Screenshot Tips

Database “Bells and Whistles”

Each database will have its own “bells and whistles”—special options available to you when searching that database.

For example, all the databases from EBSCO may look similar and allow you to search for articles that are Full Text or Scholarly (Peer Reviewed) Journals.
Besides having articles from different journals, the different EBSCO databases also often have unique “bells and whistles.” For example, CINAHL will allow you to search for articles with Evidence-Based Practice or Research Articles (be sure to evaluate all of them closely).

If you want to explore the “bells and whistles” for a particular database, you can try all the options you see on its search screen.
After typing in a search, additional options are often available. For example, in an EBSCO database look in the blue, left-hand column. Besides subject headings, CINAHL has options for Age and Gender.

NOTE: the options in the left-hand column will filter your current results. So you will find fewer, but better results.
For more “bells and whistles,” you can also read the library information pages on various databases.

At the library home page, click on **Databases**:

Click on a database name, such as Communication & Mass Media Complete (CMMC)
You will see an overview of the database.

You will also see whether it has truncation available.

For example, if you search child* (with an asterisk at the end) in this database you will truncate the search. That means your search will find all words that begin with child, such as:

child
children
children's

Click Here to Access the Database
You will also see special features and search tips pointed out.

**Coverage**
Varies, mostly mid-1990s forward

**Availability**
Immediate for links to some full-text articles or library holdings (print or electronic). Longer for Interlibrary Loan.

[Click Here to Access the Database]

### Additional Search Aids

**Truncation**
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**Wildcard**
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**Thesaurus**
Library of Congress subject headings

**Special Features**
Create a personalized folder in any EBSCO database to save results and set up regular content alerts. Individual results will show citation in most commonly used styles. CHECK THESE CAREFULLY. Results list includes options to limit results by subject terms, authors, or journals. Browse subject headings. Browse publications by title and content. May e-mail documents.

**Additional Search Tips**
Use quotation marks to phrase search. Allows Boolean AND, OR and NOT searching. May limit to full-text, scholarly journals, date, length, publication name and type. HELP link on each screen, which includes Citation information. Can print, save, or email results. Some full-text publications may have the most current 3-12 months in abstract only, due to publisher restrictions.

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