

# Guide on Using: EBSCOhost

Lee Yan Fong Library  
v1.2

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# How to access EBSCOhost

Lee Yan Fong Library x  
library.ny.edu.hk

香港能仁專上學院 李印芳圖書館  
Hong Kong Nang Yan College Lee Yan Fong Library  
of Higher Education

Search Library catalog Go Cart Lists

Advanced search Course reserves

Chinamaxx  
**EBSCO**  
MyiLibrary  
Online English Programmes

1. Go to online library catalogue (<http://library.ny.edu.hk/>)
2. Click “**EBSCO**”

香港能仁專上學院 李印芳圖書館  
Hong Kong Nang Yan College Lee Yan Fong Library  
of Higher Education

Home | Contact US

**Electronic Resources**

The Library provides access to a number of databases covering subjects relevant to the College's curriculum, these include Chinamaxx, EBSCO, MyiLibrary and Online English Learning programmes. Users can access these electronic resources anytime via the Library Homepage.

You login and password of NYC electronic resources is your network login (without @ny.edu.hk) and password.

Please enter your username: @ny.edu.hk

Please enter your password:

Login

3. Enter your Moodle's **Username** and **Password**  
4. Click “**Login**”

# Choose Databases

1. Choose desired databases
2. Click “**Continue**”



## Choose Databases

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

HONG KONG NANG YAN  
COLLEGE OF HIGHER  
EDUCATION

Continue

Select / deselect all **Note:** Selecting all databases for search may result in slow responses

[Academic Search Elite](#)

Academic institutions worldwide depend on this database as their core resource of scholarly information. *Academic Search Elite* contains full text for more than 2,100 journals. Nearly 150 journals have PDF images dating back to 1985.

[Title List](#) [More Information](#)

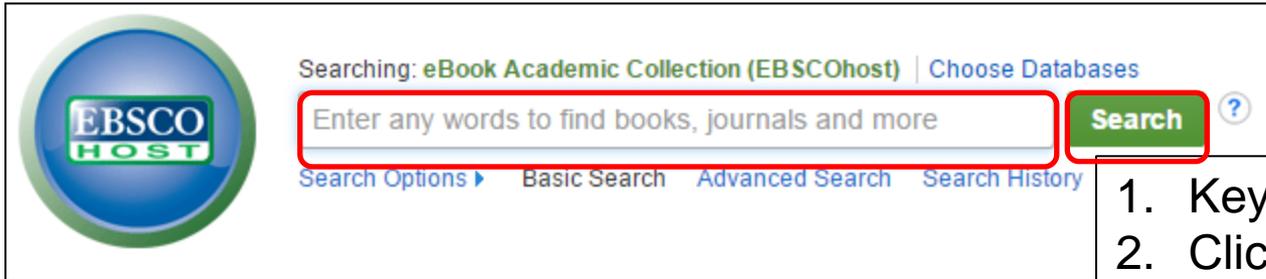
[eBook Academic Collection \(EBSCOhost\)](#)

This growing subscription package contains a large selection of multidisciplinary eBook titles representing a broad range of academic subject matter, and is a strong complement for any academic collection. The breadth of information available through this package ensures that users will have access to information relevant to their research needs.

[More Information](#)

To search within a database,  
click the **Database** directly.

