eResources Quick Start Guide

Step 1: Go to the Welder Library [https://www.umary.edu/academics/library/](https://www.umary.edu/academics/library/) and click on the “Catalog, eResources, and Interlibrary Loan (ILL).”

Step 2: Click on “Databases.”
Step 3: Enter your UMary email address and password. Click “Login.”

Step 4: Choose the database you would like to use. For this tutorial, we will use Academic Search Ultimate.

Step 5: Enter your search terms in the search box. Click on “Search” when you are ready to search.
Step 6: In your search results, you will see results with HTML Full Text and PDF Full Text available to view. These articles are ready for you to use. If you see the “request this item” link that means you will request the article through interlibrary loan.

Step 7: If you click on the title of any article, this will provide a detailed record about the article. You can also use the tools on the right side of the screen to help you stay organized with your research.

Hint: If you are struggling on what keywords to use, you can click on the subject terms in any article. Doing this will help you populate a new search based on the subject term you selected.
Step 8: To go back to your result list, click on “Results List.”

Step 9: You can refine your results using the tools on the left side. You can use the limiting tools to sort by Full Text, References Available, Scholarly (Peer Reviewed) Journals, Publication Date, Source Type and more.

Step 10: To limit your results by peer reviewed journals, click on “Scholarly (Peer Reviewed) Journals.”

Step 11: To remove the limiter, click on the “X” to remove it.
Step 12: You can also limit your results by publication date. You can do this by typing in your date range or by using the slide feature. To remove publication date limiters, follow Step 11.