Using the EBSCO Databases

1. To find articles, choose database that seems likely to include articles on your topic. The databases highlighted on the right are EBSCO databases. This guide will teach you how to search in these databases but please explore the other database options to find additional information.

2. When you click on any of the above databases, you will be asked to provide your Richland NetID and password to continue on to the actual databases.

3. Click on the Full text Journals link to continue.
4. The Full text Journals link will pull up an alphabetical list of all of the EBSCO databases. There is a brief description of the contents of each database if you need more information. You can select a single database or put a check mark next to several and hit the Continue button. This combines the results from multiple databases into one result list.

5. Enter one keyword or phrase per line and hit search. If you need help coming up with keywords to describe your topic, see the Developing Keywords handout on myRichland.

6. You are now looking at your result list. Notice the Refine Results column. This will help you narrow your results further.

**Full Text:** Articles that can be accessed instantly. Others can be requested through interlibrary loan.

**Publication date:** Customize to the time range you need.

**Source types:** There are many different types of articles. Select the type your instructor requires for your assignment.
7. Look over your results and select one that is relevant to your topic. Click on the title. You will now be looking at the article abstract. This contains all of the citation information needed for the article as well as access to full text, if available.

8. Use the tools bar on the right side of the article record to save your article in some way.

- **Print**: Print out the article record or full text of the article.
- **E-mail**: E-mail the article record and full text to any valid e-mail address.
- **Cite**: Generate APA and MLA citation for the article. Please look these over carefully as they are not always accurate.

If you need additional help searching in an EBSCO database or any other database, please stop at the front desk of the library. You can also call (217) 875-7211 x303 or e-mail askalibrarian@richland.edu.