SEARCHING A-TO-Z

A QUICK GUIDE
WHAT IS EBSCO A-TO-Z?

Our Library purchases online access to many resources, including electronic journals and MEDLINE Complete.

EBSCO A-to-Z is one way of searching some of these electronic full-text materials in a single search.
HOW DO I GET STARTED?

Easy!

Let’s pretend we need to find articles on “eyeglasses.”

First, we need to the Library’s homepage: [www.sco.edu/library](http://www.sco.edu/library)
Now, we scroll down the page to the EBSCO A-to-Z icon.
The SCO Library prides itself on providing personalized library services to all of its students, faculty, and staff, as well as to its individual and institutional customers.

Library users who need more information about our services are invited to contact one of our librarians by clicking here.
Type the keyword(s) into the search box.

Now, we click “Search”
Make sure that "Linked Full Text" is checked!

You can use these drop down menus to create a better search.

If "Linked Full Text" isn’t checked, you could have lots of results (in this case 6441) but only a few would give you the articles with a simple click.
These are just different filters. More on these later!

This is how you can see how many results come from our great databases.

These icons will take you to the article. I’ll explain these icons at the end of this demonstration.
NOT ENOUGH RESULTS?

Use more general search terms.

Using the “OR” from the drop menu will also expand the search. Example: the search “Eyeglasses OR Glasses” has 2003 results.
TOO MANY RESULTS?

Use more specific search terms

Using “AND” from the drop menu will also limit the search. Example: the search “Eyeglasses AND Children” has only 173 results.
TOO MANY RESULTS?

OR

scroll down the page
WE CAN USE FILTERS!

Each of these headers can expand; giving you more filter options for your search.

This will narrow your search and give you fewer results.

Feel free to play around with these to get the exact results you are looking for!

My favorite filter is the “Publication Date” located at the top of the page.
When you use filters (in this case, the “Publication Date”), the screen will look like this.

This “Show More” hyperlink will vary by what filter you are setting up, but it will always give you more options to choose from.
“Cancel” will do just that, cancel the filter.

To put the filters in place, always click “Update” after you make your adjustments.
HOW DO I GET AN ARTICLE WHEN I FIND ONE I LIKE?

As long as you do “Linked Full-Text” searches, access to all articles will have already been paid for by the Library. 😊

To read or download a copy, we only need to click on one of the icons listed below the article.

Remember earlier when I told you I would discuss what all those icons meant?

Well, that time has come…
ICON KEY

Each article will have different ways of taking you to the full-text. You will see any of the icons below in various combinations or alone.
In the same window, the article will be taken directly from the publisher’s website in either PDF or HTML format.

“X-ing out” will close not just the article, but the search as well. It’s better to use the “back” arrow at the top of the page to return to the result page.
Clicking on this icon will take you to another EBSCO page with the article in full-length form.

Sometimes, you can download it as a PDF if the appropriate icon is listed on the left side of the screen.

These pages are in the same window just like the “Linked Full Text”. “X-ing out” will close not just the article, but the search as well. By using the “back” arrow at the top of the page you can return to the result page.
This icon will take you directly to the PDF to print or download.

The article will be in the same window, just like the previous icons. “X-ing out” will close not just the article, but the search as well. Use the “Back” arrow at the top of the page to return to the result page.

You might also see this icon on the left-hand side of the screen of the “HTML Full Text” screen. If you click on it then, the PDF will still be in the same window.
In a different window, the article will appear in the same format as the other icon options.

“X out” will close the article but not your search window.
Still having problems getting to the article? Have unanswered questions? Or do you want one-on-one instruction on how to use our resources?

No problem!

Set up an appointment by sending Brooke an email. She is our Electronic Resources Librarian and works daily with all of our electronic resources.

You can also contact any of the Library staff. We are always more than happy to help you get the resources you need.