# Basic Search



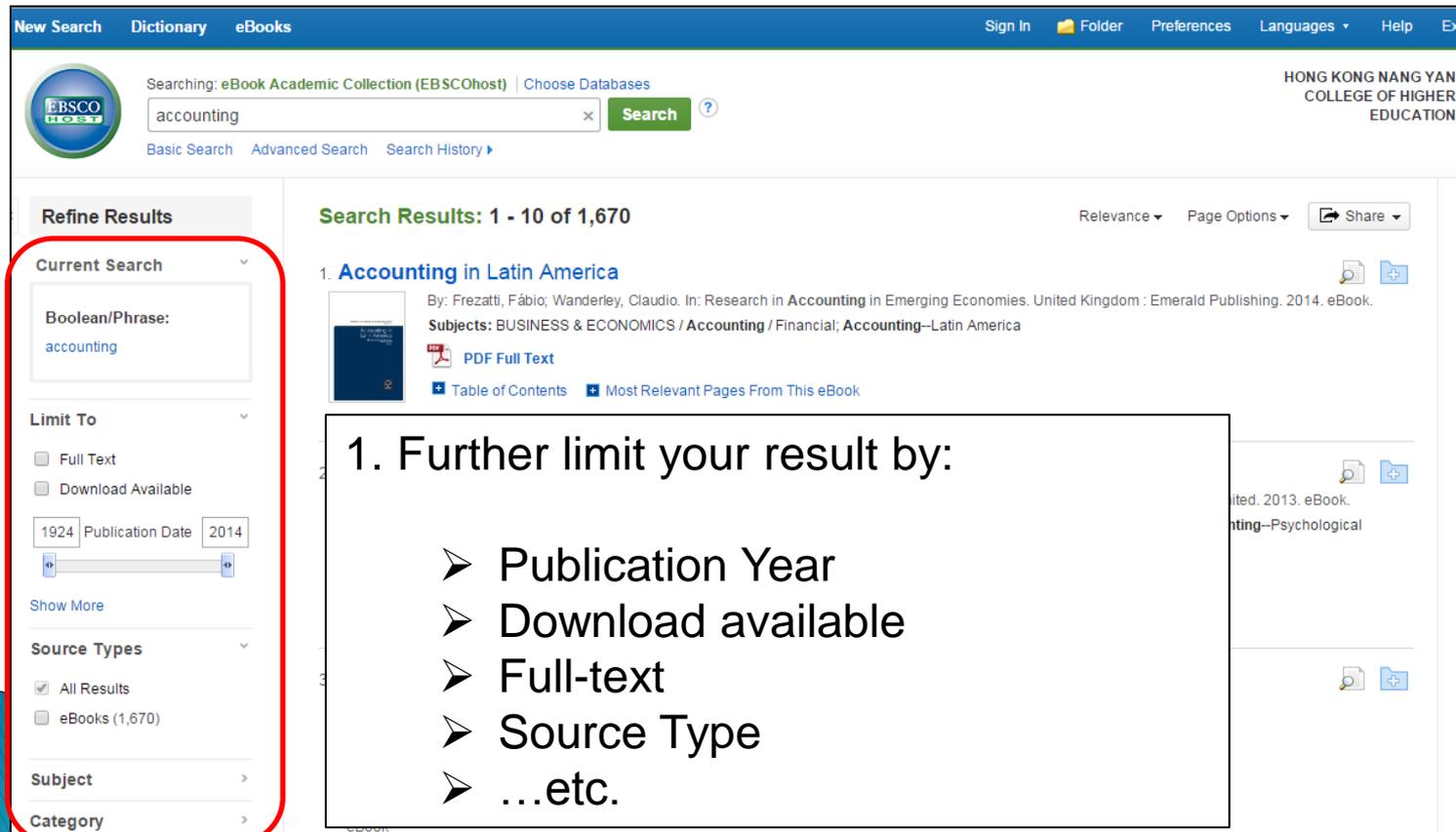
Searching: eBook Academic Collection (EBSCOhost) | Choose Databases

Enter any words to find books, journals and more

Search

Search Options | Basic Search | Advanced Search | Search History

1. Key in your **Search word(s)**
2. Click **“Search”**



New Search Dictionary eBooks Sign In Folder Preferences Languages Help Exit

Searching: eBook Academic Collection (EBSCOhost) | Choose Databases

HONG KONG NANG YAN COLLEGE OF HIGHER EDUCATION

Basic Search Advanced Search Search History

Refine Results

Current Search

Boolean/Phrase: accounting

Limit To

Full Text

Download Available

1924 Publication Date 2014

Show More

Source Types

All Results

eBooks (1,670)

Subject

Category

Search Results: 1 - 10 of 1,670

1. Accounting in Latin America

By: Frezatti, Fábio; Wanderley, Claudio. In: Research in Accounting in Emerging Economies. United Kingdom : Emerald Publishing. 2014. eBook.

