

EBSCOhost: search, save, and manage results

This guide was created using CINAHL; it can be adapted for use with EBSCOhost's Medline and ERIC.

Sample search question

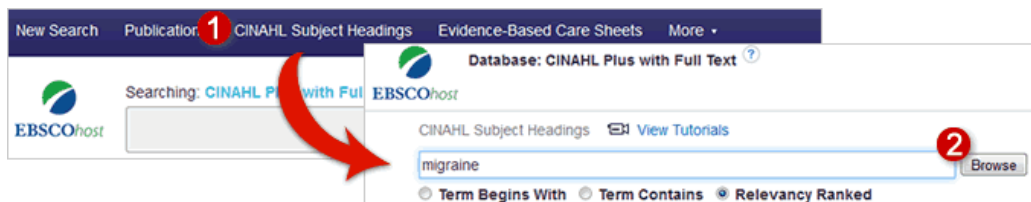
Can migraine or cluster headaches in children be treated effectively with sumatriptan?

Search concepts: migraine, cluster headache, sumatriptan

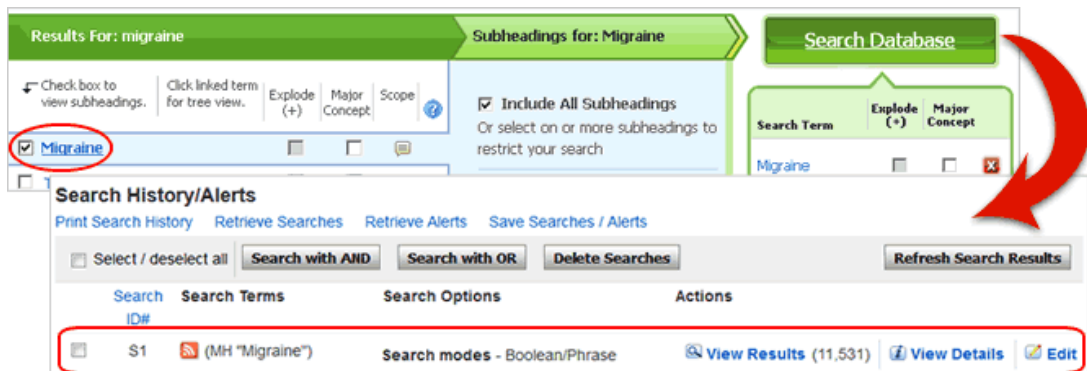
Limits: Child 0-18, English

Search using thesaurus

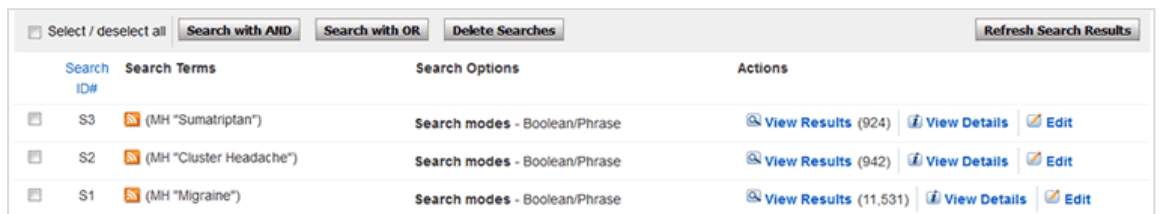
1. Search the thesaurus by selecting *CINAHL Headings*.
2. Enter the first search concept 'migraine' and select *Browse* to map to the thesaurus.



3. The thesaurus term for migraine is *Migraine*. Select the term, then *Search Database*. In this instance, the term *migraine* does not have any narrower terms so there is no need to *Explode* the term first. This will take you to the main search page, where you will see the first line of the search history.

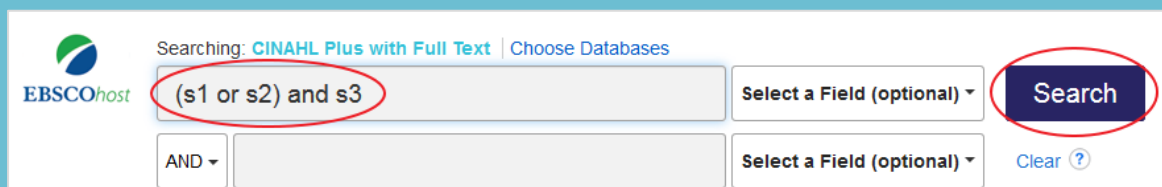


4. Repeat steps 1-3 for each of your other search concepts. *Explode* each one to include narrower terms. (In our example, none of the search concepts have narrower terms.) The search history will now look like this:



Combine search lines

Combine your search lines using the appropriate Boolean operator, for example AND, OR, then select *Search*.



