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

To create a Basic Search:

1. Enter your search terms in the Find field on the Basic Search screen.
2. Click the Search Options link, if you would like to use any of the optional Limiters or Expanders. To close the Search Options, click the link again.
3. Select a specific search mode, such as "Find all of my search terms," or "SmartText Searching."
4. Apply Limiters such as Full Text or Publication type; or use search options that expand your search, such as "Apply related words."
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 apply the limiters under Limit To on the left or click the Show More link to view all available limiters.
The Advanced Search Screen

To use Advanced Search with Guided-Style Fields:

1. Click the Advanced Search link below the Find field.
2. Enter your search terms in the first Find field on the Advanced Search screen.
3. Choose the search field from the optional Select a Field drop-down list (for example, search in only the Subject Terms field of the citation).
4. Repeat steps 1 and 2 for the second set of Find fields.
5. Select a Boolean operator (AND, OR, NOT) to combine the two Find field entries.
6. You can enter another Boolean operator, keyword, and search field in the third set of fields.
7. If you need additional rows, click the Plus button. Up to 12 rows can be displayed. To delete a row, click the Minus button.
8. Select from the available Search Options:
   - **Search modes** - Use specific search modes, such as "Find all of my search terms," or "SmartText Searching," or use search options that expand your search such as "Apply related words."
   - **Limit your results** - such as Full Text or Publication type.
- **Special Limiters** - Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears.

9. 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 apply the limiters under **Limit To**. Click the **Show More** link to view all available limiters and expanders.
What are Subject Headings?

The CINAHL® Subject Headings authority file is a controlled vocabulary thesaurus that assists in more effectively searching your CINAHL database. Each bibliographic reference in the database is associated with a set of subject terms that are assigned to describe the content of an article.

Note: Pre-CINAHL® databases do not yet have subject headings assigned.

CINAHL® subject heading terms are arranged in a hierarchy, or "tree structure", that permits searching at various levels of detail from the most general level to more narrow levels to find the most precise terms. The subject headings include indexing annotations, scope notes, entry vocabulary, history notes, and allowable subheadings. The subject headings can be exploded to retrieve all references indexed to that term as well as all references indexed to any narrower term(s). Searches can also be limited with specific qualifiers (subheadings) to improve the precision of the search, and limited to major subject headings which indicate the main focus of an article.
Printing Your Results

You can set the defaults for Standard Field Format and Citation Format on the Preferences Screen. The selections that are set on Preferences will be applied when printing.

To print one or more articles or citations:

1. From the article, click the Print icon.

   ![Printing panel](image)

   The Printing panel is displayed at the top of the article.

2. Accept the defaults and click Print.

   The Printing dialog box appears.

3. Click OK to begin printing.

4. To return to the article or citation, click Back.

Advanced Features:

- If you are in the folder, **Remove these items from folder after printing** appears. Indicate whether you want to empty the folder of all items after printing.

- **Include when printing** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text) will be printed.

- **HTML Full Text** (when available) – Indicate whether the HTML Full Text of the article (if available) should be included.

- **Current Search History** (when available) – Indicate whether the current search history should be printed with your Result List Items. (Note: It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you’ve edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)
• **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - **Brief Citation** – Indicates that only a brief citation should be printed.
  - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be printed.
  - **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be printed.

• **Citation Format** - If you would like to print your citations in a specific format, select one from the drop-down list:
  - **AMA** - American Medical Association
  - **APA** - American Psychological Association
  - **Chicago/Turabian Author - Date**
  - **Chicago/Turabian Humanities**
  - **MLA** - Modern Language Association
  - **Vancouver/ICMJE**

• **Customized Field Format** - If you want to select which fields are included with your results, see Custom Fields for Print/E-mail/Save.

**Note:** If your library administrator has provided the ability to translate an article, you must print the translated article directly from your browser window.

**To print PDF Full Text:**

To print an item in PDF Full Text format, you must use the Adobe Reader Print option. When viewing the PDF document in your browser window, the Adobe Print option (a printer icon) is included on the Adobe Reader toolbar located above the article. Note that if the item includes a citation and/or HTML text, they will print from the browser window.

**To print Linked Full Text:**

- If you are printing an article that includes Linked Full Text, you must follow the links directly to the Full Text and then print.
- If the article includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to follow the links directly to the Full Text and then print.
E-mailing Your Results

You can set the defaults for Standard Field Format, Citation Format, E-mail Format, and the default E-mail To address on the Preferences Screen. The selections that are set on Preferences will be applied when e-mailing.

To e-mail an article:

1. From the article, click the E-mail icon.

The E-mailing panel is displayed above the article.

2. Enter the E-mail Address. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, name1@address.com; name2@address2.com).

3. To send the e-mail, click Send; otherwise, click Cancel. A message appears when your e-mail has been sent.

Advanced Features:

- **Subject** - enter a subject to appear on the e-mail subject line. (For example, *Results of research on topic ABC.*) (40 character maximum.)

- **Comments** - enter any comments you would like to include with your e-mail.

- **Format** – Select whether you want to send the e-mail in Rich Text or Plain Text format.

- If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all items after e-mailing.