Subjects: BUSINESS & ECONOMICS / Accounting / Financial; Accounting--Latin America

PDF Full Text

Table of Contents Most Relevant Pages From This eBook

1. Further limit your result by:
  - Publication Year
  - Download available
  - Full-text
  - Source Type
  - ...etc.

# Result List

New Search Dictionary eBooks Sign In Folder Preferences Languages Help Exit

Searching: eBook Academic Collection (EBSCOhost) | Choose Databases

accounting Search

Basic Search Advanced Search Search History

HONG KONG NANG YAN COLLEGE OF HIGHER EDUCATION

Refine Results

Current Search

Boolean/Phrase: accounting

Limit To

Full Text

Download Available

1924 Publication Date 2014

Show More

Source Types

All Results

eBooks (1,670)

Subject

Category

Search Results: 1 - 10 of 1,670

Relevance Page Options Share

1. **Accounting in Latin America**

By: Frezatti, Fábio; Wanderley, Claudio  
Subjects: BUSINESS & ECONOMICS  
PDF Full Text  
Table of Contents Most Relevant Pages From This eBook  
eBook

2. **Advances in Accounting Behavioural Research**

By: Schmitt, Donna Bobek. In: Advances in Accounting Behavioural Research. Bingley, U.K. : Emerald Group Publishing Limited. 2013. eBook.  
Subjects: BUSINESS & ECONOMICS / Accounting / General; BUSINESS & ECONOMICS / Accounting / Financial; Accounting--Psychological aspects--Research; Accounting--Moral and ethical aspects  
PDF Full Text EPUB Full Text  
Table of Contents Most Relevant Pages From This eBook  
eBook

3. **Accounting Control and Controlling Accounting : Interdisciplinary and Critical Perspectives**

By: Broadbent, Jane; Laughlin, Richard. United Kingdom : Emerald. 2013. eBook.  
Subjects: BUSINESS & ECONOMICS / Accounting / Financial; Accounting--Standards  
PDF Full Text  
Table of Contents Most Relevant Pages From This eBook  
eBook

Click **Title** to view detailed record

# Detailed Record

Click here to open the e-book

Search 1 of 31,785

## Social Networking and Chinese Indigenous Management

Authors: Luo, Jiade

Publisher: In Cases in Modern Chinese Business. Reading, United Kingdom : Paths International Ltd. 2014

Description: eBook.

Related Information

Most Relevant Pages From This eBook

Find Similar Results using SmartText Searching.

Share

Facebook Favorites Twitter Baidu Tumblr Google Myspace Digg Print Friendster

Tools

- Add to folder
- Print
- E-mail
- Save
- Cite
- Export
- Create Note
- Permalink
- Share

1. Click **“Share”** to open Share panel

2. Click your preferred icon of medium to share

# E-book Viewer

The screenshot displays an E-book viewer interface. The main window shows the cover of a book titled "Social Networking and Chinese Indigenous Management" by Luo Jar-Der. The cover features a dark purple background with white text. Below the title, the author's name "Author: Luo Jar-Der", the translator "Translator: Zhou Yong", and the polisher "Polisher: Zheng Chao" are listed. The interface includes a sidebar on the left with a "Table of Contents" section listing various chapters and lectures. A "Tools" panel on the right offers options like "Search within", "Create Note", "Dictionary", "Save Pages", "E-mail Pages", "Add to folder", "Cite", "Export", and "Permalink". The top of the viewer has a blue header with "Result List", "New Search", "Sign In", "Folder", "Help", and "Exit" options. The bottom of the viewer has a navigation bar with "Cove" and "Go" buttons and navigation arrows.

E-book viewer in PDF format

➤ Can be viewed on desktop and mobile devices

# E-book Viewer (1)

Click “**Search within**” to search within the e-book

Search This eBook

Search within

Create Note

Dictionary

Save Pages

E-mail Pages

Add to folder

Cite

To save the desired page(s)

1. Click “**Save Pages**”
2. Choose pages
3. Click “**Save PDF**”

Save Pages to PDF

Page Limit ?  
Number of pages available: 60

Include in PDF

Current page

Current page and the next  pages

This section: 165 pages

E-mail PDF

Page Limit ?  
Number of pages available: 60

Include in PDF

Current page

Current page and the next  pages

This section: 165 pages

Send as E-mail

Citation Format: Detailed Citation and Abstract

E-mail from:

E-mail to:

Separate each e-mail address with a semicolon.

