

British Education Index

What Is It? **British Education Index** provides bibliographic references to over 300 British and selected European English-language Periodicals in the field of education and training. The database's coverage ranges from early years' education to the education of older adults, including coverage of relevant training and management literature. This database itself is **not full text**, but tells you where to find them, and contains links to the articles.

How Do I Access It?

- Go to the Edge Hill University's Home Page (<http://www.edgehill.ac.uk>)
 - Choose **Log in**, from the top right hand side
 - Enter your Edge Hill University username and password
 - Choose **Library**
 - Type **British Education Index** in the title box and click on Submit
- Click 'connect to' **British Education Index**

Help

This sheet is a brief guide to searching this database. You can click on the **help** link at the top of the **British Education Index** screen at any time.

Searching

There are two searches: a basic search and the **advanced** search. **The basic search** is the simplest way to search. It allows you to enter a search term into the search box and to view the results immediately. **Advanced search** allows you to precisely define your results retrieval. You search within particular fields and limit your results by date, publication type and more.

Enter Search Terms: Enter a word or phrase you want to search in the search box. Click on the magnifying glass symbol to execute the search. This can be found at the right hand end of the search box. The results screen will show the number of citations found. You can narrow the results by using the options on the right hand side. If you get too few results, try using a different word or a truncation. Remember, if you are unsure about any of the search functions, you can click on the help link on the top right hand side.

Displaying Records

The results are displayed going down the page and you can move to the next page by clicking the link at the bottom of each page. This database will only give you a bibliographic reference but the full text is often available by clicking on the Linksource logo, which is available at the end of every record. If Edge Hill has a subscription to the article electronically from another database provider, you should be taken to the article.

Print/Email/ Save

To email, print or save your list of results, select the references you would like to email, print or save by checking the box to the left of the reference. Select the email, print or save as file option, located immediately above the first result on the page. A dialogue box will open, allowing you to choose whether you want to include a basic list of the results, a list with the bibliographic details, or

a list with these details and the abstract. You also choose the referencing style (e.g. Harvard – British Standard). If you are emailing your results you must type in your name and an email address. If you are saving your results you need to choose the file format (e.g, HTML) and click **save**. A dialogue box will appear and you should select **save file**.

If you have downloaded an article you can print it by clicking on the print icon if it is a pdf document or by clicking file and print on the top left of the page if it is a webpage.

My Research: You can create an account which will allow you to save your searches, save documents and organise your documents into folders. Click on **My Research** and **Create a My Research account**, and complete the online form.

Quitting Click the **Exit** button on the top right of the screen

Remember – If you need help or advice, ask at one of the Help Desks