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Apply limits

The search history now looks like this:

Search ID#	Search Terms	Search Options	Actions
<input type="checkbox"/> S4	(s1 or s2) and s3	Search modes - Boolean/Phrase	View Results (521) View Details Edit
<input type="checkbox"/> S3	(MH "Sumatriptan")	Search modes - Boolean/Phrase	View Results (630) View Details Edit
<input type="checkbox"/> S2	(MH "Cluster Headache")	Search modes - Boolean/Phrase	View Results (508) View Details Edit
<input type="checkbox"/> S1	(MH "Migraine")	Search modes - Boolean/Phrase	View Results (6018) View Details Edit

Select Edit to limit the search

Limit to *English* language and *All Child* (age 0-18). Select *Save*, then *View Results* to retrieve all citations.

Search using keyword

A keyword search may be required to expand retrieval, or when no appropriate thesaurus term exists. Consider synonyms, British/American spelling variations, and singular/plural terms.

Use truncation to maximise results

- Use * to retrieve unlimited suffix variation: *arter** will retrieve *artery, arteries, arterial*, etc.
- Use ? to replace one character: *wom?n*
- Use # to replace 0 or 1 character: *p#ediatric, gyn#ecology*
- Enclose search terms in quotation marks for exact matches, for example: "death and dying"
- Use proximity operators in combination with a number to search for two or more words that occur within a specified number of words (or fewer) of each other, for example:
 - **N5** finds words within *five words* of each other *in any order*, for example: *tax N8 reform* finds *tax reform* as well as *reform of income tax*
 - **W8** finds words with *eight words* of each other *only in that order*, for example: *tax W8 reform* finds *tax reform* but not *reform of income tax*

Save a search history (permanent save)

1. Select *Save Searches/Alerts*, above your *Search History*.
2. *Sign in* to your *EBSCOhost* account, *Create* a new account, or sign in using your Google account.
3. Name your search, add an optional description, then *Save Search (Permanent)* from the *Save Search As* options.
4. *Save*.

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Create an Alert

Save your search as an *Alert* to have it run regularly and the results emailed to you.

1. Follow steps 1-2 above.
2. Choose *Alert* from the *Save Search As* options.
3. Specify the *Frequency**.
4. Select *Bibliographic Manager* in *Alert Options* if you are planning to export the results to EndNote.
5. Enter your email address.
6. Enter your subject, for example *Database name: Project name*.
7. Select *Save*.

* Alerts run for a maximum of one year. An email around expiry time will prompt you to reactivate it.

Run a saved search

Open the relevant database, then:

1. Go to *Folder*.
2. You will be prompted to log in to your *EBSCOhost* account.
3. Go to *Saved Searches*
4. Locate your search and select *Retrieve Saved Search*.
5. Select all search lines and *Refresh Search Results* to display the hits for each search line.
6. Select *View Results*

The screenshot shows the EBSCOhost interface. At the top, there are navigation tabs: Publications, CINAHL Subject Headings, Evidence-Based Care Sheets, More, Sign In, and Folder. Below this is the 'Folder Contents' section with a 'Back' link and a message: 'To store these items in the folder for a future session, Sign In to My EBSCOhost.' A red circle '1' is next to the 'Folder' tab. Below this is a list of folder contents: Articles (3), Images (0), Videos (0), Companies (0), Pages (0), eBooks (0), audioBooks (0), Saved Searches (1), and Search Alerts (0). A red circle '2' is next to the 'Saved Searches' link. To the right is the 'My Folder: Saved Searches' section showing '1.1 of 1' results, 'Page: 1', and a 'Delete Items' button. Below this is a search result for '1. Migraine_CINAHL' with properties 'Saved Search (Permanent)' and options 'Retrieve Saved Search' and 'Edit Saved Search ch'. A red circle '3' is next to the 'Saved Searches' link, and a red circle '4' is next to the 'Retrieve Saved Search' button. Below this is the 'Search History/Alerts' section with options 'Print Search History', 'Retrieve Searches', 'Retrieve Alerts', and 'Save Searches / Alerts'. There are buttons for 'Select / deselect all', 'Search with AND', 'Search with OR', 'Delete Searches', and 'Refresh Search Results'. A red circle '5' is next to the 'Refresh Search Results' button. Below this is a table with columns 'Search ID#', 'Search Terms', 'Search Options', and 'Actions'. The first row shows 'S4', '\$1 or \$2) and \$3', 'Search modes - Boolean/Phrase', and 'View Results (108)'. A red circle '6' is next to the 'View Results' button.

Select citations from search results

After performing a search, 50 items are displayed per page by default. To select citations from your results, select alongside each reference.

To display only those chosen references, go to *Folder View*.

