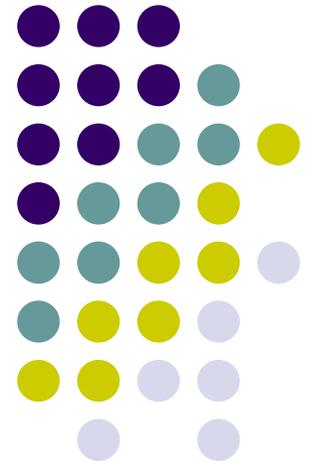


EBSCO*admin* Customize Services

Tutorial





- Customize Services
- Authentication
- Local Collections
- Reports & Statistics
- Database Title Lists

Welcome: Demonstration User

Current Site: Demonstration User (demo)

Current Group: Main User Group (main)

[Site/Group Maintenance](#)

Customize EBSCO services - [Tutorial](#)

Edit profiles for your library that determine which search options, databases, and collections are available to your patrons.

Choose Profile: EBSCOhost Databases (ehost) - ehost

[Profile Maintenance](#)

[View Changes on EBSCO](#)

New Features

General Settings

Search Modes

Default Keyword S

Spellchecker

Session Duration

Autocomplete Key

Run SmartText Se

Delivery Options

Multilingual Options

Branding

ify

ic

n Off

minutes

n Off

es No

Begin by selecting the User Group and Profile that you would like to customize, from the drop-down lists along the top toolbar, and next to **Choose Profile**. At any time during your EBSCOadmin session, you can view changes you've made to a profile, by clicking the **View Changes on EBSCO** link.

New Features	Searching	Databases	Viewing Results	Linking	Delivery Options	Multilingual Options	Branding
General Settings							
Search Modes						Modify	
Default Keyword Search Screen						Advanced ▾	
Show Keyword/Title/Author Radio Buttons						<input checked="" type="radio"/> On <input type="radio"/> Off	
Display Text-to-Speech						<input checked="" type="radio"/> Yes <input type="radio"/> No	
Configure Text-to-Speech						Modify	
Spellchecker						<input checked="" type="radio"/> On <input type="radio"/> Off	
Session Duration before Timeout						30 minutes ▾	
Autocomplete Keyword						<input type="radio"/> On <input checked="" type="radio"/> Off	
Show 'Create Alert' button						<input type="radio"/> Yes <input checked="" type="radio"/> No	
Run SmartText Search when Query Returns No Results						<input type="radio"/> Yes <input checked="" type="radio"/> No	
Browse Options						Modify	
Display Mobile Application Authentication Link						<input checked="" type="radio"/> On <input type="radio"/> Off	

Advanced Search Screen Settings

Show "Suggest Subject Terms"	Modify
Default to Search History open above Results from Advanced Searching	<input checked="" type="radio"/> Yes <input type="radio"/> No
Style of Find Field	Guided Style Find Fields ▾
Add more rows to Guided Style Find Fields	<input checked="" type="radio"/> Yes <input type="radio"/> No

Citation Matcher Screen Setting

Market Supports Citation Matcher	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Choose Database

- New Features
- Searching
- Databases
- Viewing Results
- Linking
- Delivery Options
- Multilingual Options
- Branding

Stop at Choose

Default Databases

Show "Suggest Subject Terms" - Advanced Search Screen	
Database	Setting Options
PsycINFO	Yes (Off by default) ▾
Business Source Premier	No ▾
MEDLINE	Yes (Off by default) ▾
Business Source Elite	No ▾
PsycBOOKS	No ▾
CINAHL Plus with Full Text	Yes (Off by default) ▾
CINAHL with Full Text	Yes (Off by default) ▾
Business Source Complete	No ▾
PSYINDEX: Literature and Audiovisual Media with PSYINDEX Tests	No ▾
MEDLINE with Full Text	Yes (Off by default) ▾

