



Access: Through NC LIVE or the library web pages

Type of Resource: Various databases of citations and full-text articles from magazines and journals, and full-text encyclopedia articles.

Computer Requirements: Internet access. Check the [Minimum Vendor Requirements](#) to be sure your browser is compatible. Your browser should be set to allow cookies. Some databases include PDF documents that require Adobe Reader to be viewed. All required software is available through the library's [Download Helpful Software](#) page.

Other Requirements: To use any NC LIVE resource from **off campus** you will need a **current NC LIVE password**. The library issues passwords to **current** students, faculty, and staff. For more information, read the library handouts [Remote Access to Library Resources](#) and [Library Support for Distance Learners](#).

1. Getting to EBSCOhost:

- a. Access the **NC LIVE homepage** via the Internet. There are two ways to do this:
 - i. Through the BRCC library homepage, <http://blueridge.edu/library>, click on the **NC LIVE** link by the listing to [Search Databases for Research](#).
 - ii. Directly at <http://www.nclive.org/>.
- b. Click on the [**Browse Resources**] tab, then click on the sub-heading [**Vendor**].
- c. Click on **EBSCOhost** from the list of NC LIVE Vendors. You should be automatically forwarded to the EBSCOhost web site.

2. Choosing Databases:

- a. Once the page loads, you will be presented with a list of EBSCOhost services and databases. Click on the "Choose an EBSCO database" link. This will bring you to a page with all the EBSCOhost databases. You may check as many databases as you like. If you change your mind, click the checkbox again to uncheck a database selection. (**IMPORTANT NOTE:** In EBSCOhost, the more databases you choose the fewer options you have while searching. It is usually best to carefully choose one or two relevant databases. Explanations of each database are provided to help you decide which databases might be most helpful.)
- b. Once you have selected one or more databases, click the [**Continue**] button at the top or bottom of the list.
- c. If at any time you want to add or remove a database from your searches click on the [**Choose Databases**] tab at the top of the screen.

3. Types of Searches. EBSCOhost provides UP TO five types of searches: [**Keyword**], [**Subjects**], [**Publications**], [**Dictionary**], and [**Images**]. Some of these may not appear depending upon the databases or combination of databases you choose.

- a. [**Keyword**] searches for magazine and journal articles that contain the key terms you enter. When your terms occur in specific parts of the article record such as the article title, author's name, magazine or journal title, or abstract that article will be chosen to include in your **Results**. A search can also be expanded to find the terms anywhere in the articles (see *Part 4. a. v. Expanders*, below). EBSCOhost provides two search forms to conduct [**Keyword**] searches, [**Basic Search**] and [**Advanced Search**] (see *Part 4 & Part 5*, below).
- b. [**Subjects**] allows you to browse the subjects used to classify the articles in the database.
 - i. Click on the [**Subjects**] button.
 - ii. Enter a term in the **Browse for:** box [bin laden], [parent*], [taxes].
 - iii. Choose whether you want the subjects listed **Alphabetical** with the closest match at the top of the list or **Relevancy Ranked**.
 - iv. Click the [**Browse**] button.
 - v. Accepted subjects will have at least one **View** reference link listed. Click on this link to get a list of articles indexed by that subject.

