

Using Ebsco Discovery: **simple** searching



INTO® MANCHESTER

When you are doing your coursework at INTO Manchester, you should make use of **QUALITY** sources, rather than just using *Wikipedia*

This handout will help!

Ebsco Discovery is a very powerful tool.

If you are struggling to find what you need - ask the Learning Centre staff. They like to help!

This is a guide to **simple searching**: if you are interested in using **higher level searching** methods for more in-depth research, pick up the leaflet: **Using Ebsco Discovery: advanced**

Learning Centre Guide 7a

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What is Ebsco Discovery?

A quick and easy way to search nearly 7,000 academic and business journals as well as electronic books, national newspapers and the INTO Manchester catalogue.

Ebsco Discovery is good for a wide range of research, including politics, economics, marketing, management and the sciences; it also provides access to company information with detailed company profiles and also an image bank.

How do I access Ebsco Discovery?

To log in to these databases from home, you need your **OPEN ATHENS** username and password. You need to **COME INTO THE LEARNING CENTRE** to get these.

Once you have your OpenAthens details, go to

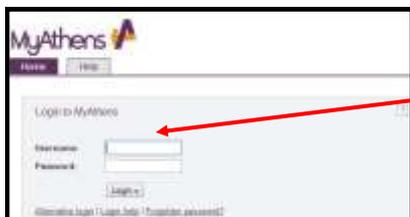
<http://intolearningcentre.co.uk/online-resources/>

Click on the **OpenAthens** logo



and log in

If you are working away from INTO, this will open the following screen:



Use your **OpenAthens Username** and **Password** to log in.
If you do not have a username/ password, come into the Learning Centre and ask staff.

Once logged in, or if you are using Ebsco discovery at INTO Manchester, the following screen appears with a "Google style" large box.

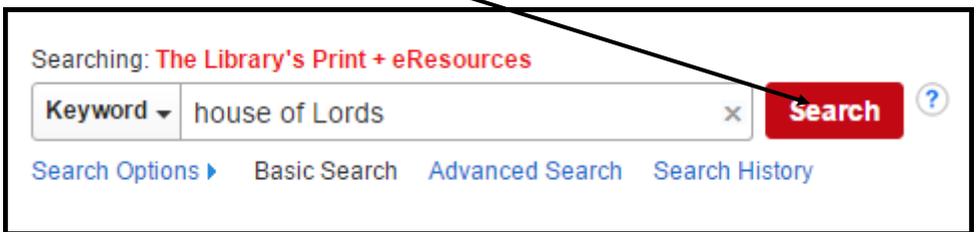


DO NOT TYPE ANYTHING IN THIS BOX UNTIL YOU HAVE THOUGHT ABOUT YOUR SEARCH TERMS!!!

***Choosing* your search terms**

You need to give careful thought to this (*preferably before you start!*). If your term is **too general** (vague) you run the risk of getting far too many items to read. For example, if you are writing a politics assignment about *reform of the House of Lords* and use the general term “politics” to search, you will get over 600, 000 results! **Far too many to read!**

Try and select the major key search terms - in this example, “House of Lords” then press Search



Searching: **The Library's Print + eResources**

Keyword

[Search Options](#) [Basic Search](#) [Advanced Search](#) [Search History](#)

Here we get 14,888 results (*search carried out June 2019*)

The first result is called **“Research Starter”** and is usually from the Encyclopædia Britannica/ other encyclopaedia. This will give you an overview of your topic and makes a great starting point.

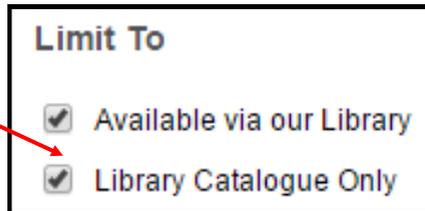


The Encyclopædia Britannica is a well-known source of Information and is a far better starting point than Wikipedia!

You can “limit” the results you find by using the menu on the left-hand side to make sure you find the type of material you need for your assignment. For example, are you looking for books in the Learning Centre library? Or electronic books to read on screen? Or for articles written by experts?