- **Include when sending** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and PDF Full Text) will be
sent. (Most users will not need to use the "Customized Field Format" selection.) Persistent links to articles are automatically included in the e-mail.

- **HTML Full Text** (when available) – Include the HTML Full Text of the article, if available.
- **PDF as a separate attachment** (when available) – Include all citation information and the article in Adobe PDF format, if available.
- **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - **Brief Citation** – Indicates that only a brief citation should be e-mailed.
  - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be e-mailed.
  - **Detailed Citation and Abstract** – Indicates that a detailed citation and abstract should be e-mailed.
- **Citation Format** - If you would like to save your citations in a specific format, select one from the drop-down list:
  - **AMA** - American Medical Association
  - **APA** - American Psychological Association
  - **Chicago/Turabian Author - Date**
  - **Chicago/Turabian Humanities**
  - **MLA** - Modern Language Association
  - **Vancouver/ICMJE**
- **Current Search History** (when available) – Indicate whether the current search history should be e-mailed with your Result List Items. The history will be delivered as a separate HTML attachment. (Note: It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you've edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)

To e-mail Linked Full Text:

If the results include Linked Full Text, the Linked Full Text cannot be delivered via the folder. If you are e-mailing an item that includes Linked Full Text, you must follow the links directly to the Full Text and then e-mail it. Otherwise, only the citation and any available HTML Full Text will be sent. If you follow the links to the Full Text and it is PDF format, the PDF will be sent as an attachment to the e-mail.
To e-mail a persistent link to a search:

1. Click the Share link at the top of your Result List.

2. Click the hyperlinked terms to the right of Add search to folder. The search query is now saved in the folder as a persistent link to a search.

3. From the Persistent Links to Searches area of the folder, click the E-mail icon. The Links to Searches area of the E-mail Manager displays.

4. Enter the E-mail Address. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, name1@address.com; name2@address2.com.)

5. Enter a Subject to appear on the e-mail subject line. (For example, Results of research on topic ABC.) (40 character maximum.)

6. Enter any Comments you would like to include with your e-mail.

7. If you are in the folder, Remove these items from folder after e-mailing appears. Indicate whether you want to empty the folder of all items after e-mailing.

8. Click Send; otherwise, click Back.

9. A message appears when your e-mail has been sent. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked Remove these items from folder after e-mailing.

(The library administrator decides whether the persistent links feature is available.)
Saving Your Results

You can set the defaults for Standard Field Format and Citation Format on the Preferences Screen. The selections that are set on Preferences will be applied when saving.

To save an article:

1. From the article, click the Save icon.

   ![Save Panel](image)

   The Save panel is displayed.

2. To save the results, click Save. Otherwise, click Cancel.

3. From your browser menu, click File>Save As. Enter the path where the file should be saved (for example, C:ProjectResearchInfo). To save to disk, enter the path to the drive (for example, A:ResearchInfo). Be sure to save as an HTML or text file.

4. Click Save. To return to the article, click Back.

Advanced Features:

- If you are in the folder, Remove these items from folder after saving appears. Indicate whether you want to empty the folder of all items after saving.

- Include when saving - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and HTML links to articles) will be saved.

- HTML Full Text – Indicate whether the HTML Full Text of the article (if available) should be included.

- HTML links to articles – Indicate whether HTML links to the articles you have selected should be included. (To save only the persistent links to the articles, clear the Additional citation details.
and abstract and the HTML Full Text check boxes and be sure to mark the HTML links to articles check box.)

- **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - **Brief Citation** – Indicates that only a brief citation should be saved.
  - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be saved.
  - **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be saved.

- **Citation Format** - If you would like to save your citations in a specific format, select one from the drop-down list:
  - **AMA** - American Medical Association
  - **APA** - American Psychological Association
  - **Chicago/Turabian Author - Date**
  - **Chicago/Turabian Humanities**
  - **MLA** - Modern Language Association
  - **Vancouver/ICMJE**

**To save PDF Full Text:**

If you are saving an item that includes PDF Full Text, the PDF does not automatically save from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader’s save capability.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader’s save capability.

**To save Linked Full Text:**

If the results include Linked Full Text, the Linked Full Text cannot be delivered via the folder. If you are saving an item that includes Linked Full Text, you must follow the links directly to the Full Text, and then save it.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to follow the links directly to the Full Text, and then save it.
To copy a persistent link to a search:

1. Click the Share link at the top of your Result List.
2. Highlight the link text in the Permalink box and copy using your browser's copy function. You can immediately paste the link into a website, document or e-mail.

To save persistent links to searches to the folder:

1. Click the Share link at the top of your Result List.
2. Click the hyperlinked terms to the right of Add search to folder. The search query is now saved in the folder as a persistent link to a search.
3. From the persistent links to searches area of the folder, click the Save icon. The Links to Searches area of the Save Manager displays.
4. If you are in the folder, Remove these items from folder after saving appears. Indicate whether you want to empty the folder of all items after saving.
5. Click Save; otherwise, click Back.
6. From your browser menu, click File>Save As. Enter the path where the file should be saved (for example, C:\Project\ResearchInfo). To save to a floppy disk, enter the path to the floppy drive (for example, A:\ResearchInfo). Be sure to save as an HTML or text file.