

LIBRARY

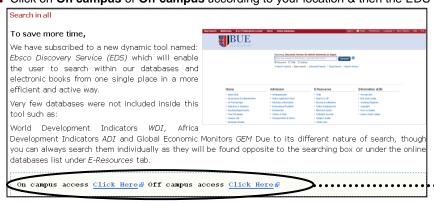


Access EDS

* From the E-resources tab located on the library web site, choose Search in ALL



X Click on On campus or Off campus according to your location & then the EDS main page will appear



- Use the **On campus** link, when you are inside the BUE
- Use the Off campus link, when you are at home, or anywhere else (log in with your BUE e-mail user name & password)

Note:

In case of being On Campus or Off Campus, your search results are the same, the only difference is the way you access the database



Quick links from the university & library websites

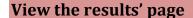


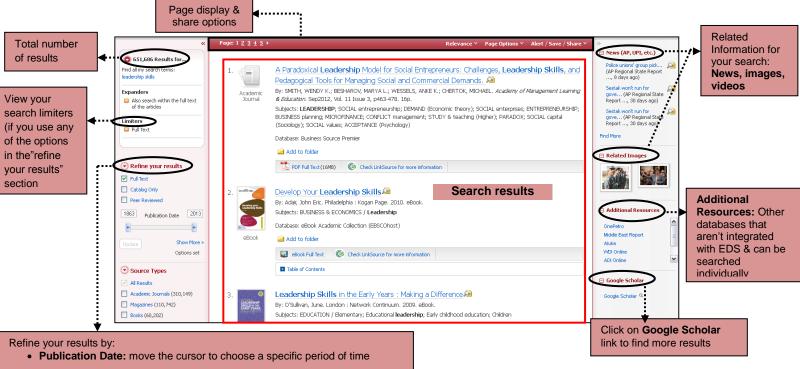
The Basic Search

1. Enter your search term in the search box & pick a field to search within (Keyword, Title, Author)



2. Click Search





- Source type: academic journals, reports, and more
- Subject: suggested keywords to limit your results to
- Publisher: choose a particular publisher
- Publication: choose a specific publication
- Language: limit your results to one or more languages
- Geography: choose a country / countries
- Content provider: choose one or more databases to retrieve results from

Select any of the limiters displayed under **Refine your result** and click **Update**. A revised Result List will display. You can refine your search even more by clicking the **Show More** link under each limiter

Limit search results to the Library Catalogue

To retrieve items that are available at the library such as printed books, CDs or DVDs, go to Refine your results section on the left side:

1. Remove check from Full Text

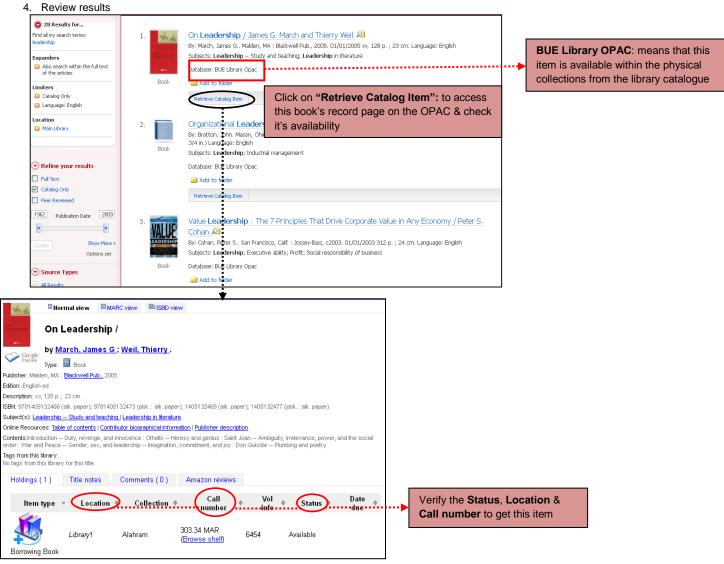


2. Check next to Catalog Only & then click Update



3. Check next to Main Library located under Location on the left side at the bottom & then click Update





Use the advanced search

To search using the advanced search:

