

EBSCOHOST DATABASES USER GUIDE

Available from: <https://tafensw.libguides.com/ebscohost>

EBSCOhost databases provide access to full text online journals, magazines, newspapers, reports, reference texts, biographies, images and maps. TAFE NSW currently subscribes to the following databases:

Academic Search Complete - The leading source of peer-reviewed, full text for Scientific, Technical and Medical research, as well as for the Social Sciences and Humanities.

ANZRC and ANZRC Plus (Australia/New Zealand Reference Centre) - Provides full text and index access to many local and international magazines, newspapers and reference books on a wide range of subjects.

Art and Architecture Complete - Provides full text and index access to art magazines and books.

Business Source Complete - Is the industry's most used business research database, providing full text for more than 2,300 journals.

CINAHL Complete (Full text Nursing database) - Is the world's most comprehensive source of full text for nursing and allied health journals.

Communication and Mass Media Complete - This resource incorporates the content of CommSearch (formerly produced by the National Communication Association) and Mass Media Articles Index (formerly produced by Penn State) along with numerous other top journals in communication and media studies. Content includes full text for 520 journals.

Computers and Applied Sciences Complete - Covers the research and development spectrum of the computing and applied sciences disciplines.

eBook Collections - (Local and Statewide). Subjects include IT, management, business, art, agriculture, health and social sciences.

Education Research Complete - This database covers areas of educational specialties including curriculum instruction, administration, policy, funding and related social issues.

Environment Complete - Provides full text access to journals in areas of renewable energy, natural resources, pollution management and more.

Hospitality and Tourism Complete - Covers research and industry news relating to all areas of hospitality and tourism.

MasterFILE Premier - This multi-disciplinary database provides general reference publications with full text information – includes an image collection of photos, maps and flags.

Regional Business News (US) - Incorporates coverage of 75 business journals, newspapers and newswires from the United States.

SocINDEX with Full Text - Offers comprehensive coverage of sociology, encompassing all sub-disciplines and closely related areas of study. In addition to over 665 active full text journals, it contains informative abstracts for core coverage journals dating as far back as 1895.

Sustainability Reference Center - Full text database covering content from 800+ publications on sustainability and corporate social responsibility.

Vocational Studies Complete - Contains full text journals and a selection of full text books applicable to two-year college programs. Key subjects include biotechnology, computer and data processing, cosmetology, electrical technology, forensics, graphic arts, health information technology, interior design, paralegal studies, robotics, travel and tourism, and more.

HOW TO ACCESS THE DATABASE

The EBSCOhost databases can be accessed 24x7 from any PC where you have internet access. Go to eResources at <https://tafensw.libguide.com/az.php>. Using the A-Z menu, select the letter **E**, and then scroll down to the **EBSCO databases** link. Log in using your **TAFE username** and **password**. Make sure the box next to the database(s) you wish to search is ticked. Then click on **Continue**.

KEYWORD SEARCH

To perform a basic keyword search, enter **search terms** in the search box. The default search option is “Find all my search terms”.

Apply any **limiters** or expanders - for example, limit your search to **full text articles** or by date of publication. Click the **Search** button to begin the search.

BOOLEAN OPERATORS

Boolean logic defines relationships between terms in a query. The operators are **AND**, **OR** and **NOT**.

Select the search mode: “Boolean/Phrase”

- The **AND** operator combines search terms so that each search result contains all of the terms
- The **OR** operator combines search terms so each search result contains at least one of the terms
- The **NOT** operator excludes so the search result does not contain any terms that follow the operator

WILDCARDS/TRUNCATION

Wildcards allow you to match:

- both the singular and plural forms of a word
- words that begin with the same stem
- words that can be spelt in different ways

You can use the **asterisk *** symbol to truncate your search term. For example: Austral* will retrieve Australia, Australian, Australasian, etc.

The **question mark ?** stands for exactly one character. For example, analy?e will get results with spellings analyse and analyze.

RESULTS

When results are displayed, you can look at an individual result by clicking on the underlined text. The full text availability for that particular article will also be displayed.

To view a group of results, click on **Add to Folder**. These articles are retrieved by clicking on the folder icon at the top right of the results screen.

PRINTING

You can print individual articles by clicking on the **Print** button at the top of the screen.

You also have the choice to **Email** or **Save** individual articles. You can return to the result list by clicking on the **Return to Result List** link at the top of the screen.

OTHER SEARCHES

Using the **Refine search**, in the left-hand column, will enable you to improve your initial search. Click on the subject arrows to open more options.

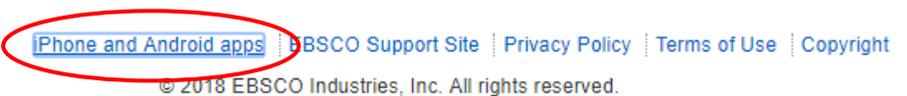
As an alternative to searching the entire database, you can search by browsing a list of subjects (the Subjects link) or a list of magazine or journal titles (the Publications link). Both links are located in the toolbar at the top of the screen.

ACCESSING eJOURNALS ON MOBILE DEVICES

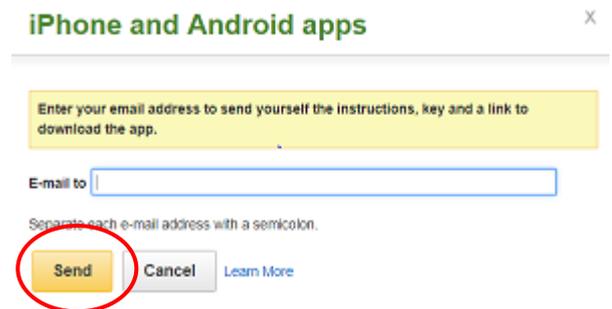
To access an eJournal on a mobile device such as an iPhone, iPad, iPod Touch or Android, you need to have an app installed on your device. You can also download articles using Google Drive.

INSTALLING THE APP

1. After accessing the EBSCOhost database, scroll to the bottom of the screen and select the iPhone and Android apps link.
2. A pop up screen will appear. Enter an email address you can access on your mobile device, and Send.
3. An email with an authentication key will be sent.
4. Download the EBSCOhost app from the iTunes Store (iPhone, iPad and iPod Touch) or Google Play (Android).



5. Open your email on the device you are installing to, and click on the activation key link in the email. You will then be able to start using the app on your device.


SAVING PDFs

For EBSCOhost databases (ANZRC Plus) there are 2 options;

You can Download the PDF to your device to read later **OR** save to Google Drive.

SAVING TO GOOGLE DRIVE

1. The Google Drive icon is located on the right-hand side panel.
2. If saving to Google Drive, popups needs to be enabled. In Chrome, click on the Chrome menu (Top right of menu bar). Select Settings. Show Advanced settings (Bottom of screen) and scroll down to the Privacy section. Click the Content settings section. In the Pop-ups section select allow.

