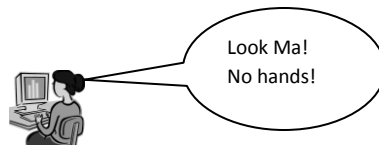




## Put some **POWER** in your **SEARCH!**

Why should those librarians have all the fun?! You can have fun with the library's research databases, too! Here's how...



### → **Search multiple databases at once**

Feel the power! Mine multiple databases with *one search!* Here's how:

#### EBSCO Databases (Academic Search Premier, ERIC, etc.)

1. From the Basic Search screen, click on "**Choose Databases**"
2. Place a checkmark in the box next to each database you'd like to search.
3. Click "OK." This will return you to the Basic Search screen.
4. Set your search limiters (peer-reviewed, date range, etc.) and begin your search!

#### DISCUS Databases (Expanded Academic ASAP, Educator's Reference Complete, etc.)

1. From the Search screen, in the upper right-hand corner, select "**TOOLS**", then "**Change Databases**"
2. This vendor automatically checkmarks *everything* they've got, which is probably overkill, but that's OK.
3. Click "Continue" (at top of screen). This will return you to the Search screen.
4. Set your search limiters (peer-reviewed, date range, etc.) and begin your search!

No more backing out of one database only to have to enter another and reproduce your search. Too time-consuming!

### → **Create your own personal Research Folder**



#### EBSCO Databases

The first thing you need to do is **set up your profile by creating an account** (don't worry, it's free and easy!)

Click on "Sign Into My EBSCOhost" (top of screen)

Select "I'm a new user"

Fill out the information and click "Submit"

**Your profile is now set!**

\* Please note: In the future, each time you enter an EBSCO database and you want to access your Folder, you'll need to Sign-In (Sign-In located at top of Basic Search screen.)

Now you're ready to create a Folder! To create your Folder, simply...

1. Go into any EBSCO database(s) and Sign In
2. Perform your search
3. When you ID any articles you want to add to your Folder, simply click Add to folder.
4. But, just as with a pet, you've got to give your folder a *name!* 😊
  - a. Click on the Folder tab (top of the screen)
  - b. You'll see your selected article(s) appear in a list. Click New. (left-hand margin)
  - c. Name your (pet) folder. Include Notes if you like. Click "Save"

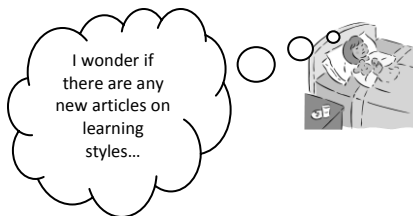
5. Notice that your selected articles do not automatically get moved to your newly created folder. You must move them there. Do this by selecting them (click the check-mark box), click on the **Move To** drop-down menu and click on your new folder's name! You'll see the folder's name appear over in the left-hand margin. To see what's in it, click the + sign next to it.

Notice in the upper-left-hand margin that you can put other things you find in the database into your folders.

➔ **Keep the fun coming - Create a Search Alert!**



Do you ever lie awake at night pondering the exciting possibility of being alerted every time a new article on your chosen research topic is made available?!



.....No? (Hmmm...guess it's just us librarians.) Well, anyway...there *IS* a way to do this! It's easy.

1. Sign-In to an EBSCO database and conduct your search. (Don't forget – you can search multiple databases to potentially increase your results!)
2. Once you've tweaked your search and are happy with the wording of it, select **Search History/Alerts** (top of screen just below the Search box)
3. You'll see all the different searches you've conducted during your session. Select the one(s) for which you'd like to create an Alert by check-marking the box next to it
4. Click 'Save Search/Alert'
5. Fill in the requested information - Search Name and Description. (I usually just name it whatever the search phrase is.)
6. Click 'Save'

Now, whenever you Sign-In and access your Folder information, you can click on Search Alerts and see if anything new has become available since your last Sign-In. How exciting is **THAT?!**