1. Click on Advanced Search option

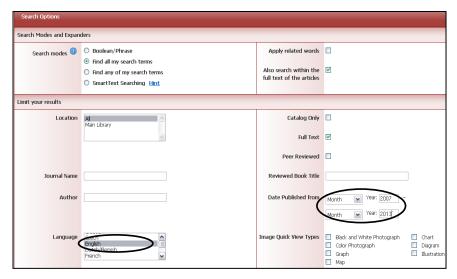


Add another search term teamwork in the next row & choose the Subject as a search field



3. Add more options in the Search Options

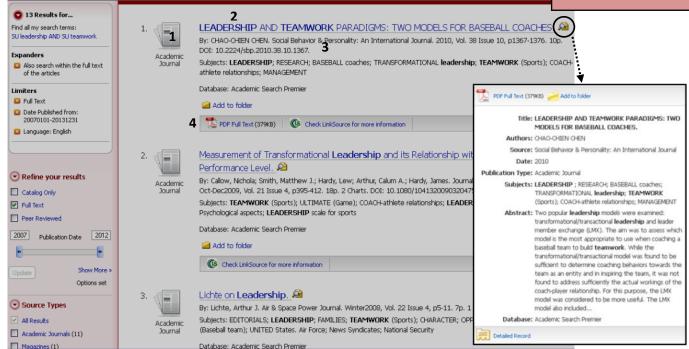
Select the English language to display your results with & retrieve items published from 2007-2013



4. Click Search

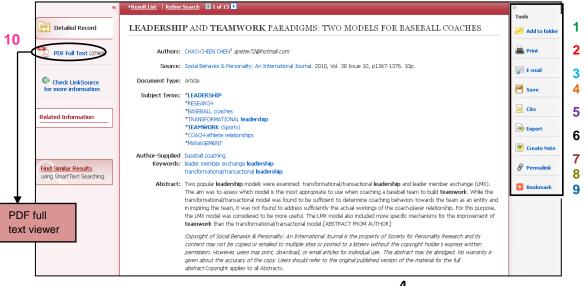
Place your mouse over the **Preview** icon to view the article's abstract

- 1 Source Type: Academic Journal
- 2 Article title
- Article's bibliographic info.
- 4 View the full text of this article in PDF or from it s original



View an article record in detail

Click on the article title coloured with blue (2) above to enter the record



1 Save this article to your personal folder (If you are not signing in, it will be

(If you are not signing in, it will to saved to a temporary folder)

- 2 Print this article
- 3 Send this article by e-mail
- **4** Save the article to your desktop or any external devices
- **5** Get the referencing for this article according to different citation styles
- **6** Export the citation in different formats
- **7** Save a note on this article to your personal folder
- **8** Offer a direct access to this article through a persistent link
- **9** Share this article with social bookmarking sites

Create a personal account on EDS

You can create a personal account that lets you save search results, search history, persistent links to searches, search alerts, journal alerts, web pages to your personal folder & also download EBSCOhost e-books.

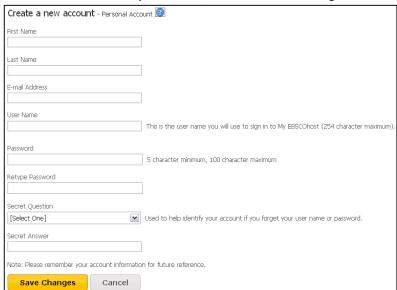
1. Click on Sign in located at the top on the red horizontal bar



2. From the Sign In Screen, click the Create a new Account link



3. Fill in the fields to create your account, and then click Save Changes



If you forgot your password or even your user name & password, you can reset them from the **Sign In** Screen, click **Forgot your password** or **Forgot your user name and password**?

Full-text is not available

If the articles, theses, reports or chapters in books are not available online within our current databases' subscription, try our <u>document supply service</u>, which can bring you the full-text of the items you need.

The document supply service is available for BUE students & staff as 2 items per month for free, but more than that will have to be paid for.

