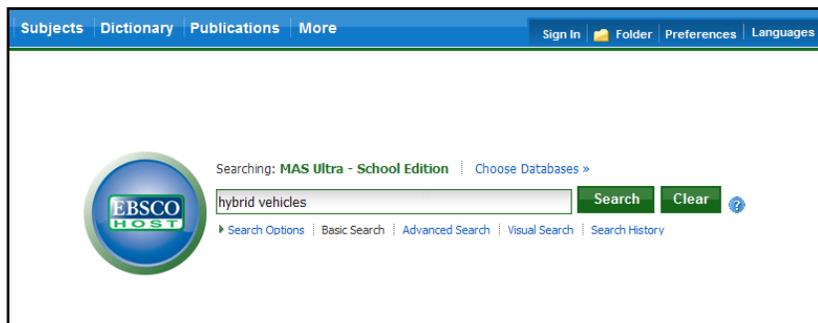




## Self-guided tour/Do-it-yourself quiz

Welcome to your guided tour of EBSCOhost. This exercise is designed to provide the basic skills necessary to navigate EBSCOhost databases and find valuable information about many of the subjects studied in your daily classes. Simply follow the instructions and answer the questions.



**Starting Off** – Here’s a look at the “Basic” search screen, of EBSCOhost.

If you have ever used an internet search engine you can use EBSCOhost. It’s just as easy – if not easier. But unlike a search engine, the information you’ll

find here is far more reliable and factual because it comes from trusted magazines, encyclopedias, books, and other sources – sources approved by your instructor. Look around the home page and fill in 5 options or features you see.

**Searching/Results** – The most important feature on the home page is the search box. Although you have additional options available (just click “Search Options”), the easiest way to start a search is by entering a word or phrase here. Let’s try it. Type “hybrid vehicles,” and click **Search**. Next you’ll see a screen that looks like

the picture at right. This is the results page. In the middle of the page is a list of articles related to your search terms. Results are typically sorted by relevance, starting with the most recent, but the **Relevance Sort** dropdown menu (see center above your results) can also be used to arrange results according to:

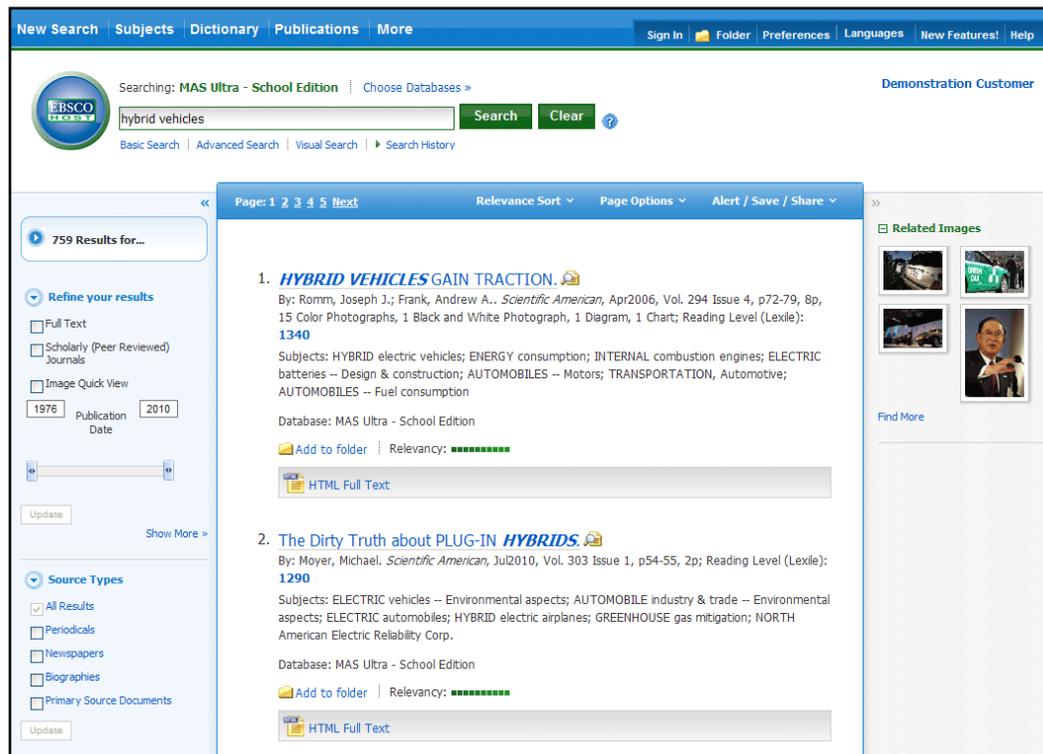
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**Refine your results**

