

LIBRARY SUBJECT GUIDE:

Ebscohost

WJU Library subscribes to EBSCOhost, a web-based product providing access to citation-only and full-text periodical articles.

Access: To access EBSCOhost ON CAMPUS, point your browser to:

- Go to mywju.jessup.edu
- Click EBSCOhost (bottom right)
- Click the EBSCOhost Web link of preference.
- Select the database(s) you wish to use.

To access EBSCOhost OFF CAMPUS OR WIRELESS, point your browser to:

- Go to mywju.jessup.edu
- Click EBSCOhost (bottom right)
- Enter user ID: (see library staff)
- Enter password: (see library staff)
- Click the EBSCOhost Web link of preference
- Select the database(s) you wish to use.

Basic Search

- For a **Basic** search, type one word or one phrase in the **Find** box.
- Use the truncation (*) and wildcard (?) symbols to search for terms with various endings, unknown characters, or multiple spellings. To use truncation, enter the beginning of a search word and replace the ending with an *. For example, typing ethic* will find entries containing ethical, ethics, ethicist, etc. The wildcard symbol replaces a single character. For example, searching for wom?n will find all entries containing women and woman.
- You can also select any limiters or expanders available on the **Refine Search** sub-tab. When you have entered your search terms and selected any search modes or search options, click the **Search** button.

Advanced Searching

- On the tabbed toolbar, click **Advanced Search**.
- Enter one word or one phrase in each **Find** box.

- Next, use the drop down menu list to the right of the search box to select a field to search. Searches can be done across default fields or in a variety of specific fields, including author, title, and subject.
- To connect multiple search terms, use the operators “and, or, not” by clicking on the drop down menu located to the left of the search boxes.
- Add limiters or expanders from the **Refine Search** sub-tab.

Result List

- The **Result List** consists of those articles that include the search terms either in the citation (the basic information needed to locate the article) or the abstract (a brief summary of the article). Results may be narrowed by clicking a subject category on the far left.
- Click on an underlined title to display the full description of the article, which includes the citation and the abstract.
- If available, click the [Full Text] icon to view the full text of the article or [PDF Full Text] icon to view the article in Adobe® Portable Document Format or [HTML Full Text] to view the article in HTML format or [Linked Full Text] to view the article from another subscribed database. To view a PDF file, it is necessary to have Adobe Acrobat® Reader software installed on your computer.

Printing, Saving, or E-mailing Search Results

- To print, save or e-mail records:
 - Click the **Print, Email, Save** icon located above the citation and/or abstract. Follow the instruction on the screen.
- To print, save or e-mail records in bulk:
 - Click the link labeled **ADD TO FOLDER** located above the citation and/or abstract. (Entries may also be saved from the **Result List** by clicking the folder icon labeled **ADD** next to the desired entry.) Repeat procedure to add records to the folder.
 - Click the folder icon link labeled **FOLDER HAS ITEMS** located above the citation and/or abstract.
 - Click the **Print, Email, Save** icon located above the citation and/or abstract. Follow the instruction on the screen.