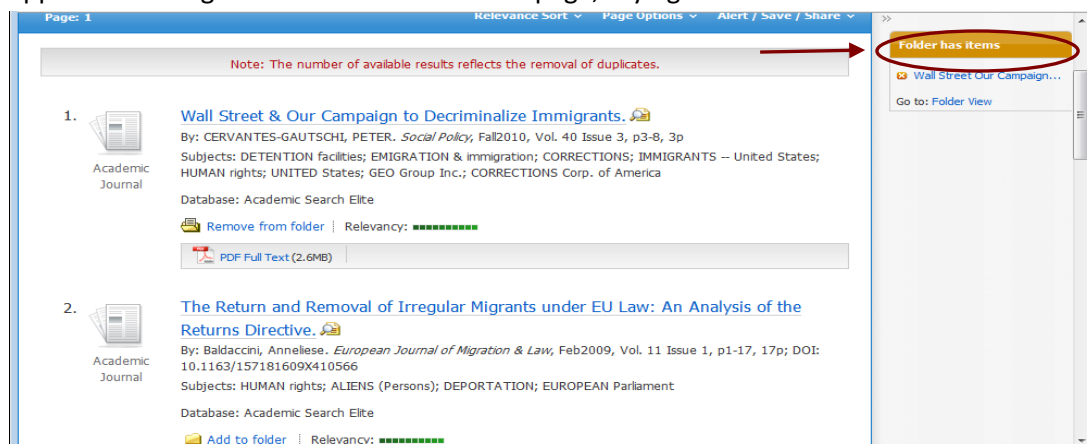

14. To see all the articles you marked, click the "Folder View" link. At this point, you may choose to **print**, **save** or **email** the articles to your account by checking the boxes for the articles you want and clicking the appropriate links.

15. You may also create a My EBSCOhost account to be able to access the articles in your folder in future sessions.
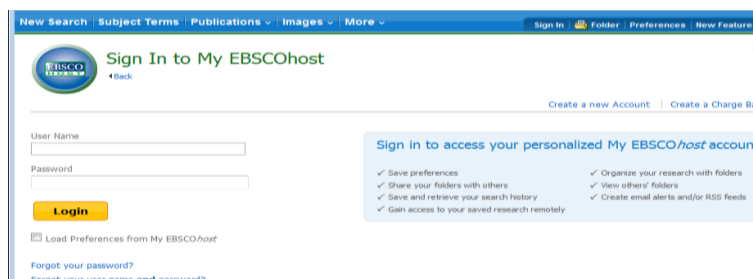
CREATING EBSCO ALERTS

Another great feature of EBSCOHost databases is the ability to **create an alert** so that you can be notified whenever new articles on a topic of your interest are added to the database. This is a terrific way to keep up-to-date with information on your career field. To create an alert:

1. At the basic search screen, enter the search term for your alert and click "Create Alert".
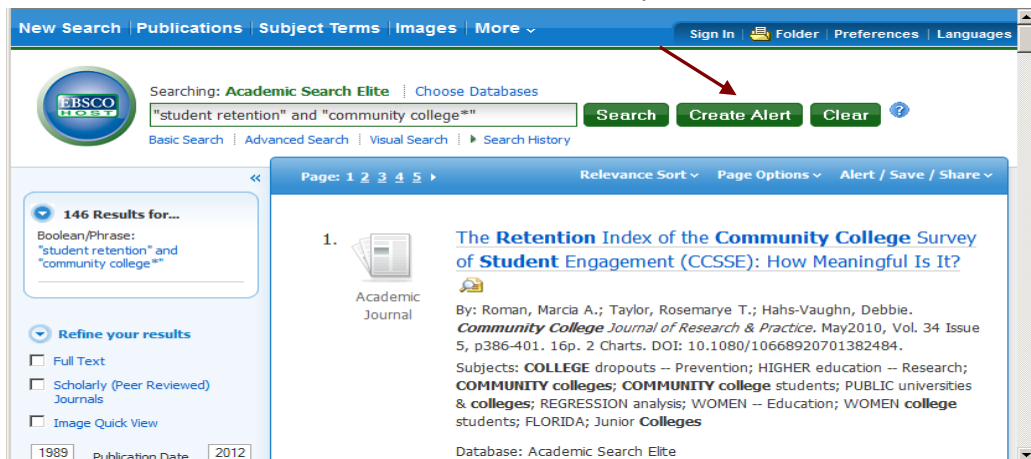
2. The "Create Alert" screen will appear. Click the "Sign In" link to create your personal "My EBSCOHost" folder account.

3. Set your alert parameters. To view all options, click the "Advanced Settings" link.

4. Click the "Save Alert" button to save the alert to your folder.

If you have questions, do not hesitate to contact the librarian for help.