Full Text

Scholarly (Peer Reviewed) Journals

Image Quick View

1976 Publication Date 2010

Update Show More >

**Source Types**

All Results

Periodicals

Newspapers

Biographies

Primary Source Documents

Update Show More >

**Subject**

HYBRID electric vehicles

HYBRID electric cars

UNITED States

ELECTRIC vehicles

AUTOMOBILE industry & trade

ELECTRIC automobiles

Update Show More >

**Publication**

Scientific American

In the column on the left side of your screen, under “Refine your results,” are several options for making your search more specific including limiting your results to *only* **Full Text** and/or **Peer Reviewed** articles. You can also use the date slider bar to change the range of years spanned by your results. To try this feature, simply slide the arrows back and forth until you see the date range you want. Then click **Update**. Your new results list will correspond with your chosen date range. Note: You can also fill in the year(s) of your choosing in the boxes below the date bar.

Also in the left column are facets that you can expand or collapse by clicking on the arrows. **Source Types** limit your results to only the type of publication you choose. For instance, if you wish to view only magazines and journals, check **Periodicals** and click **Update**; for encyclopedia entries, check **Reference Books**, and so on. The **Subject** heading offers several specific subcategories (such as “HYBRID electric cars”) that fall within your original search. **Publication** offers a list of magazine, journal, and other titles from which to choose. **Author** allows you to choose from a list of writers. Choose a category (e.g. Source Types, Subject, or Publication) and list four options below.

Next choose a **Subject**, check the box and click **Update**. In the middle of your screen, you should see a new (and shorter) list of results. Scroll down the list until you see a record with a symbol like this: . What happens when you drag your mouse over this icon?

To the right of your results list is another column. This column gives you still more search options depending on your school's databases. Under **Related Information** you'll see a section titled **Related Images**. Use your mouse to scroll over one of the pictures. What happens?

**Related Images**



Find More

Now it's time to explore a full record or citation. This is the expanded/complete version of a result. Choose an article you'd like to read more about, and click the title. All have sections called fields which contain specific information.

Result List Refine Search 1 of 1

**Honda Goes Whole Hog For Hybrids.**

Authors: Rowley, Ian

Source: BusinessWeek, 7/28/2008, Issue 4093, p62-63, 2p, 1 Color Photograph, 1 Chart, 1 Graph

Document Type: Article

Subject Terms: HONDA Motor Co. Ltd. HYBRID electric cars -- Marketing HONDA automobile AUTOMOBILE industry & trade TOYOTA Motor Corp. PRIUS automobile

Abstract: This article discusses the approach that automobile manufacturer *Honda* Motor Co., Ltd. is taking to developing hybrid vehicles. It is stated that rival Toyota Motor Corp. has been much more successful in marketing its hybrid offering, the Toyota Prius. *Honda* seeks to increase hybrid sales and reduce production costs by 2010.

Lexile: 1230

Full Text Word Count: 825

Tools: Add to folder, Print, E-mail, Save, Cite, Export, Create Note, Permalink, Bookmark, Listen

Find the information contained in the **Title**, **Author**, and **Source** fields and fill in the blanks.

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Source: \_\_\_\_\_

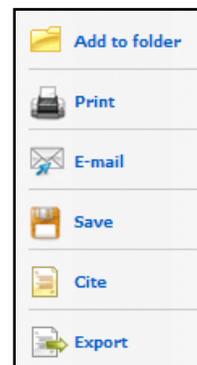
Now name 3 more fields found in your citation: \_\_\_\_\_  
 Many fields contain links which perform helpful functions. Clicking the author's name, for instance, generates a result list made up of articles written by that author. Clicking the **Source** title takes you to a page with information about the chosen publication, including details on the publisher, a description of the publication, and a searchable/chronological list of issues and volumes contained in the database. Clicking any of the **Subject Terms**, refines and narrows your result to include only articles that fall under that heading. Below, list at least 3 Subject Terms from your citation.

