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**Helpsheet 19**

**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 [For Library and Knowledge Services | Wirral University Hospital NHS Foundation Trust (wuth.nhs.uk)](https://www.wuth.nhs.uk/choose-us/for-library-and-knowledge-services/)

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* Using the gateway to the Knowledge Hub select ‘Search’
* Click on the **yellow bar** at the top of the page at sign in with your OpenAthens username and password
* Under the heading ‘In-depth searching’ select the database you wish to search e.g. Medline

1. 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



1. Graphical user interface, text, application

   Description automatically generatedSelect the database you want to search, for instance **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’**:

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

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# B: Searching for Terms

**6. To start a search, ensure ‘Advanced Search’ is selected:**

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**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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**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’:**

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

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

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**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’:**

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

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**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**:

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

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**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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**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”**:

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# E: Filtering and Saving Results

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

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**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:

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**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:**

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**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:**

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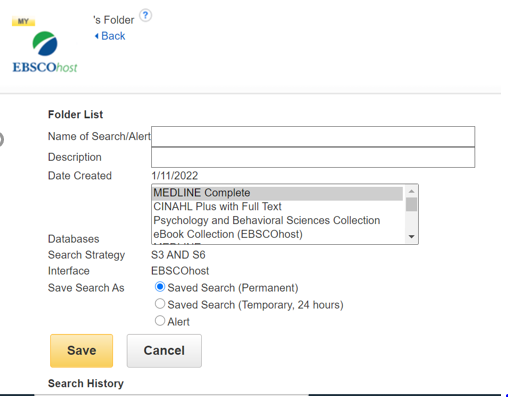
**23. Select the search lines and click ‘Save Searches / Alerts’:**

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**24. Give your search strategy a name** and add a description if you wish**.**

**Click ‘Save’:**



**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:**

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