EBSCOadmin: Settings on the Searching Sub-Tab

The following customization settings are available on the Searching sub-tab in EBSCOadmin.

**To select Search Screen options:**

1. Select the profile and click the **Searching** Sub-Tab.

2. Select from the General Settings:
   - **Search Modes** – Click to modify existing Search Mode parameters for the databases assigned to the profile.
   - **Default Keyword Search Screen** - From the drop-down list, select either Basic or Advanced Search. The selections vary depending on the interface attached to the profile.
   - **Keyword/Author/Title Radio Buttons (EDS only)** - Select **Off** to not display radio button limiters below the EDS Find field. Default setting is **On**.
   - **Require uppercase Boolean operators (AND, OR, NOT) (EDS Only)** - Set to **Yes** to ensure searches that include unintended Boolean Operators (such as a book title or phrase) do not return poor or zero results.
   - **Diacritic Search** - Set to Yes to ensure when searching words with diacritics, they are not ignored and return relevant results. (*Example:* When this setting is turned on, a search for "höra" will return results for the Swedish term for "to listen" instead of returning results for "hora", the Spanish word for "hour").
   - **Display Text-to-Speech** – Select **Yes** to enable the Text-to-Speech feature for HTML articles.
   - **Configure Text-to-Speech** – Click **Modify** to set the default Text-to-Speech voice choice and reading speed settings.
   - **Display Discipline Limited Searching (EDS Only)** – Set to **Yes** to display Discipline Searching on EBSCO Discovery Service.
   - **Configure Discipline Limited Searching (EDS Only)** – Click **Modify** to set which disciplines to show on EDS, as well as which disciplines to default as selected.
   - **Spellchecker** - This feature has been replaced by the **Show Did-You-Mean Suggestion** feature and this parameter is no longer functional.
   - **Show Did-You-Mean Suggestion (EDS and EBSCOhost only)** - Indicate whether the Did You Mean feature should suggest search terms for queries with misspellings and typographical errors based on EBSCO’s search log data. (The default is **On**.)
Auto Correct Search Terms (EDS and EBSCOhost only) - Indicate whether or not EDS or EBSCOhost automatically runs a search for terms that may have been misspelled when there is a high degree of confidence that there is a better alternative than what was entered into the search box.

Autocomplete Keyword - Select On if you want suggested words to display as the user types in his search terms. (The default is Off.) (This feature also displays on the Preferences Screen on EBSCOhost.)

Show ‘Create Alert’ button – Select Yes to display the Create Alert button to allow users to create a search alert from the search screen.

Run SmartText Search when query returns no results - Set to Yes to default automatic SmartText Searching when query returns no results to On.

Browse Options - links to Customize Browse Options screen. (See Browse Options)

Display iPhone authentication link - Set to Off to disable the iPhone Application link in EBSCOhost, EDS, or EBSCOhost Mobile profiles, or Business Book Summaries (BBS app), or Nursing Reference Center (NRC app).

3. Select from the Basic Search Screen Settings:

Show "Suggest Subject Terms" - Click to modify whether the "Suggest Subject Terms" feature is available on the Basic Search Screen for each database on the profile.

Index Browse - Indicate whether the Index button appears on the toolbar.

Default to Search History open above Results from Basic Searching - Indicate whether Search History should display above results for articles retrieved using Basic Search. (Defaults to No.)

Open “More Search Options” by default - Indicate whether the available Search Options should display on Basic Search. (Defaults to No.)

4. Select from the Advanced Search Screen Settings:

Show "Suggest Subject Terms" - Click to modify whether the "Suggest Subject Terms" feature is available on the Advanced Search Screen for each database on the profile.

Default to Search History open above Results from Advanced Searching - Indicate whether the Search History should display above results for articles retrieved using Advanced Search. (Defaults to No.)