New Features	Searching	Databases	Viewing Results	Linking	Delivery Options	Multilingual Options	Branding
General Settings							
Allow switching to mobile view from desktop	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Page Layout	    <input checked="" type="radio"/> Three Columns <input type="radio"/> Two Columns <input type="radio"/> Two Columns <input type="radio"/> One Column						
"Source Types" on Result List	<input checked="" type="radio"/> On <input type="radio"/> Off						
Open Sourcetypes by default	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Edit Source Type Label	<input type="text" value="Source Types"/>						
Allow Viewing of Video Results	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Allow Download/Streaming of Mp3 Content	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Full Text	<input checked="" type="radio"/> On <input type="radio"/> Off						
PDFs	<input checked="" type="radio"/> On <input type="radio"/> Off						
Display MARC Record Citation Link	<input type="radio"/> Yes <input checked="" type="radio"/> No						
Preferred Sort Order for All Results	<input checked="" type="radio"/> Database Default <input type="radio"/> Relevance						
Number of Results Per Page	<input type="text" value="50"/>						
Result List View	<input type="text" value="Standard"/>						

Enhance Catalog Records	<input checked="" type="radio"/> Yes <input type="radio"/> No
Related Information	Modify
Widgets	Modify
Default Display for Breadbox	<input type="radio"/> Collapsed <input checked="" type="radio"/> Expanded
Clear Find Field after Searching	<input checked="" type="radio"/> Yes <input type="radio"/> No
Automatic Thesaurus Term Explode	<input type="radio"/> Yes <input checked="" type="radio"/> No
NewsBank Results	Modify
Preview Mode	<input type="radio"/> On <input checked="" type="radio"/> Off
Folders Settings	
Preferred Sort Order for Folder List Results	Name ▾
Shared Folders	<input checked="" type="radio"/> On <input type="radio"/> Off
Allow One Step Alerts	<input checked="" type="radio"/> Yes <input type="radio"/> No
Journal Alerts	<input checked="" type="radio"/> On <input type="radio"/> Off
Page Composer	<input checked="" type="radio"/> On <input type="radio"/> Off
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

New Features Searching Databases Viewing Results Linking Delivery Options Multilingual Options Branding	
General Settings	
Printing	<input checked="" type="radio"/> On <input type="radio"/> Off
E-mail	<input checked="" type="radio"/> On <input type="radio"/> Off
"From" E-mail Address	Default E-mail Address: ephost@epnet.com
Allow Users to Change "From" E-mail Address	<input checked="" type="radio"/> Yes <input type="radio"/> No
Direct Export	<input checked="" type="radio"/> On <input type="radio"/> Off
Enable Notetaking	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default setting for "Save citations to a file format for"	Direct Export in RIS format (e.g. CITAVI, Eas
Default setting for "Remove these items from folder after Printing/E-mailing/Saving"	<input type="radio"/> On <input checked="" type="radio"/> Off
Include "Current Search History" when Printing/E-mailing/Saving	<input checked="" type="radio"/> On <input type="radio"/> Off
Include when Printing/E-mailing/Saving	Brief Citation and Abstract
Maximum Records to Print/E-mail/Save	5000
Persistent Links Creation	<input checked="" type="radio"/> On <input type="radio"/> Off
Display Library Name in E-Mails	

New Features	Searching	Databases	Viewing Results	Linking	Delivery Options	Multilingual Options	Branding
SetUp/Maintain Proxies							
Custom Links				Modify			
Persistent Links							
Use this Profile for Persistent Links				<input checked="" type="radio"/> On <input type="radio"/> Off			
Preferred Authentication Order for Persistent Links				<input type="text" value="cookie,ip,url,uid"/>			
Site Information on Persistent Links				<input type="radio"/> On <input checked="" type="radio"/> Off			
Login Information on Persistent Links				<input type="radio"/> On <input checked="" type="radio"/> Off			
Primary Proxy for Persistent Links				<input type="text" value="None"/>			
Secondary Proxy for Persistent Links				<input type="text" value="None"/>			
Include scope information on persistent links				<input type="radio"/> On <input checked="" type="radio"/> Off			
Use Parent Customer ID on Persistent Links				<input type="radio"/> Yes <input checked="" type="radio"/> No			
SmartLinks							
SmartLinks				<input checked="" type="radio"/> On <input type="radio"/> Off			

EBSCOhost enables you to maximize efficiency utilizing several types of linking. The Linking tab provides access to CustomLinks, Persistent Links, and SmartLinks, a powerful tool which enables EBSCOhost to present full text from sources beyond the database(s) being searched. For details on Linking, click on the **Help** link in EBSCOadmin.