Selecting your results

For example, you can chose to find only books in the library by selecting **Library Catalogue** only



Limit To

- Available via our Library
- Library Catalogue Only

This will then only bring up items on your topic that **are in the Learning Centre library**. Select **Retrieve Catalogue Item**



1. **The House of Lords**

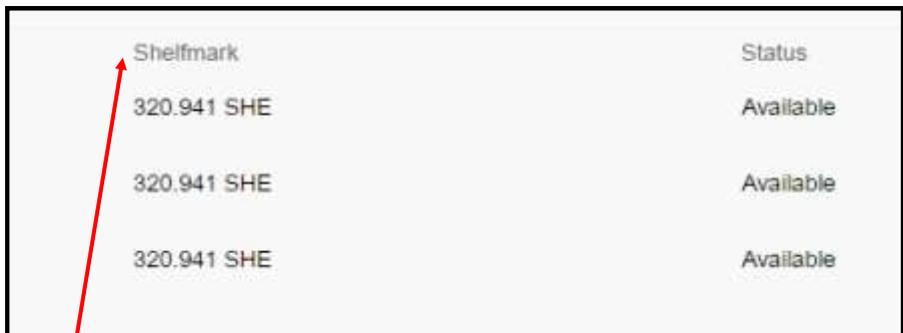
By: Shell, Donald. UK: Manchester University Press, 2007. Language: Undetermined. Database: Library Catalogue

[Retrieve Catalogue Item](#)

Book

Location	Shelfmark
Learning Centre	320.941 SHE

This opens the following screen of information; **“Available”** tells you the book is on the shelf; if it says **“On Loan”** ask Learning Centre staff about reserving the book so we can save it for you when it comes back to the library.



Shelfmark	Status
320.941 SHE	Available
320.941 SHE	Available
320.941 SHE	Available

The **“shelfmark”** tells you where the book will be in the library - all textbooks in the library are in number order; in this example, you would go to the shelf that has the books with the label **320.941** on the bottom of the book and look through the books to find **320.941 SHE**.

Here will be the book you want!

If the library record says e-book:



New British Politics (E-BOOK)

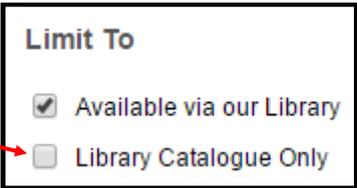
This means that you can read the full book via the **Ebook Central** system. There is a separate leaflet on how to access this (**Using electronic books/ E-books, Simple Guides 17 –18**)

To return to the full list of results, select the tab on your browser marked **Result List**



E Result List

Then “untick” the box by **Library Catalogue Only** to get your full list of results again:



Limit To

- Available via our Library
- Library Catalogue Only

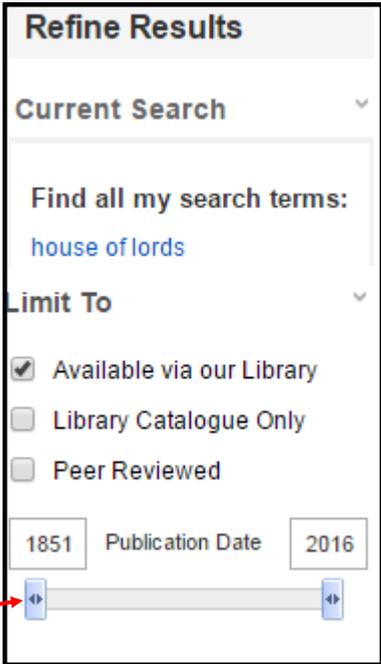
Controlling your results

There are many different ways you can control the results you find by using the left-hand menu to “**Refine Results**”

For example,

a) read only items that have been judged as of a high standard by other experts; select “**Peer Reviewed**”

b) you can chose the **date** items were published; search over recent years to get the most up-to-date information. Change the date using the handles on the bar.