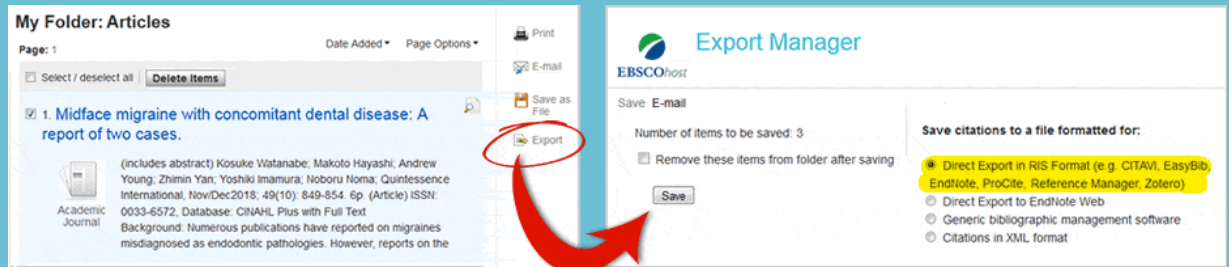
The screenshot shows search results for 'Diagnosis and management of cluster headache'. The first result is from 'Academic Journal' and includes an abstract and citation information. A red arrow points to the plus icon next to the citation. A yellow callout box says 'View complete abstract and citation, including thesaurus terms'. Another yellow callout box says 'Select citations by using Add to folder'. A third yellow callout box says 'Download full text PDF'. On the right side, there is a 'Folder has items' section with a list of items and a 'Go to: Folder View' link circled in red.

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Print, email, or save results

In the *Folder View* area, you can print, email, save or perform a direct export to bibliographic software.

To export to EndNote, select *Direct Export to in RIS Format*.

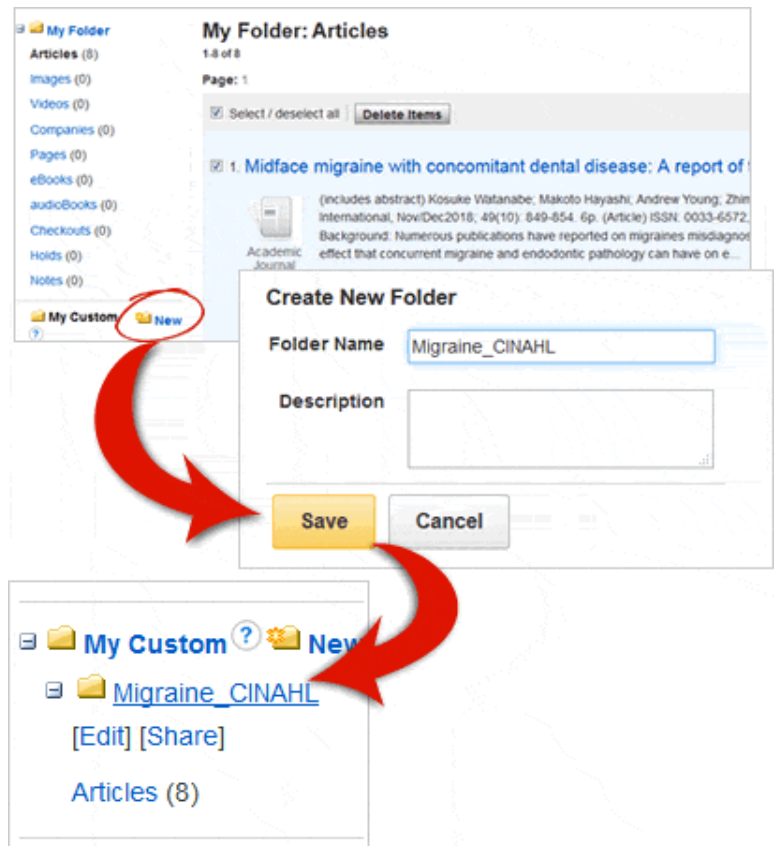


Manage custom folders

You can also copy the citations to a folder to look at later. You can customise each folder name, and nesting of folders is allowed. Create separate custom folders for each Ebsco database.

To use *Custom Folders*:

1. Log in to your personal account via *My EBSCOhost*.
2. In the *Folder View* area, create a new folder by selecting *New* for *My Custom* folder.
3. Specify a folder name, for example *Migraine_CINAHL*.
4. Select the references you wish to *Copy to* or *Move to* the custom folder.
5. Select *Articles* to display the references contained your customised folder.



More help

- Select *Ask a Librarian* within EBSCOhost or on the [Library website](#) and receive a response within 24 hours, Monday to Friday.
- Fact Sheet no.1: [Databases, and planning a search](#).
- Fact Sheet no.12: [Importing into EndNote](#).
- Sign up for [Training](#) in the Library.