New Features	Searching	Databases	Viewing Results	Linking	Delivery Options	Multilingual Options	Branding
General Setting Tutorial							
Allow user to change languages dynamically during the session				<input checked="" type="radio"/> Yes <input type="radio"/> No			
Language Translation for Full Text				<input checked="" type="radio"/> On <input type="radio"/> Off			
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>		 View Changes on EBSCO			

There are two components to the Multilingual Options tab: interface screen languages, and full text HTML article translation languages. Enabling these two features allows your users to dynamically change the language in which the screens are presented, and to translate HTML full text.

New Features	Searching	Databases	Viewing Results	Linking	Delivery Options	Multilingual Options	Branding
General Setting	Setup/Maintain Branding	Tutorial	Search Box Builder				
Choose Branding Version	<input type="text" value="None"/>						
Library Web Site (enter URL)	<input type="text" value="http://support.ebsco.com"/>						
Display Library Name	<input type="text" value="Demonstration Customer"/>						
Or Display Library Logo (enter URL)	<input type="text"/> <i>The recommended maximum size for a logo is 180 pixels wide x 70 pixels high.</i>						
Ask-A-Librarian Link	Modify						
<input type="button" value="Submit"/>							 View Changes on EBSCO

Branding allows you to personalize your presentation of EBSCOhost to your users. Using Branding, you can customize the colors of certain interfaces or replace the EBSCOhost logo with your institution's logo. You can also set up a link from within EBSCOhost to your institution's home page, or display the name of your organization, for example.

Site **Group**

Add New Branding

Branding Version Name

Type of Text HTML Plain Text

Enter Custom Text:

Show on the following Screens:

- Choose Database
- Basic/Refine Search ¹
- Basic/Result List
- Advanced/Refine Search
- Advanced/Search History
- Advanced/Result List ²

Add this version of Branding as the default on all Profiles:

Yes No

Click the **Site/Group Maintenance** link in *EBSCOadmin* to create a branding for the bottom of your *EBSCOhost* pages. From the Add New Branding screen, you can create branding versions that will allow you to place your library logo or customized text, such as funding source or consortia name, on the bottom of selected *EBSCOhost* pages.

EBSCO Help - Windows Internet Explorer

http://support.epnet.com/help/index.php?help_id=611

File Edit View Favorites Tools Help Links CustSuccess Drive DEMO - EBSCO Publishing Service Selection Page

EBSCO Help

Print Close

Welcome

- Welcome to EBSCOadmin
- EBSCOadmin Tutorials
- Reaching Technical Support

EBSCOadmin Security

- Add New Admin
- Change Admin Password
- Change Admin Roles
- EBSCOadmin Security

Site/Group Maintenance

- Available ILL Forms
- Change User-Defined Column Headings
- Copy CustomLinks

Customize EBSCO Services

The Customize Services Screens provide the ability to change settings that affect a user's EBSCOhost search experience. The following topics are available:

- [New Features](#)
- [Searching](#)
- [Limiters](#)
- [Local Collection as Limiters](#)
- [Expanders](#)
- [Local Collections as Authorities](#)
- [Search Options](#)
- [Browse Options](#)
- [Show Suggest Subject Terms](#)
- [Databases](#)
- [View Results](#)
- [Linking](#)
- [LinkSource](#)
- [Delivery Options](#)
- [Multilingual Options](#)

View Changes on EBSCO

Click the **Help** link to view the online User Guide, or visit <http://support.ebsco.com> to search our Knowledge Base of FAQs, view additional tutorials, download support materials such as Help Sheets, or contact Technical Support. This concludes the Customize Services tutorial.