

# How to Search: EBSCO HOST

## Basic Search

The Basic Search Screen lets you create a search with limiters, expanders, and Boolean operators.

### To create a Basic Search:

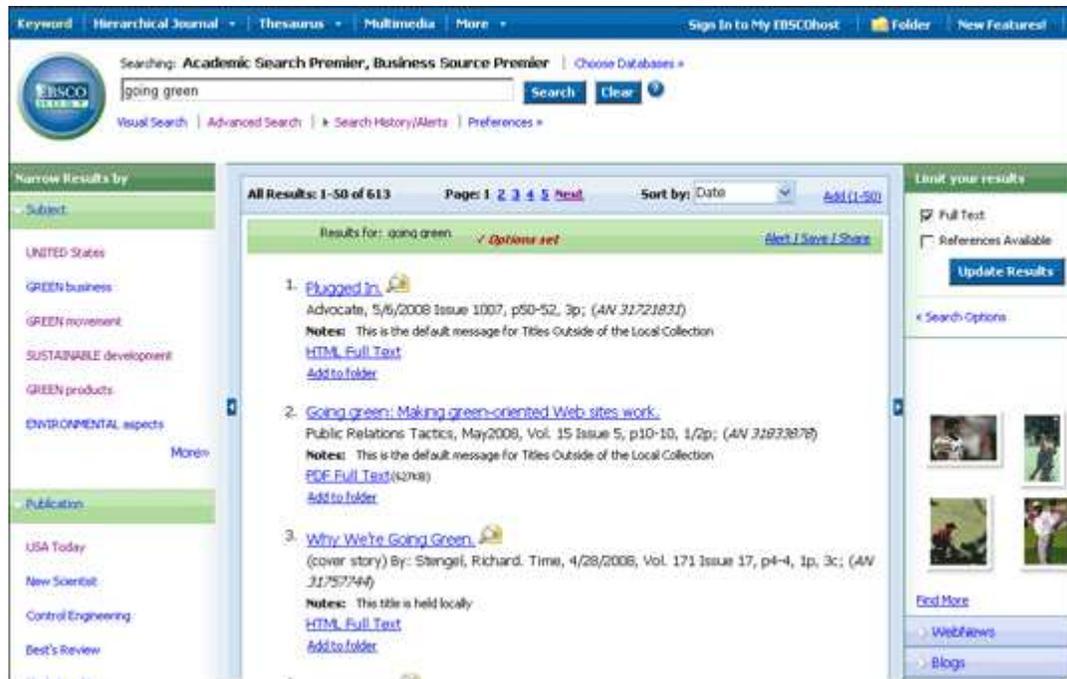
1. On the Basic Search Screen, enter your search terms in the **Find** field.
2. If you want to use any of the optional Limiters or Expanders, click the **Search Options** link.



The screenshot displays the EBSCO HOST search interface. At the top, there is a navigation bar with links for 'Keyword', 'Hierarchical Journal', 'Thesaurus', 'Multimedia', and 'More'. A 'Sign In to My EBSCOhost' link and a 'Folder' icon are also present. The main search area features the EBSCO logo, a search box containing the text 'going green', and a 'Search' button. Below the search box, there are links for 'Search Options', 'Visual Search', 'Advanced Search', 'Search History/Alerts', and 'Preferences'. The 'Search Options' section is expanded, showing several settings:

Search Options	
<b>Search modes:</b>	<input checked="" type="radio"/> Boolean/Phrase
	<input type="radio"/> Find all of my search terms
	<input type="radio"/> Find any of my search terms
	<input type="radio"/> SmartText Searching <a href="#">link</a>
	<b>Apply additional terms to query</b> <input type="checkbox"/>
	<b>Also search within the full text of the articles</b> <input type="checkbox"/>
	<b>Automatically "And" search terms</b> <input type="checkbox"/>
<b>Limit your results:</b>	
<b>Full Text</b>	<input checked="" type="checkbox"/>
<b>References Available</b>	<input type="checkbox"/>

3. You can use a specific [search mode](#), such as “Find all of my search terms,” or “SmartText Searching”; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as “Apply related words.”
4. To close the **Search Options**, click the link again.
5. Click the **Search** button. The Result List displays.



