



# Using Indexes in EBSCOhost

## WHY USE

- Indexes are an alphabetical list of every word or number included in a specific portion of a citation.
- Indexes are useful when you are uncertain about which search term to use and need a suggestion.

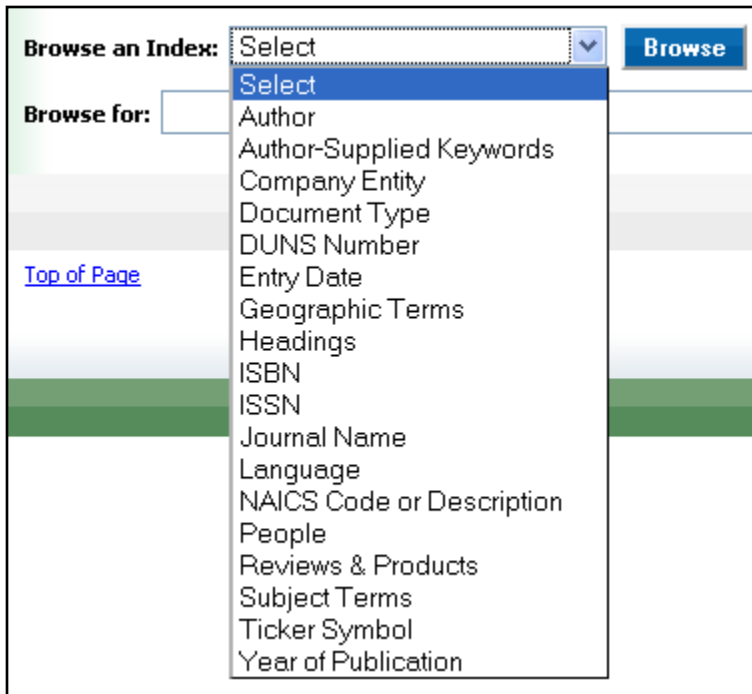
## INDEXES?

## HOW DO YOU

- Click on **More** in the EBSCOhost toolbar and select

## USE INDEXES?

- Click on the down arrow to view a list of indexes for the database you are using.



- Available indexes vary in each database depending on the content included. Frequent indexes include:

- ⇒ Author
- ⇒ Document Type
- ⇒ Geographic Terms
- ⇒ Headings
- ⇒ ISBN
- ⇒ ISSN
- ⇒ Journal Name
- ⇒ Subject Terms
- ⇒ Year of Publication

- Select the Index of your choice.

- Enter a term in the textbox to view a specific item, or leave blank to view an entire index.
- Click **Browse**.

Browse an Index: Geographic Terms

Browse for: eritrea

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Select one or more terms and add to search using:

Term	Records Count
<input type="checkbox"/> eritrea	436

Click the box in front of a term and then click **ADD**.

- After the term is placed in the Search box, click **Search**.

## USING INDEX SEARCH RESULTS

- Some Index search results, particularly Year of Publication or Document Type, may return extremely large searches.
- To make index search results more useful, use:
  - ⇒ **Narrow Results by Subject** to the left of the search results
  - ⇒ **Advanced Search** to add additional search limits

## WORKING WITH SEARCH RESULTS

Search results are returned in a list showing:

- Article Title
  - Source
  - Author
  - Published Date
- ⇒ Click article title to view the full citation or click **HTML** or **PDF Full Text** to view article.

### TO CREATE A LIST OF CITATIONS

- Click the folder below each record while viewing the full citation.
- To view the folder contents, click on **Folder view** to the right of search results.

### TO WORK WITH RESULTS LATER

- Click on **Envelope** icon in EBSCOhost and enter your e-mail address in the form.
- Click on the **Disk** icon in EBSCOhost and follow the directions to save to your personal computer or USB drive.
- Click on the **Printer** icon in EBSCOhost, click **Print**, and **OK** in the Print box.
- For PDF Full Text, click on **Save** or **Print** in the Adobe® toolbar.

### OBTAINING ARTICLES NOT IN FULL TEXT

- Click on **Check SFX for full text** OR use Journals/E-Journals to find full text in other databases or a print publication at the Jessie C. Eury Library.
  - If Jessie C. Eury Library does not have the article, click on **Interlibrary Loan** and fill out the online Interlibrary Loan Request form—Articles.
- ⇒ Allow at least 3-5 days for article requests to arrive at the Jessie C. Eury Library.