Style of Find Field - From the drop-down list, select the style of Find field that should appear on the Advanced Search Screen: Single Find Field; Single Find Field with Search Builder; or Guided-Style Find Fields. On the Business Searching Interface, the selections are either: Pre-selected Fields or Guided-Style Fields. On the Student Research Center, the selections are either: Guided-Style Find Fields or Single Find Field.
○ Add more rows to Guided-Style Find Fields – To allow the user to add up to 12 rows of Find fields, click Yes. A minimum of three rows of Find fields will always display on the Advanced Search with Guided-Style Find Fields screen. Once the search has been conducted, all rows with search terms will be remembered.

○ Teacher Resources: Style of Find Field (Student Research Center) - From the drop-down list, select the style of Find field that should appear on the Teacher Resources Search Screen: Guided-Style Find Fields or Single Find Field.

○ Number of Limiters to display above "More Options" (Business Searching Interface) - Indicate how many limiters should appear above the More Options link on Advanced Search. The default is 5. If set to 0 (zero), all limiters on the page will hide behind More Options. If set to -1 (minus one), all limiters on the page will display, and the More Options link will not appear.

5. Integrated Search Screen Settings (if enabled for your account):

○ Integrated Search - Select the On radio button to display EBSCOhost Integrated Search for the current profile.

○ Change Title for Integrated Search Panel – Enter a title if you would like to customize the text at the top of the Integrated Search panel.

○ Number of Sources To Show By Default – Select the number of sources you would like displayed on the Integrated Search panel by default.

○ Display Content Captions – Select to Show or Hide content captions in the Integrated Search panel.

6. Select from the Choose Databases/Subject Screen Settings:

○ Stop at Choose Database Screen before accessing Search screen - Indicate whether the user should view the Choose Database Screen first when there is more than one database on the profile.

○ Default Database Groups – Select On to enable the customizable default database by subject groups to show. Selecting Off will result in no default groups appearing, allowing the user to show only custom database by subject groups.

○ Group Databases by Subject Header (EBSCOhost only) - EBSCO databases automatically are grouped by subject area. (For example, Education, Health, Law, Science, etc.) To display a drop-down list with these subject areas, (rather than a list of database names), select On. (The default is OFF.)

○ Customize Group Databases by Subject - (EBSCOhost only) EBSCO Publishing has defined which databases belong to a group, and how those groups are named. The library administrator can also customize database groups by subject area, and customize the names of the groups. Click the Modify link to edit the groups, or add new groups.
• **Highlight Trial Databases** – (EBSCOhost only) Indicate whether the databases you are trialing should appear in a more visible “Trial Databases” area on the Choose Databases Screen. (You must also select the specific databases on the Databases Sub-Tab.)

• **Display Databases A-Z Navigation** – Set to **On** to display A-Z navigation of databases on the Choose Databases screen.

7. **Select from the Limiter & Expander Settings:**

• **Limiters** - Click to modify existing limiter parameters for the databases assigned to the profile.

• **Local Collections as Limiters** - Click to designate one or more local collections as limiters assigned to the profile.

• **Display Local Collection Limiters above Database Limiters on Search Screen** - Select **Yes** to place the local limiters above the "common" limiters on the search screen.

• **Include Linked Full Text Journals when using the Full Text Limiter** - Indicate whether the full text limiter will limit to results available through SmartLinking as well as full text available with the database. (On Student Research Center, this is applied to a Teacher Resources Search only.)

• **Expanders** - Click to modify the expanders that can appear on the Search Screens. (e.g. Full Text and Thesaurus Expansion)

8. **Select from Authority Settings options:**

• **Local Collections as Authorities** - Click to select one or more of your local collections to appear as separate searchable "authority" databases on the Search Screens.

• **Database Options** - Click **Modify** to set the default Browse Mode and Logical Boolean Operator for each database in the profile.

• **Show Search Box on Authorities** - Determines whether or not the search box will appear when using authorities.

9. **Click Submit.**