\_\_\_\_\_ (Note: If your citation does not contain Subject Terms, use the arrows  in the upper left of your citation to scan the preceding or succeeding articles.)



If the full text of your article is available, you will see one or both of the icons shown at left. **HTML Full Text** displays the text beneath the citation in the plain HTML format. **PDF Full Text** shows the article as it originally appeared in the magazine, journal, encyclopedia or other publication, including photos, charts, and graphics.

**Additional Options** - Next let's look at the icons in the right column of your citation. You should see the 6 pictured at the right. What does each of these tools do?



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Each of these functions is extremely useful for homework, school projects, group projects, and other assignments. They can be used to save articles for future reference, print them, even send to a classmate. If you are required to provide a bibliography or footnotes, the icon that looks like a yellow sheet of paper can be especially helpful. Click on it and a pop-up window appears with 6 of the most widely used styles of citation. Name all 6 below:

\_\_\_\_\_

**Storing /Saving** - The folder icon at the top represents a built-in system for saving articles, searches, images, and other content. Click the folder in your citation. You'll see it change to the icon at right. This indicates that you now have an item added to your folder. To the right of the citation you'll see a yellow bar with the words "Folder has items" and the title of the article you added. If you glance toward the top right of your screen (in the blue bar) you'll see a similar, but smaller, icon with the word "Folder" next to it. Click this icon to open your folder. You'll see your chosen article(s) has been stored for future reference.



You can refer back to this folder as many times as you like during your session. But what happens after your session has ended? That's where **My EBSCOhost** comes in. If you look at the top of your screen (also in the blue bar), you will see a link that reads "Sign In" (see image). Just by clicking this link and entering a few pieces of information such as your name, email address, and a user ID and password, you can register for your own account which you can access any time you login. Once you've signed into My EBSCOhost, you can view all saved articles, images, and videos, set up folders and subfolders for multiple projects, even share folders with classmates and instructors. You can return to your folders anytime you login to My EBSCOhost.



This concludes your basic tour of EBSCOhost. Please feel free to explore the interface, ask your instructor if you have further questions, or visit <http://support.ebsco.com>.



## Self-guided tour/Do-it-yourself quiz ANSWER KEY

### **Question 1 - Home page features**

Possible answers: 1) EBSCOhost logo/reset button 2) Choose Databases link 3) Search/text box 4) Search Options 5) Advanced Search 6) Visual Search 7) Search History/Alerts 8) Preferences 9) Search button 10) Clear button 11) Question mark (Help) button 12) Keyword link/reset 13) Subjects Authority file 14) Dictionary 15) Publications 16) More 17) Sign In to My EBSCOhost 18) Folder 19) New Features! 20) Help

**Note:** 12 through 20 are located in the blue bar at the top of the screen

### **Question 2 – Relevance Sort dropdown**

Answers: Date Ascending, Date Descending, Source, Author

### **Question 3 – Narrow Results By**

Answers: Will Vary

### **Question 4 – Magnifier icon**

Answer: A pop-up window appears with an abbreviated citation

### **Question 5 – Related Images**

Answer: An enlarged version of the photo appears

### **Question 6 – Title, Author and Source**

Answer: Will vary

### **Question 7 – Citation fields**

Possible answers: 1) Document Type 2) Subject Terms 3) Geographic Terms 4) Abstract 5) ISSN 6) Accession Number 7) Persistent link to this record 8) Database 9) Images (if applicable)

### **Question 8 – Subject Terms**

Answer: Will vary

### **Question 9 – Icons**

Answer: 1) Print 2) E-mail 3) Save 4) Cite this article 5) Export to Bibliographic Manager 6) Add to folder

### **Question 10 – Citation Formats**

Answer: 1) AMA 2) APA 3) Chicago/Turabian: Author-Date 4) Chicago/Turabian: Humanities 5) MLA 6) Vancouver/ICMJE

**NOTE: Depending on database settings, results for some questions may differ slightly from those listed in this document.**