Refine Results

Current Search ▾

Find all my search terms:
house of lords

Limit To ▾

- Available via our Library
- Library Catalogue Only
- Peer Reviewed

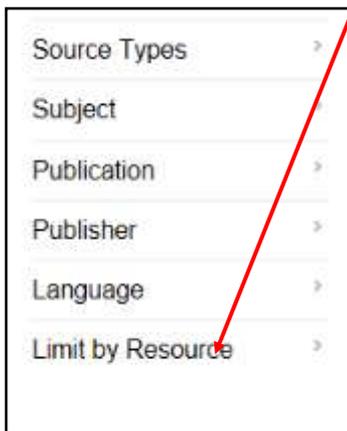
1851 Publication Date 2016



Controlling your results

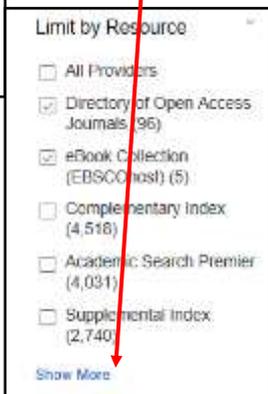
You can also choose to limit your results by type of content

Here, you select “**LIMIT BY RESOURCE**” Then choose which content



you are interested in For example, selecting only to read electronic books from the **eBookcollection** or articles that are part of the **Directory of Open Access Journals**

Select *Show More* for the full list



Decide what sort of information you want: for example, if you want an electronic textbooks choose **eBook Collection** and a list of electronic books with *House of Lords* in the title will appear.



Click on **PDF Full Text** (or **Full Text Finder**) to read the book online

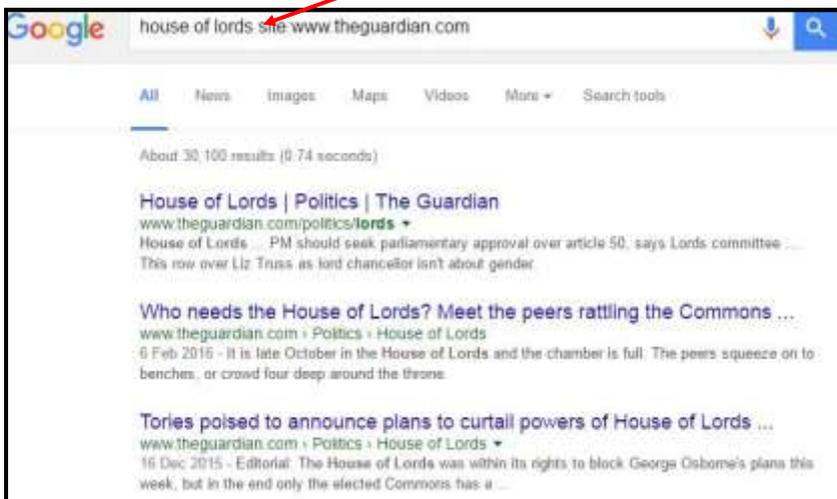
More Search Options

Ebsco Discovery gives you the opportunity to search in the national newspaper *the guardian*

Look on the right hand side menu and click



Your search is then automatically “run” in *the guardian*. In this example, the results on House of Lords from *the guardian* newspaper appear.



This is a great way of getting up-to-date results from a national newspaper.

NOTE: for more in-depth research using a wider range of newspapers, use the *Europeannewstream* database. Ask Learning Centre staff for the guide to using this database

Ebsco Discovery is also the gateway into other high quality resources such as **Ebook Central** (the INTO Manchester special e-books collection) Simply click on the top menu bar



You can also access *The Reviews* from the top menu gives online access to back copies of *A Level Law Review*, *Biological Sciences Review*, *Business Review*, *Chemistry Review*, *Economic Review*, *Physics Review* and *Politics Review*.

Once you have run a search in Ebsco, on the right-hand side of the page, **Issues Online** will appear. **Issues Online** is a database of hundreds of high-quality articles on today's social issues.

There is an extra username and password for **Issues Online** that should appear underneath the logo.



for

There are separate leaflets to help you use these databases:

- a. **Using the Reviews (Simple Guides 11 - 16)**
- b. **Using *ISSUES Online* (Simple Guide 19)**
- c. **Using electronic books/ E-books (Simple Guides 17 –18)**
- d. **Using Europeannewstream (Simple Guide 25)**

