About Full Text Finder

Full Text Finder is EBSCO’s OpenURL-compliant link resolver that supports item-level linking across all of an institution’s available resources, including electronic journal sites, full-text and secondary databases, online catalogs (OPACs), websites, and other services such as search engines, document delivery services or interlibrary loan (ILL) request forms.

Full Text Finder allows you to gain quick, versatile control over your collection—revealing more articles, more databases, more options in every patron search, every time.

Full Text Finder links all of your resources, full text databases, Google Scholar, publisher sites, e-journal gateways, and any other non-full text links that you designate. Any OpenURL source can be configured through Full Text Finder.

Before Setting Up

For your Full Text Finder link resolver to function most effectively for your institution, you need to include all of your Targets and Sources in Holdings Management within EBSCOadmin. Targets are the resources your users link to—full-text databases, e-journal packages, even interlibrary loan forms. Sources are where your users begin their searches to find these resources.

Setting up Full Text Finder for Your Institution

Determining your Targets and Sources:

- First, determine your Targets—the resources you will allow end users to link to. Targets may be limited to what is in your collection—full-text databases, e-journal packages, and individual e-journals. Or you can also include other relevant services, such as your online catalog, interlibrary loan system, document delivery service...even Google™. While article-level linking is available for many resources, some Targets can only link at the journal or issue levels. It is also important to ensure that authentication has been enabled at the Target level. This will allow users to access the Target site from Full Text Finder.

- Then, determine your Sources—the online databases or services where your users will begin their searches to find your resources. When Full Text Finder is activated, a patron can search within that Source, and when they locate a citation that does not have full text within that Source itself they can then use a link to access the full text through Full Text Finder.

Clicking the Full Text Finder link shown next to the citation will take the user to the Full Text Finder menu (unless the Administrator has elected to bypass Full Text Finder menu of results and go directly to the full-text article, which is an option in linking settings).
From the Full Text Finder menu, end users can link directly to the full-text article, your library catalog, an interlibrary loan form, or any other Targets you want to offer them on your Full Text Finder menu.

**Set up your Targets in the Full Text Finder profile:**

The Holdings Management tab in EBSCO admin is your tool for administering Full Text Finder. First, you'll need to define your collection within Holdings Management. If you have already set up your title list in Holdings Management, your full text Target links have already been automatically created by the system—ready for your patrons to find on your Full Text Finder menu. In addition, any new resources you add to your holdings in the future will automatically generate the corresponding Target.

If you need to define your collection, you can do so by following the instructions below:

- **Uploading a list of resources:**
  Holdings Management - Uploading Your Holdings

- **Adding or Removing Titles or Packages:**
  Holdings Management - Adding or Removing Titles from Your Holdings
  Holdings Management - Adding or Removing Packages from Your Holdings
  Holdings Management - Creating a Custom Resource
  Holdings Management - Creating a Custom Package

**Links and Notes:**

The primary goals of your link resolver are to provide end-users with a copy of full-text articles that you may subscribe to from another provider, enable them to quickly submit interlibrary loan requests for the item if no full text is available, or to check your online catalog for additional information. Links provide the power to connect users to other online Targets.

As mentioned above, the first step to adding links is to ensure that your holdings list has been set up to include the resources you want to target. Once that is complete, any full-text links available for Targets selected will be automatically assigned based on the information supplied in your holdings. You can then edit these links, or add additional links, as needed.
Notes are a valuable tool for providing additional information to your users about your holdings. Notes are assigned to specific Titles, Packages, Vendors, or at the Root level for all items in your collection.

- **Adding, Editing, and Assigning Links:**
  To create or edit a Link click on Manage Your Links from the Overview screen of the Holdings Management tab in your EBSCOadmin account.

  From the main Links page all of your previously created and automatically assigned Links will display. You can click on a Link to edit the settings or assignments or click New Link to create a new link.

  When creating a new link, select Create New Link or you can copy from an existing System Link. You will then select the category (Full Text, ILL, Library Catalog, etc.) of your link as well as where and how you would like your link to display.