Subject:

Comments:

Send in plain text format

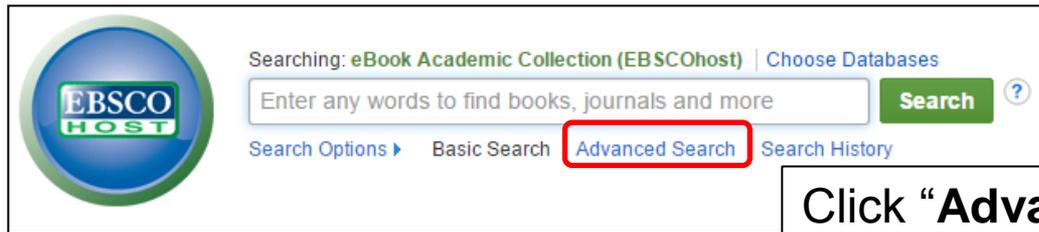
To share pages via email:

1. Click “**E-mail Pages**”
2. Key-in email details
3. Click “**E-mail PDF**”

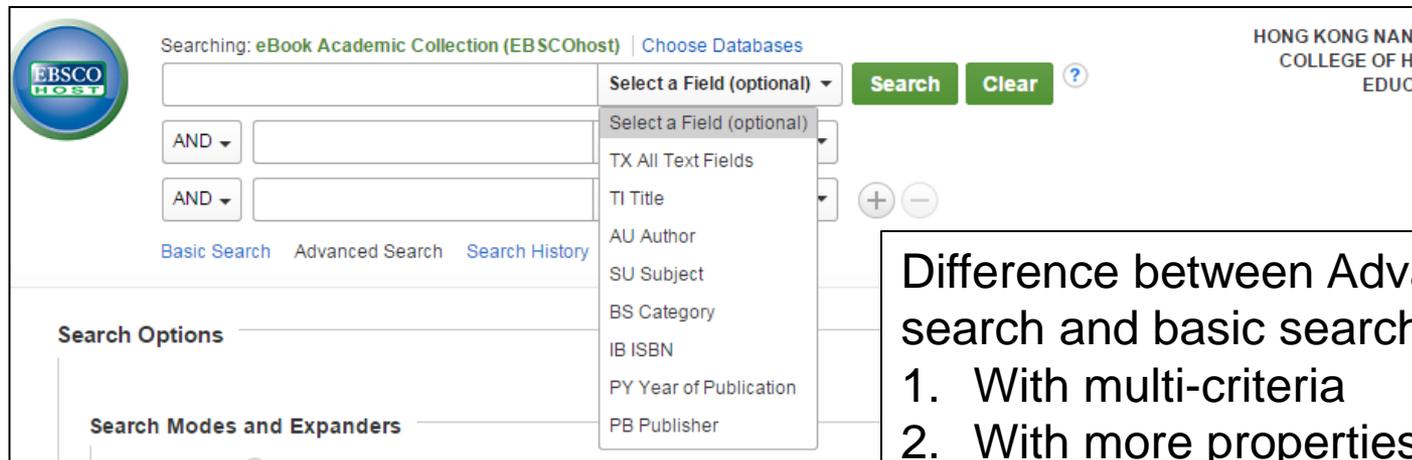
Page Navigation Panel



# Advanced Search



Click “Advanced Search”



Difference between Advanced search and basic search:

1. With multi-criteria
2. With more properties

# Advanced Search (1)

1. Enter your **searching criteria**

2. Choose a **Search Field**

3. Select a Boolean operator (**AND, OR, NOT**) if more than 1 criteria

4. Click to add or delete rows

5. Choose a criteria to limit your result

6. Click **“Search”**

The image shows a screenshot of an advanced search interface with several numbered callouts:

- 1. Enter your searching criteria:** Points to the search input field.
- 2. Choose a Search Field:** Points to a dropdown menu with options: TX All Text Fields, TI Title, AU Author, SU Subject, BS Category, IB ISBN, PY Year of Publication, and PB Publisher.
- 3. Select a Boolean operator (AND, OR, NOT) if more than 1 criteria:** Points to a dropdown menu with options: AND, AND, OR, and NOT.
- 4. Click to add or delete rows:** Points to plus (+) and minus (-) buttons.
- 5. Choose a criteria to limit your result:** Points to a red-bordered box containing the "Limit your results" section with various filters like Full Text, Published Date, Title, Language, Download Available, Author, Publisher, and ISBN.
- 6. Click "Search":** Points to the Search button at the bottom right.

# Create Personal Account (Optional)

New Search Dictionaries eBooks Sign In Folder Preferences Languages Help Exit

Sign In to My EBSCOhost

1. Click "Sign in"

2. Click "Create a new Account"

Sign in to access your personalized account.

