



JAMES J. HILL CENTER GUIDE TO USING EBSCO

80 West Fourth Street | Saint Paul, MN 55102
PH: (651) 265-5500 | EMAIL: info@jjhill.org
www.jjhill.org

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EBSCO

How to use the EBSCO database to research specific companies, find articles on a wide range of business topics.

About

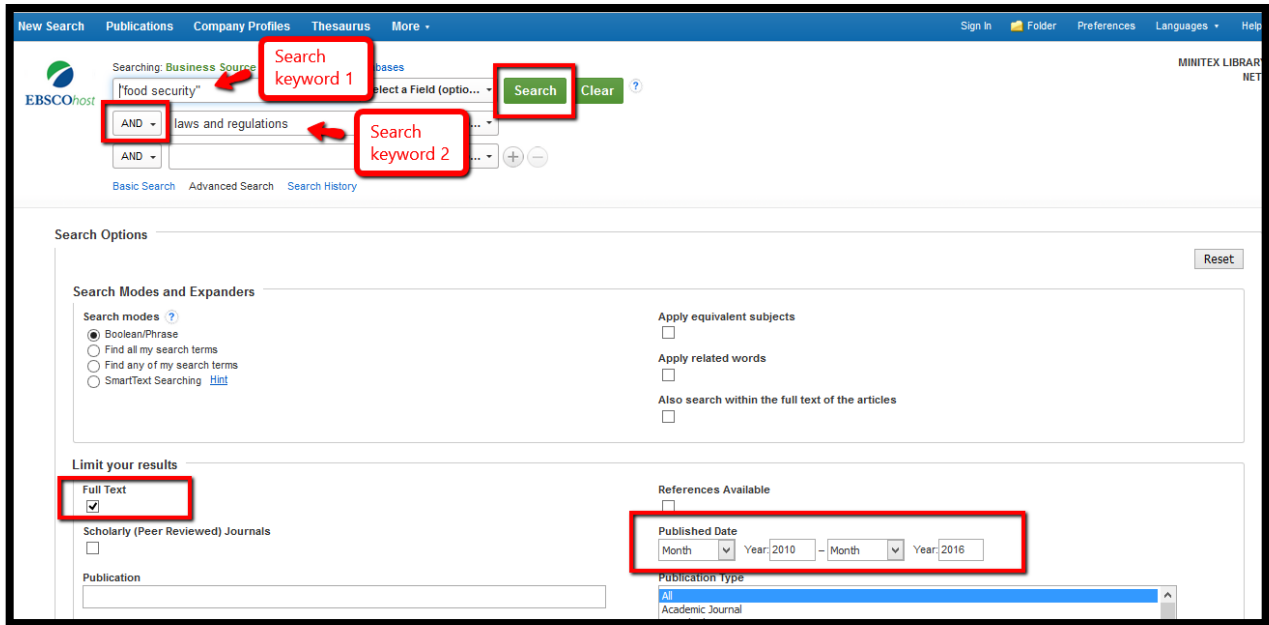
EBSCO contains thousands of articles from journals, magazines, trade publications, and news sources, relating to a wide variety of companies and industries.

Getting Started

- Access the database through the *Database List* page. Click one of the *EBSCO* links. EBSCO Business Source Premier contains primarily journals and articles related to business. EBSCO Regional Business News contains primarily news stories and articles from news sources related to business.

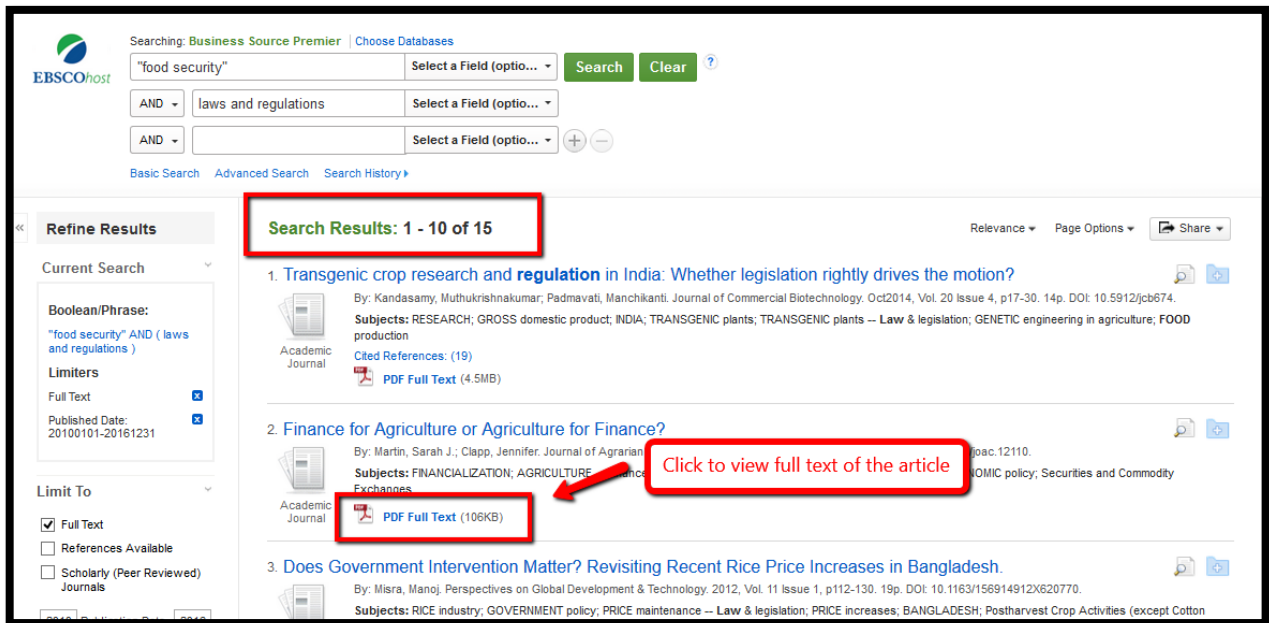
Advanced Search

- Put your search keywords in the search box. Single words or short phrases will do. Put your search keywords in quotation marks if you want the search results to contain the exact same words.
- You can choose to put AND, OR, or NOT between your search terms:
 - A AND B means you want the search results to contain both search terms A and B at the same time
 - A OR B means you want the search results to contain either search term A or search term B
 - A NOT B means you want the search results to contain only search term A and not search term B.
- Check the *Full Text* box under *Limit Your Results*.
- Enter a range in *Publication Date* if you want to limit your results to certain year ranges.
- Check to see if there are other filters you might need to set. When you have selected all the criteria you need, click the green *Search* button at the top of the page.



Results List

- The total number of articles found will be displayed below the search box. To read an article, click on the *Full Text* link below the title.



Saving Your Results

- Click the download button at the upper right to save a PDF full text.

The screenshot shows the EBSCOhost interface. At the top, there are navigation links: 'Result List', 'Refine Search', 'Download PDF', 'Sign In', and 'Folder'. The article title is 'A Call to Oppose the Child Nutrition and Education Act of 2016 (H.R. 5003)'. On the left sidebar, there is a 'Detailed Record' section with a 'PDF Full Text' icon and a 'Download PDF' button. The main content area displays the article title and a snippet of text. A red box highlights the 'Download PDF' button in the top right corner, with a red arrow pointing to it and a callout box containing the text 'Click the Download button here'.

- If only an *HTML Full Text* is available, click on the link to view the html full text. To save, copy and paste all of the text into a new Word document.

Questions? Consult with a Business Librarian

651-265-5500 / www.ijhill.org / info@ijhill.org