

EBSCOhost Page Composer Tip Sheet

1. Accessing Page Composer

www.infohio.org > EBSCOhost.

- a. Select a database from *All Database Search* (not *Primary Search* or *Searchasaurus*).
- b. Sign in to My EBSCOhost. (New users create an account.)
HINT: Write down your username and password!
- c. After searching, save items in your folder; then click to display folder.
- d. Click on *Web Pages* (lower left).
- e. Click on *Page Composer*.

2. Organize your thoughts before you start. Plan how you would like your page to be laid out. You can always edit and rearrange page elements later, but it's much more efficient to compose your page in order.

3. Decide which of the following you would like to include:


- a. Text – headings, instructions, etc.
- b. Magazine or newspaper articles (Search and put them in *My Folder*.)
- c. Blank search box for students to create their own search
- d. Images or graphics (Save on desktop or disk.)
- e. Web links to Internet sites or video clips (Bookmark them.)
- f. Horizontal rules to divide sections

4. Open multiple browser windows for quicker results. Be sure to keep one browser window just for Page Composer!! Do your searching in the others.

5. The easiest way to insert images is to find the one you want online, right mouse click on it, select *Properties*, and copy the URL. Click on *Image* and paste this in the URL box.

6. Video clips (such as those from *Britannica Online*) can also be linked in this way. While the clip is playing, select *Properties* and paste into the URL section of the *Web Link* category.

7. Don't forget to CITE YOUR SOURCE! For images, add the main Web site URL in the *Alternative Text* box. This will create a mouse-over box citing the source of your image.

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8. Have a floppy disk handy to save the finished product. Or, create a folder on your computer. Be sure to save your Page Composer Web page, the background and your image files in the same folder.
 9. Have you developed a really terrific Page Composer page? Send it to INFOhio for possible posting as a sample! Find the online submission form under samples on the EBSCOhost Help screen.