**Database User’s Guide**

1. Go to <http://www.oswego308.org/>
2. Click on **Schools** on the top of the page
3. Click on **Oswego High School**
4. On the left of the OHS page, hover over **Learning Resource Center**
5. Click on **EBSCO Databases**

If you’re at home, here are the IDs and Passwords:

**EBSCO, POINTS OF VIEW, and STUDENT RESOURCE CENTER**

**ID:** oswego  **PWD:** novelist

**BRITANNICA ONLINE ENCYCLOPEDIA**

**ID:** oswego308 **PWD:** oswego308

**OCLC First Search**

**ID:** 100110041 **PWD:** angst8xwx

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| **EBSCO** | **POINTS OF VIEW** |
| 1. Click on **EBSCO** 2. Choose the databases to search | 1. Click on **POINTS OF VIEW**   7. Type in **SEARCH TERMS**—not questions or phrases |
| **NEED HELP CHOOSING DATABASE/SOURCE?**  General Information/Overview?  **Funk & Wagnalls New World Encyclopedia**  Something easy to read?  **Middle Search Plus**  **Topicsearch**  **MAS Ultra-School Edition**  **Primary Search**  Stories/Examples?  **Newspaper sources**  Health/Science topics?  **Health Source**  **General Science Collection**  Difficult/College Level Material?  **Advanced Placement Source**  Education Topics?  **Eric**  **Professional Development Collection** | **SELECTING SOURCES**  Under the search box, there are tabs to use to select different sources.  Points of View automatically selects “All Results.”  Personal accounts or examples?  **Magazines and Newspapers**  Overview of topics and arguments?  **Books offers chapters from argumentative books**  Check out the other tabs for different kinds of sources! |

8. Type in your **SEARCH TERM**, and click **SEARCH**; spell and type correctly.

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| **Many EBSCO results?**  **Follow these steps to REFINE and LIMIT your search** | **Too few EBSCO results?**  **Follow these steps to EXPAND your search** | **Many POV results?**  **Follow these steps to REFINE and LIMIT your search** | **Too few POV results?**  **Follow these steps to EXPAND your search** |
| 1. On the left sidebar under “Refine your results,”  * Click on “Full Text” * Slide the date up to the last ten years (unless you’re doing research that needs old articles) * Click “Update”  1. Under “Subject”  * Click on the search terms that are most applicable to your search * Click “Show More” * Click “Update” * You can continue multiple times to **LIMIT** your results in this area  1. Use the rest of the left sidebar to **LIMIT** your results | 9. Try a different **SEARCH TERM,** and check your spelling.  10. At the top search bar, click “Advanced Search”   * Click “Search within the full text of the articles” * Click “Apply related terms” * Click “Full text” * Click “Update”   11. Now you have a lot of results, continue over to **LIMIT** the results  🡨Over there to Step 9! | 9. Under **SUBJECT** on the left-hand column, click on the subject term that is more closely related to what you need.  10. Repeat, as necessary. | 9. Try a different **SEARCH TERM,** and check your spelling.  10. Still not finding anything? Try **EBSCO.** |

