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. They may also allow you to search only for articles that are Full Text or Scholarly (Peer Reviewed) Journals.
Besides having articles from different journals, each EBSCO databases also often has its own unique “bells and whistles.” For example, CINAHL Complete 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 view all the options you see on its search screen.
After typing in a search, additional search options may be available. For example, in an EBSCO database look in the left column. Besides subject headings, CINAHL Complete 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, according to your preferences.
For more bells and whistles, you can also read the Help tips in various databases.

For example, EBSCO databases have four- to five-minute tutorials available. http://support.ebsco.com/help/index.php?help_id=2982
Additional search tips often include information such as **Wildcard and Truncation Symbols**.

**Searching**
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Using truncation can be a helpful shortcut when searching. In EBSCO, you could type:

**treat***

to find:
treat
reated
treatment

**Truncation**

**Truncation** is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an *. EBSCOhost finds all forms of that word.

For example, type **comput** to find the words **computer** or **computing**.

**Note:** The Truncation symbol (*) may also be used between words to match any word.

For example, **a midsummer** *dream* will return results that contain the exact phrase, **a midsummer night's dream**.