

# Common Elements of a Database

## Using *Academic Search Complete* as an Example

### Search Screen

**Personal accounts:** creating a personal account (it's free) gives you additional features, such as saved searches, alerts about new records for old searches, etc.

**Name of database:** it's important to know where you are!

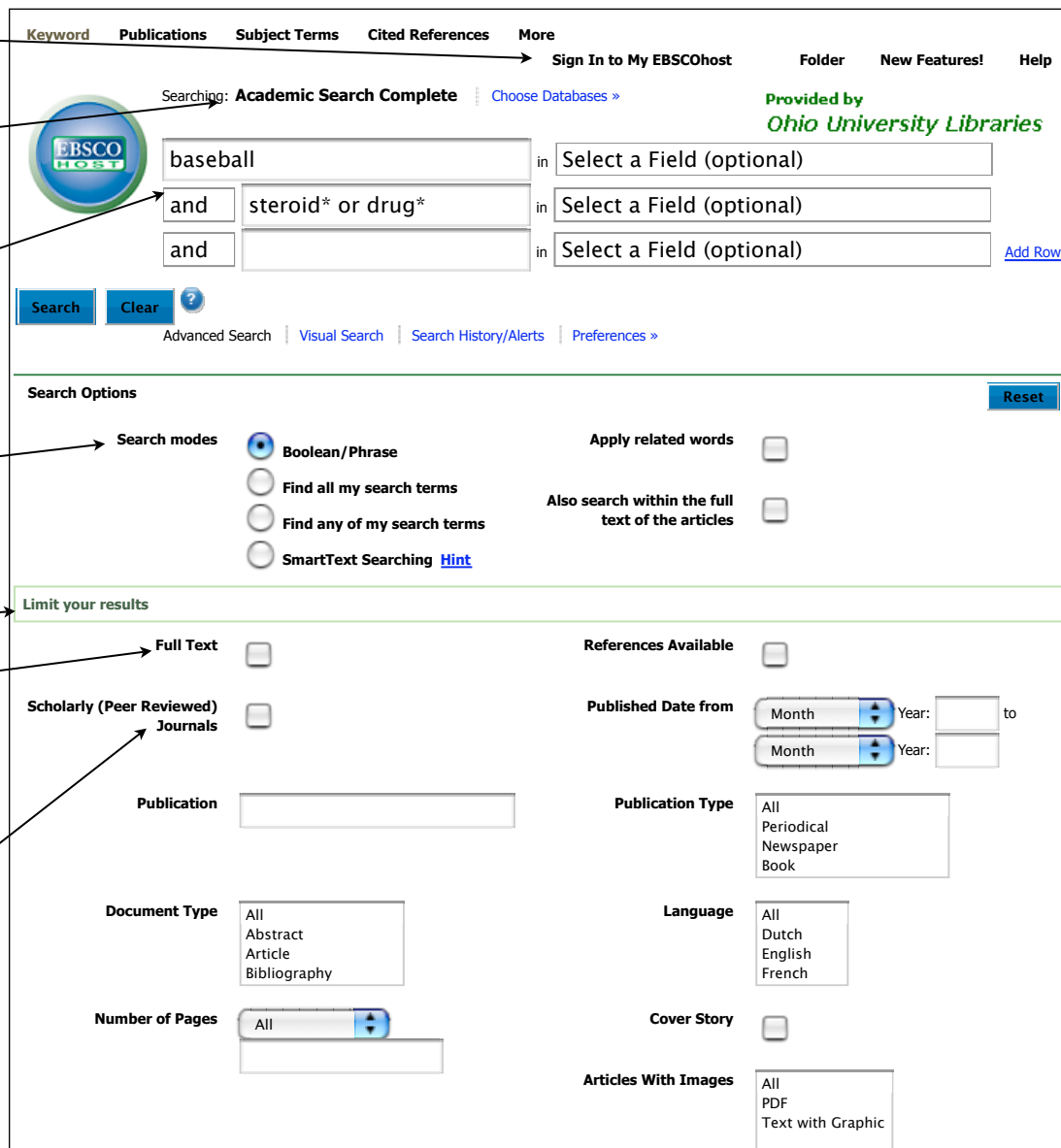
**Search boxes:** enter your search terms here. Use more than one box, if you wish. (The name of this database is *Academic Search Complete*, not *EbscoHOST*.)

**Search modes:** your choice here can have dramatic effects on your search results. "Boolean" searches use connector words such as AND and OR to group your search terms.

**Search limiters:** sometimes called "filters," careful use of these options can greatly increase the usefulness of the records that you find.

**Full text:** check this box to limit your search results to only those articles for which full text is available in this database. Please note: using the **FindIt!** link (see the other side of this page) will often get you to full text that is not available here.

**Scholarly journals:** check this box to limit search results to only academic journal articles.



The screenshot shows the search interface for Academic Search Complete. At the top, there are navigation tabs: Keyword, Publications, Subject Terms, Cited References, and More. Below these are links for 'Sign In to My EBSCOhost', 'Folder', 'New Features!', and 'Help'. The database name 'Academic Search Complete' is displayed, along with 'Provided by Ohio University Libraries'. The search terms 'baseball and steroid\* or drug\*' are entered in the search boxes. Below the search boxes are 'Search' and 'Clear' buttons, and links for 'Advanced Search', 'Visual Search', 'Search History/Alerts', and 'Preferences'. The 'Search Options' section includes radio buttons for 'Search modes' (Boolean/Phrase, Find all my search terms, Find any of my search terms, SmartText Searching) and checkboxes for 'Apply related words' and 'Also search within the full text of the articles'. The 'Limit your results' section contains checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'References Available', along with 'Published Date from' fields, 'Publication Type', 'Document Type', 'Language', 'Number of Pages', 'Cover Story', and 'Articles With Images' filters.

## Results List

**Source types:** choosing one of these will narrow your list of items to one type of publication.

**Saving search results:** allows you to create RSS feeds or alerts, or put your search results into a folder for later printing or exporting.

**Article title:** click on this to see the full record for the article.

**Full text available:** clicking on this link will give you the full text of the article.

**Thesaurus terms:** clicking on terms in this list will also narrow your search results to ones that match specific topics.

**FindIt! link:** if the full text is not available in this database, click on this icon (which will open a new browser tab or window) and you may be able to get the whole article from some other source.

## Full Record

**Full text available:** clicking on this link will give you the full text of the article.

**Icons:** click on these to use print, email, save, and other ways of handling the information about this article.

**Citation information:** for your bibliography.

**Subject terms:** click on these to find more articles on the topics.

**Abstract:** summary of the article to help you decide if it's worthwhile to look at the full text.