**NEXT STEPS FOR SUCCESS**

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| **EBSCO** | **POINTS OF VIEW** |
| 1. Click on the article title. 2. Read the **ABSTRACT** to determine whether you would like to choose this article or not.   An abstract is a summary of the article.   1. On the left, click **PDF FULL TEXT**   or **HTML FULL TEXT**  If you have a choice, *choose PDFs*, as they provide pictures and page numbers. If you don’t have a choice, just click whatever is available.   1. TO **PRINT** a **PDF—**looks like a magazine   🡪Click the printer icon near the top of the screen  🡪Select the printer  ***NOT SEEING YOUR PRINTER? SEE FAQs***  🡪Click **PROPERTIES**  **🡪**Turn **DUPLEX** on to get double sided  **🡪**Change **LAYOUT** to Two Pages Per  Sheet, if you’ll be able to read it.  🡪Check how many pages you’re printing; make sure  you need all of the pages if it is a truly long article.  🡪Choose **PAPER/QUALITY**  **🡪** Choose **BLACK AND WHITE**  **🡪**Click **OK**  **🡪** Click **PRINT**   1. TO **PRINT** a **HTML**   🡪Click the printer icon on the right hand side of the screen  🡪In the gray box, change the Citation Format to **MLA**  🡪Click the yellow **PRINT**  **🡪**On the pop-up screen, choose the printer  **🡪**Choose **PREFERENCES**  **🡪**Choose **LAYOUT**  🡪Choose 2 Pages per sheet  🡪Choose **PAPER/QUALITY**  **🡪** Choose **BLACK AND WHITE**  **🡪**Click **OK**  **🡪** Click **PRINT**  17. To **CITE** on a Works Cited or Bibliography entry  🡪 Click **PRINT** (yes, do it again, just get the citation in digital format)  🡪Choose MLA “Citation Format”  🡪 When the printer screen pops up, close the  pop-up, and copy and paste the MLA citation  into Microsoft Word.  🡪 NOW, YOU MUST **REFORMAT**!!!  🡪 Fix the font, check the names(sometimes it’s  switched around), make sure nothing is oddly  capitalized or punctuated  🡪 Alphabetize by the beginning of the entry | 12. Click on the article title  13. Read the **ABSTRACT** to determine whether you  would like to choose this article or not.  An abstract is a summary of the article.    14. At the top of the page, under “Result List,” click the **PDF Full Text** or the **HTML Full Text**.  If you have a choice, *choose PDFs*, as they provide pictures and page numbers. If you don’t have a choice, just click whatever is available.  15. TO **PRINT** a **PDF—**looks like a magazine  🡪Click the printer icon near the left top of the screen  🡪Select the printer  ***NOT SEEING YOUR PRINTER? SEE FAQs***  🡪Click **PROPERTIES**  **🡪**Turn **DUPLEX** on to get double sided  **🡪**Change **LAYOUT** to Two Pages Per Sheet, if  you’ll be able to read it.  🡪Check how many pages you’re printing; make sure  you need all of the pages if it is a truly long article.  🡪Choose **PAPER/QUALITY**  **🡪** Choose **BLACK AND WHITE**  **🡪**Click **OK**  **🡪** Click **PRINT**  16. To print a **HTML**, follow these steps:  🡪Click the **PRINT** icon on the right-hand, top of the page.  🡪In the gray box on the right under “Citation  Format,” choose MLA.  🡪Click the gray “Print” button on the left of the  page.  🡪Select your printer.  **🡪**Choose **PREFERENCES**  **🡪**Choose **LAYOUT**  🡪Choose 2 Pages per sheet  🡪Choose **PAPER/QUALITY**  **🡪** Choose **BLACK AND WHITE**  **🡪**Click **OK**  **🡪** Click **PRINT**  17. To **CITE** on a Works Cited or Bibliography entry  🡪 Click **PRINT** (yes, do it again, just get the citation in digital format)  🡪Choose MLA “Citation Format”  🡪 When the printer screen pops up, close the pop-  up, and copy and paste the MLA citation into  Microsoft Word.  🡪 NOW, YOU MUST **REFORMAT**!!!  🡪 Fix the font, check the names(sometimes it’s  switched around), make sure nothing is oddly  capitalized or punctuated  🡪 Alphabetize by the beginning of the entry |

**FAQs: Frequently Asked Questions**

**How do I better enter Search Terms?**

Visit: <http://library.gmu.edu/education/students/boolean.html>

**What’s the difference between a Works Cited and a Bibliography?**

Works Cited- The sources that you use in your essay

Bibliography- The sources that you read before you write your essay

**What if I can’t find the printer I need?**

🡪Minimize the window you have open

🡪 Click on the icon, **PRINTERS**

🡪 Click on the printer that you want to use

🡪Maximize your window that you want to print and print!