✓ Share your folders with others  
✓ View others' folders  
✓ Save and retrieve your search history  
✓ Create email alerts and/or RSS feeds  
✓ Gain access to your saved research remotely

Load Preferences from My EBSCOhost

Forgot your password?  
Forgot your user name and password?

## Why do you need a personal account?

- To save your search history
- To use folder function

Last Name

E-mail Address

User Name 254 character maximum

Password Password strength indicator

Retype Password

Secret Question [Select One] Used to help identify your account if you forget your user name or password.

Secret Answer

Note: Please remember your account information for future reference.

Save Changes Cancel

3. Fill in your personal details  
4. Click "Save Changes"

# Sign In

New Search Dictionaries eBooks **Sign In** Folder Preferences Languages Help Exit

 Sign In to My EBSCOhost

HONG KONG NANG YAN COLLEGE OF HIGHER EDUCATION

[Back](#) [Create a Charge Back Account](#)

User Name

Password

**Login** [Create a new Account](#)

Load Preferences from My EBSCOhost

[Forgot your password?](#)  
[Forgot your user name and password?](#)

Sign in to access your personalized

- ✓ Save preferences
- ✓ Organize your research with folders
- ✓ Share your folders with others
- ✓ View others' folders
- ✓ Save and retrieve your search history
- ✓ Create email alerts and/or RSS feeds
- ✓ Gain access to your saved research remotely

1. Click **“Sign in”**
2. Enter **User Name** and **Password**
3. Click **“Login”**

# Search History



Searching: eBook Academic Collection (EBSCOhost)

Enter any words to find books, journals and more

Search Options ▸ Basic Search Advanced Search **Search History**

1. Click "Search History"



Searching: eBook Academic Collection (EBSCOhost), Show all | Choose Databases

Enter any words to find books, journals and more **Search** ?

Basic Search Advanced Search **Search History**

### Search History/Alerts

Print Search History | Retrieve Searches | Retrieve Alerts | Save Searches / Alerts

Select / deselect all **Search with AND** Search with OR

	Search ID#	Search Terms	Search Options	
<input type="checkbox"/>	S4	library management	Search modes - Boolean/Phrase	<b>View Results (602)</b>   View Details   Edit
<input type="checkbox"/>	S3	TI business AND TI management	Search modes - Boolean/Phrase	<b>Rerun</b>   View Details   Edit
<input type="checkbox"/>	S2	business AND management	Search modes - Boolean/Phrase	Rerun   View Details   Edit
<input type="checkbox"/>	S1	business	Search modes - Boolean/Phrase	Rerun   View Details   Edit

2. Click "View Results" or "Rerun" to view the search results

# Save Search History



Searching: eBook Academic Collection (EBSCOhost), Show all | Choose Databases

HONG KONG NAN  
COLLEGE OF HI  
EDUC.

Basic Search   Advanced Search   Search History

## Search History/Alerts

Print Search History | Retrieve Searches | Retrieve Alerts | **Save Searches / Alerts**

	Search ID#	Search Terms	Search Options
<input type="checkbox"/>	S4	library management	Search modes -
<input type="checkbox"/>	S3	TI business AND TI management	Search modes -
<input type="checkbox"/>	S2	business AND management	Search modes -
<input type="checkbox"/>	S1	business	Search modes -

Select / deselect all

Folder List

Description

Date Created: 6/16/2015

eBook Collection (EBSCOhost)

eBook Academic Collection (EBSCOhost)

Databases: eBook Academic Collection (EBSCOhost)

Search Strategy: EBSCOhost

Interface: EBSCOhost

Save Search As:

- Saved Search (Permanent)
- Saved Search (Temporary, 24 hours)
- Alert

Search History

#	Query	Limiters/Expanders	Last Run Via	Results	Action
S1	management	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Basic Search Database - eBook Collection (EBSCOhost); eBook Academic Collection (EBSCOhost)	31,779	<a href="#">Edit</a>

