# Portail bnu : The How-To Series

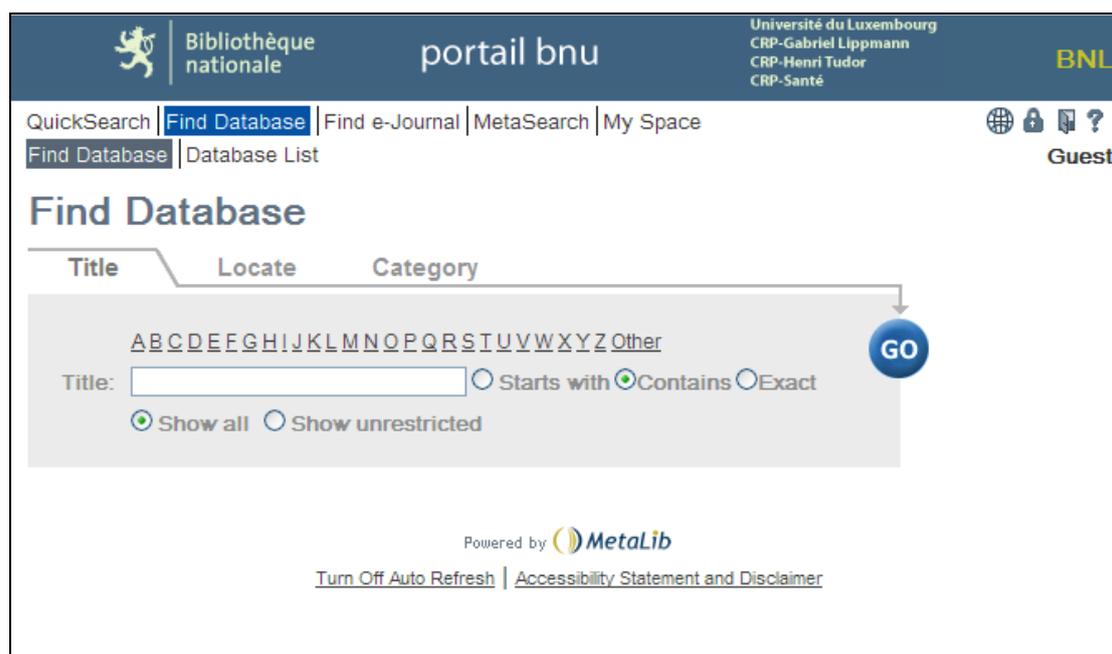## *Episode 2: How do I find a database if I know the name or part of it?*

In this instalment we will look at locating a database where we know the name or part of the name.

First, connect to Consortium Luxembourg's electronic documentation portal at www.portail.bnu.lu.

Once you put the portal into the language of your choice (I will use English), you will see a menu in the top-left hand side of the screen:

QuickSearch | Find Database | Find e-Journal | MetaSearch | My Space
Search | Results
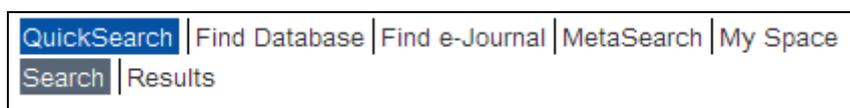
Let's start with finding a database. As the name might suggest, click on the "Find Database" menu option. You should get a screen that looks like this:

Université du Luxembourg
CRP-Gabriel Lippmann
CRP-Henri Tudor
CRP-Santé

Bibliothèque nationale   portail bnu   BNL

QuickSearch | Find Database | Find e-Journal | MetaSearch | My Space   Guest
Find Database | Database List

Find Database

Title   Locate   Category

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other   GO
Title: [   ] ○ Starts with ⊙ Contains ○ Exact
⊙ Show all ○ Show unrestricted

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When searching for a database by name, you have two options. Either choose the letter corresponding to the first letter in the name of the database from the A to Z list or search for the name by entering something in the Title search box.

If you choose a letter from the A to Z list, you will get a screen like this (depending on the letter you chose of course!):

More interesting perhaps, is to perform a search for a database. Go back to the database search page by clicking the "Back" button in your browser.

Now, let's say that you know you want to access a database from Ebsco but you can't quite remember the name of it. By entering the word 'Ebsco' (without the quotes) in the Title search box, selecting the option 'Contains', and clicking on the "Go" button, you will get a list of databases with the word 'Ebsco' in their title:

Let's go back and try another search. If you know the exact name of the database, you can enter it into the Title search box, for example 'Eric (ebsco)', choose the option 'Exact' and click on the "Go" button:

You will notice that the search is case insensitive.

The last options on the Find Database by Title search page is "Show all" or "Show unrestricted". These options will locate all databases matching the title you entered or locate only databases to which you have access which match the title you entered. Using our example above, if we search on 'Eric (ebsco)' as an 'Exact' match and with the "Show unrestricted" option, we will get no results:
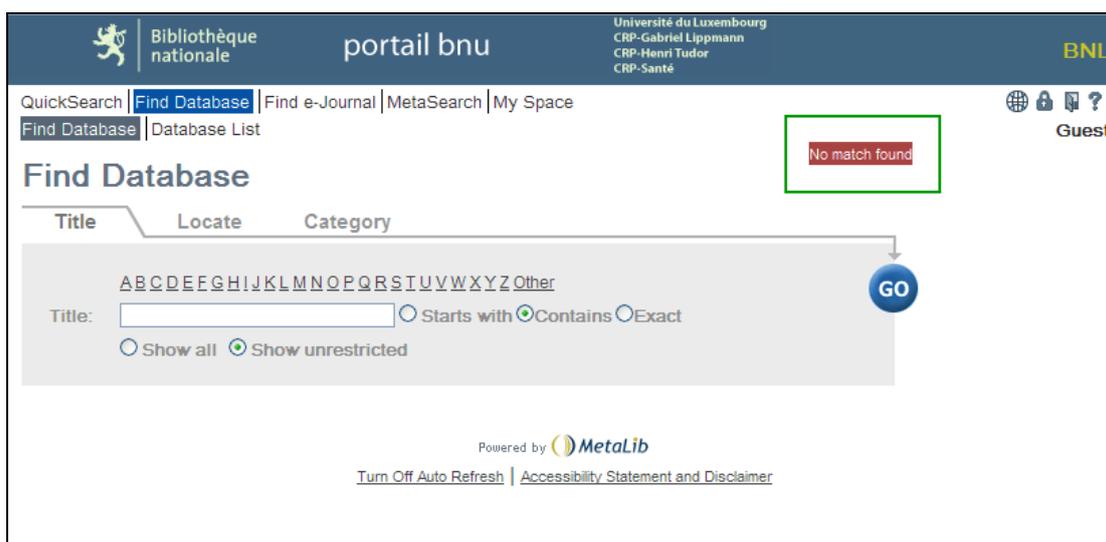
That's it! Next time we'll look at finding journals by name.