- vi. Complex subjects will also have an **Explore**: reference listed to look at subdivisions of the broader subject.
 - vii. Some subjects will have **See also**: references for related terms.
 - viii. Unused terms will have a **Use**: reference with a link to the proper term [scuba], [miocene epoch], [heart attack].
 - ix. Use the blue arrows at the top of the **Subjects** window to move to the next page or previous page.
 - x. Once you have a suitable list of **[Results]** skip to *Part 6* to continue.
 - c. **[Publications]** will allow you to see if the database contains a particular magazine or journal.
WARNING: This option IS NOT available if you choose more than one database at a time.
 - i. Click on the **[Publications]** button.
 - ii. Enter a magazine or journal title term in the **Browse for:** box [time], [newsweek], [consum].
 - iii. Choose whether you want:
 - o **Alphabetical** matches magazine and journal titles that begin with your search term(s). There is also a point-and-click alphabetical index.
 - o **By Subject & Description** finds publications that carry that term in the Subject, Description or Title fields of the Publication Details.
 - o **Match Any Words** matches magazine and journal listings that contain your search term(s) anywhere in the record (not just the title).
 - iv. Click the **[Browse]** button.
 - v. The **[Publications]** list provides a brief view of the titles matching your search criteria and indicates the dates of inclusion, and whether the articles are available in *Full Text* or *Abstract*.
 - vi. Click on a title link to see more details about the publication and to link to back issues of the publication by date.
 - vii. Switch to the **[Mark Items for Search]** tab and check off any titles you wish to search in your next **Keyword** search and click the **[Add]** button.
 - d. **[Dictionary]** is provided for your convenience and could be used to determine spelling, meaning and synonyms to improve your search strategies. You can also check words you would like to search and then click the **[Search]** button and the term(s) will be search as subject heading. The health-oriented databases have a **[Medical Dictionary]** instead.
 - e. **[Images]** allows you to search a photo archive by keywords.
4. **[Keyword]: [Basic Search]** is the default search. To use the Basic Search:
- a. Type your search term(s) into the **Find:** box. Other tools to use with the Basic Search include:
 - i. Full use of **Boolean AND, OR & NOT**.
 - ii. **Quotation Marks** (" ") to search exact phrases.
 - iii. Truncation symbol (*) finds spelling variants of a root word. Searching **[psych*]** finds "psychology", "psychological", "psychologist", "psychiatry", "psychiatrist", etc.
 - iv. Wildcard symbol (?) can replace any single letter in a word. Searching **[gr?y]** finds both "gray" and "grey".
 - v. **Limit your results:** Reduce the number of "hits" returned using:
 - Scholarly (Peer Reviewed) Journals** – Checking this limits the search to scholarly journals that have a review board that determines which articles get published in their journal.
 - Full Text** – Checking this will remove hits that do not have the full article text included.
 - Magazine or Journal or Title Publication** – Limits results to magazines & journals with titles containing the term(s) you enter in this box.
 - Published Date** – Select a specific date range. Helpful if you have to have information from a specific time period such as within the last 3 years.

- Some databases have special limiters that appear only when no other databases chosen.
- vi. **Expand your search to:** increase the number of “hits” returned using:
 - Also search within full text articles** – Expands the search to include every word in each article.
 - Automatically “And” search terms** – Conducts the search as if all of your terms are connected by a Boolean “and.” This will exclude any articles that DO NOT contain your all of your terms.
 - Also search for related words** – Checking this looks for synonyms and plurals regardless of spelling.
- b. Click on the [**Search**] button.
- c. [**Results**] (your “hitlist”) will be listed in Reverse Chronological Order (newest first).
- d. Skip to *Part 6.* to continue.
- 5. [**Keyword**]: [**Advanced Search**] helps you “build” a search piece by piece. The form allows you to limit the search for your terms to specific fields like Author, Article Title, or Subject and to connect terms using AND, OR, & NOT. This is helpful with weeding out irrelevant results. For example, searching for “Clinton, Hillary” in the Subject field would eliminate articles on other subjects which simply mention her name, like articles about her husband Bill.
 - a. Type a search term into the first box.
 - b. To limit the search for the term to a specific field in the record, go to the box at the right that says “**Default Fields**,” and click on the down-arrow and select a field from the drop down menu.
 - c. To search more than one field simultaneously, go to the next line down on the form and select **and**, **or**, or **not** from the drop-down menu in the first box.
 - d. Enter another term or terms in the box provided.
 - e. Repeat steps b. through d. until all your terms are entered. You DO NOT have to use all the boxes in the form.
 - f. Select any **Limiters** or **Expanders** you wish to use (See *Part 4. a. v-vi.* above).
 - g. **Special NOTE:** Many of the EBSCOhost databases have **Limiters** that are specific to the database, but if you are searching more than one database these special Limiters may not be available.
 - h. After making all desired selections click the [**Search**] button at the top of the form.
 - i. [**Results**] (your “hitlist”) will be listed in Reverse Chronological Order (newest first).
 - j. Skip to *Part 6.* to continue.
- 6. [**Results**]. You should see a list of article citations. The citations will usually include the Article Title (which will be a blue, underlined link), the Author’s Name, the Source (magazine or journal title), the Date of Publication, the Enumeration (Volume and Issue Numbers), the Page Number (on which page the article begins), and a Page Count (how many total pages).
 - a. Use the citation information provided to select an article from the list. Clicking on the Article Title will access the entire citation, including the **Abstract** (if provided).
 - b. Look directly below each citation. Listings that include the entire article content will have links for either **HTML Full Text** or **PDF Full Text**, or both. Click on one of these to see the full article. Find out about Printing, Emailing, and Saving Articles in *Part 8.*
 - i. **HTML Full Text** includes the entire content of the article in a simple text file.
 - ii. **PDF Full Text** is a scanned reproduction of the article in PDF format. You will need Adobe® Reader® to view these files. It is available free (see **Computer Requirements** at the beginning of this document). BRCC’s computers already have Adobe® Reader® installed.
 - c. If **HTML Full Text** or a **PDF Full Text** is NOT provided it will be up to you to copy or print the citation information and check the appropriate Periodical Holdings list to see if the BRCC Library has access to print copies of the Magazine or Journal.