1. Click "Save Searches/Alerts"

2. Enter Name

3. Select "Permanent"

4. Click "Save"

# Retrieve Saved Search History



Searching: eBook Academic Collection (EBSCOhost), Show all | Choose Databases

Enter any words to find books, journals and more

Basic Search Advanced Search Search History

HONG KONG NANG  
COLLEGE OF HI  
EDUC

## 1. Click "Retrieve Searches"

Print Search History **Retrieve Searches** Retrieve

<input type="checkbox"/>	Search ID#	Search Terms	Search
<input type="checkbox"/>	S4	library management	Search
<input type="checkbox"/>	S3	TI business AND TI management	Search
<input type="checkbox"/>	S2	business AND management	Search
<input type="checkbox"/>	S1	business	Search

Trista's Folder ?  
Back

My Folder

- Articles (0)
- Images (0)
- Videos (0)
- Companies (0)
- Pages (0)
- eBooks (1)
- audioBooks (0)
- Checkouts (0)
- Holds (0)
- Notes (1)
- Other Content Sources (0)
- Persistent Links to Searches (0)
- Saved Searches (5)

My Folder: Saved Searches

1-5 of 5  
Page: 1  
Date Added Page Options

Select / deselect all

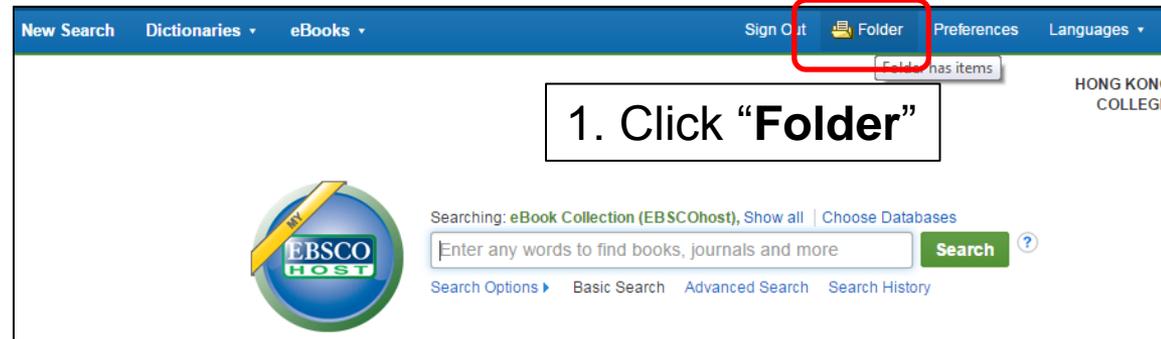
- 1. mysearch1  
Properties: Saved Search (Temporary, 24 hours)  
**Retrieve Saved Search** Edit Saved Search
- 2. mysearch1  
Properties: Saved Search (Temporary, 24 hours)  
Retrieve Saved Search Edit Saved Search

## 2. Click "Retrieve Saved Search"

# My EBSCOhost Folder

You can save different information in My EBSCOhost Folder, such as:

1. eBook record
2. Search history
3. ...etc.



2. A list of folders will be shown, click the links to view your saved items



# My EBSCOhost Folder (1)

The screenshot displays the EBSCOhost interface. At the top, there are navigation links: 'New Search', 'Dictionaries', 'eBooks', 'Sign Out', 'Folder', 'Preferences', and 'Lang'. The main content area shows 'Trista's Folder' with a 'Back' link. A sidebar on the left lists various content categories like 'My Folder', 'Articles', 'Images', 'Videos', etc. The main area displays 'My Folder: eBooks' with '1-1 of 1' items. A red box highlights the 'Delete Items', 'Copy To', and 'Move To' buttons. Below these, a dropdown menu shows 'My Folder' and 'Management e-books'. A book titled 'Social Networking and Case Management' is shown with its details. A 'Create New Folder' dialog box is open, with a red box around it. The dialog has fields for 'Folder Name' and 'Description', and 'Save' and 'Cancel' buttons. A red box also highlights the 'New' button in the sidebar.

To copy, move or delete an item:  
1. Select the item  
2. Choose your desired function

To create a new custom folder:  
1. Click "New"

2. Enter **Folder Name** and **Description**

3. Click "Save"

# ESBCOhost Tutorial

- ▶ If you need more...
- ▶ An official Youtube tutorial is available online:
  - <https://www.youtube.com/watch?v=8QIBnIvmR58>
- ▶ Or contact our library staff for more details:
  - Email: [library@ny.edu.hk](mailto:library@ny.edu.hk)
  - Tel: 3996-1038