The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can click the **Search Options** link under **Limit your results**.

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## Search Tips

### Boolean Operators

**And** - combines search terms so that each search result contains all of the terms. For example, **education and technology** finds articles that contain *both terms*.

**Or** - combines search terms so that each search result contains at least one of the terms. For example, **education or technology** finds results that contain *either term*.

**Not** - excludes terms so that each search result does not contain any of the terms that follow it. For example, **education not technology** finds results that contain the term *education* but **not** the term *technology*.

## Wildcard (?) and Truncation (\*) Symbols

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Neither the wildcard nor the truncation symbol can be used as the first character in a search term.

The *wildcard* is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. EBSCO*host* finds all citations of that word with the ? replaced by a letter.

For example, type **ne?t** to find all citations containing **neat**, **nest** or **next**. EBSCO*host* does not find **net** because the wildcard replaces a single character.

*Truncation* is represented by an asterisk (\*). To use truncation, enter the root of a search term and replace the ending with an \*. EBSCO*host* finds all forms of that word.

For example, type **comput\*** to find the words **computer** or **computing**.

## Proximity

You can use a proximity search to search for two or more words that occur within a specified number of words (or fewer) of each other in the databases. Proximity searching is used with a keyword or Boolean search.

The proximity operators are composed of a letter (**N** or **W**) and a **number** (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:

**Near Operator (N)** - **N5** finds the words if they are within five words of one another regardless of the order in which they appear.

For example, type **tax N5 reform** to find results that would match **tax reform** as well as **reform of income tax**.

**Within Operator (W)** - In the following example, **W8** finds the words if they are within eight words of one another and *in the order in which you entered them*.

For example, type **tax W8 reform** to find results that would match *tax reform* but would **not** match *reform of income tax*.

## Grouping Terms Together Using Parentheses

*Parentheses* also may be used to control a search query. Without parentheses, a search is executed from left to right. Words that you enclose in parentheses are searched first. Why is this important? Parentheses allow you to control and define the way the search will be executed. The left phrase in parentheses is searched first; then, based upon those results, the second phrase in parentheses is searched.

**Generalized Search:** dog or cat and show or parade

**Focused Search:** (dog or cat) and (show or parade)

In the first example, the search will retrieve everything on dog or cat shows *as well as* everything on parades, whether or not the articles refer to dogs or cats.

In the second example, we have used the parentheses to control our query to only find articles about shows or parades that reference dogs or cats.

## Using Quotation Marks

Typically, when a phrase is enclosed by double *quotation marks*, the exact phrase is searched. This is not true of phrases containing stop words. A stop word will never be searched for in an EBSCO*host* database, even if it is enclosed in double quotation marks. A search query with stop words only (i.e. no other terms) yields no results.

## Limiters and Expanders

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 options, click **Search**. Your search results are displayed. To print, e-mail or save several search results, you should add them to the folder.

Your library administrator selects which search modes and search options are displayed.

## Special Limiters

If you are searching more than one database, on the Refine Search sub-tab the limiters common to the databases appear under the **Limit your results** heading. If you select any of the common limiters, they are applied to all databases you are searching. A limiter will appear in the common limiters section only if it is available in all the databases you selected. If a limiter is available in three of four databases you selected, it will be displayed in the special limiters section of those three databases.

The database-specific limiters appear under the heading **Special limiters for: Database Name**. (e.g., **Special limiters for: Academic Search Premier**) If you select a special limiter, it is applied only to the database under which it appears. For example, you might select the Publication type limiter below *Academic Search Premier*, and need to select it again below *Newspaper Source*.

(Information located online at: <http://support.ebsco.com> (Ebsco Help Menu – Basic Search))