  Note: If you copy from an existing system link you will notice that your edit changes the Managed By from “EBSCO” to “Your Library, EBSCO”. Any fields you edit will now be maintained locally and any updates EBSCO makes to those fields on a system level will not be reflected in your link.

  For more information on Full Text Finder Links feature please view the following FAQ: Adding, Editing, and Assigning Full Text Finder Links in Holdings Management

- **Notes and Icons:**
  To create or edit a Note click on Manage Your Notes from the Overview screen of the Holdings Management tab in your EBSCOadmin account.

  From the main Notes page all of your previously created Notes will display. You can click on a Note to edit the settings or assignments or click New Note to create a new note.

  Icons can be assigned to notes to assist users in understanding the information. You can select from the Icon library or enter the URL of a locally hosted icon you would like to display.

  For information on Full Text Finder Notes feature please view the following FAQ: Adding, Editing, and Assigning Notes in Holdings Management

![Figure 3: Holdings Management Overview- Notes](image-url)
Full Text Finder Branding:

- **Branding and Interface Customization Options**: In this section we cover branding your Full Text Finder experience, which includes your link resolver menu that patrons may see when following a Full Text Finder link in a Source.

  Keep in mind that all of the customization options use a very similar interface, so if you have customized EDS or EBSCO/host before you will quickly become familiar with how to customize Full Text Finder.

- **Full Text Finder Resolver Menu**: You can modify the branding available on your Full Text Finder resolver through the Full Text Finder (ftf) profile. First select Customize Services within EBSCOadmin. Then, select the Full Text Finder profile from the Choose Profile drop-down menu. While there are many options for customization, here are a few common ones:
  - **Customize Colors**:
    - Top Toolbar: Color #1 Primary
    - Top Toolbar Text: Color #1 Secondary
  - **Enhanced Branding**:
    - This allows you to enter your library logo which can be hyper-linked to your website.
  - **Bottom Branding**:
    - Enter custom text or HTML and click the Full Text Finder Resolver menu

![Full Text Finder - Branding](image)

**Activate Full Text Finder Link Resolver with your Sources:**

Finally, you need to activate Full Text Finder with each of your Sources. Unfortunately, these third-party vendors will not allow EBSCO to set up Full Text Finder with them on your behalf due to privacy concerns. The EBSCO Support Site offers turn-key activation for specific Sources, for more information please view the following FAQ: Linking from a specific source to Full Text Finder.
For information on how to set up your Full Text Finder Link Resolver with EBSCOhost Research Databases, please view the following FAQ: How do I use EBSCOadmin to set up linking from EBSCOhost to Full Text Finder?

Most Sources will ask for your BaseURL and the Full Text Finder logo. For your reference, we have listed the URLs below:

**BaseUrl for Full Text Finder:** http://resolver.ebscohost.com/openurl
**Full Text Finder Logo:** http://imageserver.ebscohost.com/branding/images/FTF.gif
**Optional Query String:**
?sid={dbCode}&genre={GENRE}&issn={ISSN}&ISBN={ISBN}&volume={VOLUME}&issue={ISSUE}&date={DATE}&spage={STRTPAGE}&pages={pages}&title={SOURCE}&atitle={TITLE}&aulast={AUTHOR}&id=DOI:
{DOI}

**Contacting EBSCO for Assistance**

If you need one-on-one help, we are here for you. Detailed help (and a visual tutorial) is available at any time by clicking the "Help" link at the top right corner of the page. In addition, EBSCO offers complimentary Full Text Finder training classes in a web-based format. To register for any upcoming session, visit http://training.ebsco.com and select one of the classes that begin with “Full Text Finder”.

If you need help troubleshooting an issue with Full Text Finder, contact Customer Satisfaction at support@ebsco.com, or by phone at (800) 758-5995, option 2 (U.S.A. and Canada), (800) 3272-6000 (International Toll-Free) or +1-978-356-6500, option 6 (International Toll). Support is available 24 hours a day, Monday through Friday. When e-mailing us, be sure to reference Full Text Finder in the subject line.