

How to Use Online Databases

This example shows the basics of searching databases by using Education Image Gallery (EIG). If you need help with using any online resources, please ask Library staff.

You can access all the online databases from any computer in College, but to view these from home, you will need an **Athens** account (please see page 12/13).

From the main Library web page, select **Library Resources**, then **Online Databases** and follow the link to EIG, or use this URL: <http://edina.ac.uk/eig>. Use the **direct log-in** with your **Athens details** and it opens at the **Standard Search** page, below.

The screenshot shows the Education Image Gallery (EIG) search page. At the top, there is a navigation bar with 'Advanced Search', 'Browse by Subject', 'Search History', and 'My Albums'. Below this is a search input field labeled 'Enter your search terms here e.g. Dundee' and a 'Search' button. A callout box points to the search bar with the text 'Enter your search terms here e.g. Dundee'. Another callout box points to the 'Search' button with the text 'This starts your search – select it when you are ready'. Below the search bar, there is a list of subject areas: 'Sports, Fashion, Major Events, Buildings, Politics, Social History, Key Personalities, Transport, Industry, Work, Leisure, Music, and much more ...'. A callout box points to this list with the text 'Picture Trails offers a selection of images on a particular theme to show the diversity and depth of the service's visual resources'. The main content area displays a grid of image thumbnails, including a protest sign that says 'SILENCE WE CAN STOP U.S. BOYCOTT ISRAELI MILITARY AID TO ISRAEL NOW!!'. A callout box points to the search bar with the text 'This is the toolbar.'.

How to search quickly:

- Think about what you are looking for - choose a word or words that describe your search
- Type the word(s) into the box labelled **Search for database images**
- Leave all other areas of the screen as they are
- Click **Search** to start your search

Search by More than One Field

To search for words in more than one field, use the **advanced search** form.

Search for	"Ben Radford"	in	Photographer
and	Beckham	in	General (Title, Description & Keywords)
and		in	All Fields

For example; **Ben Radford** in the **Photographer** index and **Beckham** in the **General (Title, Description & Keywords)** index.

Searching by Combining Search Terms

You can combine search terms using words known as "Boolean operators": **and**, **or** & **not**. These allow you to combine search terms so you can narrow (**and**) or broaden (**or**) search results, or to exclude (**not**) certain results.

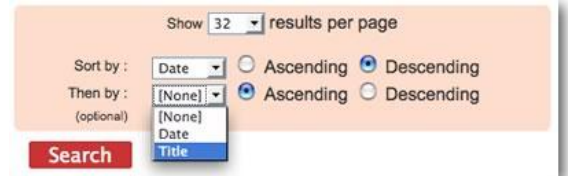
Searching by year

In the **advanced search**, use **Years (Start-End)** drop-down field. To format searches see below:

- 2003 :** This search will return all the pictures from 2003
- 1999- :** This search will return all the pictures from 1999 onwards
- 1918 :** This search will return all the pictures up to 1918
- 1997-2003** This search will return all the pictures from 1997 to 2003

Sorting

Choose **Ascending** for the earliest dates first and **Descending** for the most recent dates first. **Ascending** with **Titles** gives you stories in alphabetical order, **Descending** gives you reverse alphabetical order.



Search interface showing sorting options. It includes a 'Show 32 results per page' dropdown, 'Sort by' (Date), 'Then by' ([None]), and radio buttons for 'Ascending' and 'Descending'.

View Records

Results will display on the **Search Results** page. To view a larger image and full record, click the small **thumbnail image**.



Acknowledgement: Scottish Labour Party Conference In Dundee © Getty Images
Persistent URL: <http://edina.ac.uk/cgi-bin/purl/eig/85288140-00>
Title: Dundee
Date: 2009
Description: SEARCH 07: Leader of the Scottish Labour party Iain Gray addresses the party conference at the Caird Hall on March 7, 2009 in Dundee, Scotland. In his first speech to the party faithful as leader, Mr Gray claimed the Scottish National Party is failing to deliver in government half way through its first term in office. (Photo by Jeff J Mitchell/Getty Images)
Photographer : Jeff J Mitchell
Keywords : Horizontal, UK, Northern Europe, Scotland, Politics, Speech, Dundee, Tayside, Iain Gray, Candidate Terms, Scottish Labour, Conference, Caird Hall

Click on the subject keywords to link to related images.

Click on the photographer or general keywords for related images.

Full record

The **Full Record** page shows a full-size version of the picture and all the associated details. You can save this image to your computer but please be aware images are free for **educational** use only.

The image can be saved to an **Album** by selecting it from the dropdown list and clicking **add**. Please note, you must log-in via **UK Federation** to have the **Albums** option.



Saving & Crediting Images

You can save the images for use in College work. All images from EIG used in documents, whether electronic or printed, must be accompanied by a caption with the title of the image and acknowledgement that the image is **copyright Getty Images** (this applies to the EIG images, other copyright sources may vary).