- d. After viewing a full article or citation, use the **Result List** link to return to the **[Results]**. DO NOT use your browser's "Back" button.
- e. Use the blue forward and back arrow buttons at the top and bottom of the Result List to navigate through the Result List.
- f. **Pages:** Many times your searches will yield too many results to be listed on one page; when this happens you will see links at the top and bottom of the **[Results]** box to go to page **2**, **3**, **4**, etc.
- g. **See:** EBSCOhost indexes several types of information from **Magazines**, **Reference Books**, **Primary Source Documents**, **Pamphlets**, **Biographies**, etc. Links to limit your results to each type available will appear at the top of the **Results** box. If you choose to limit your results using one of these, you can always retrieve the full list again using the **All Results** link.
7. **Changing Your Search:** If you do not like the **Results**, your last search will always be at the top of the page and you can click on the **[Refine Search]** tab to change your **Limiters** or **Expanders**.
8. **Retrieval:** As you view results, articles may be added to the **Folder** for later retrieval using the **Add** link to the right of the page. This option appears next to each citation in the **Results** list and on the **Citation** or **Full Text** pages. Once you have added all of the results you wish to retrieve to the **Folder**, click on the **Folder** link to view the contents. Choose to **Print**, **E-mail**, or **Save to Disk**. (**NOTE:** PDF documents WILL NOT be included in the normal Print or Save options. These must be printed or saved using the features in Acrobat Reader.) Alternatively, you may choose to **Print**, **E-mail**, or **Save to Disk** each citation or article as you view it.
 - a. To **Print** your articles in the **Folder**:
 - i. Click on the **Print** link at the top, above the **Folder List**.
 - ii. Choose from the options provided on the **Print Manager** page.
 - iii. Click on the **[Print]** button in the **Print Manager** box (not your browser's "Print" button).
 - iv. The articles should appear as one long document and the **Print** options dialog window should appear. When you are ready, click the **[OK]** button to send the print job.
 - v. Click the **Back** links provided to return to the **Result** list (NOT your browser's "Back" button).
 - b. To **E-mail** your articles in the **Folder**:
 - i. Click on the **E-mail** link at the top, above the **Folder List**.
 - ii. Choose from the options provided on the **E-mail Manager** page.
 - iii. Enter your Email Address and a Subject to help you identify the email as your search results.
 - iv. Click on the **[Send]** button.
 - v. You will be given a confirmation. Click **Continue** and, if necessary, the **Back** links provided to return to the Result List. (NOT your browser's "Back" button).
 - c. To **Save to Disk** your articles in the **Folder**:
 - i. Click on the **Save to Disk** at the top, above the **Folder List**.
 - ii. Choose from the options provided on the **Save Manager** page.
 - iii. Click on the **[Save]** button.
 - iv. The articles should appear as one long document. Follow the directions at the top of the page to save the articles.
 - v. Click on the **Back** link provided to return to the **Result** list (NOT your browser's "Back" button).
9. **Preferences** may be set to change the number of results displayed on a single page and the format in which they are displayed.
10. **Use Help!!!** The Help screens can provide you with further information and examples to practice. EBSCOhost's section on Styles of Citation is excellent.