



## Searching & Fields

*Each time you select a type of search (e.g., Subject or Subject Word) the database describes what type of information returns the best results for that type of search.*

- **“Field”**: This type of search is for EXACT searching. If you know the exact title, you would use the **Title** search.
- **“Field” Word**: Type a word or phrase related to your topic. For example, select a **Subject Word**. This search acts as a keyword search and searches the subject field for the word or phrase.

## General Search Hints

- Use any combination of upper and lower case letters.
- When they are provided, use the links on the search screen, rather than your browser’s forward and backward buttons. This will prevent your session from timing out.
- Use a question mark to truncate your search (e.g. “wom?n” finds “woman” and “women”).
- Hyphenated words (-) are best searched as an OR statement. For example, “world-wide or worldwide.”
- French or Italian words using articles like “d” or “l” should be searched both with and without the article.
- To search for reviews, combine your search term AND a subject word search for “bkr.” Use AND NOT, instead of AND to exclude reviews.
- To view the full records, check those you would like to view and click on the **Send** button. In the **Full** display, you can see other items with the same author, title, or subject by clicking on the appropriate link.

## Advanced Search Hints

Advanced searching is available using connectors and limits. The connectors are:

- **AND**: means that all search terms must be present in the document, but they can be in any order (e.g. “architecture and Italy” retrieves only those documents that contain both “architecture” and “Italy”).
- **OR**: means that all documents containing either search term will be retrieved (e.g. “Mayan or Mexica” retrieves any document that contains either “Mayan” or “Mexica,” expanding your search).
- **AND NOT**: means that all documents with the second term will be excluded from search results (e.g. “Spanish and not conquistadore” retrieves any document that uses “Spanish” when “conquistadore” is not present).

**Limits**: You can limit your search by clicking on the **Limit** button on your results screen. The limits vary from database to database, but common limits include date, language and country of publication. You can also limit by MARC record field, if you know the abbreviations. To access the MARC limiting, select “Other” in the **Limit** box.

**Search History**: You can reievew your search history by clicking on the **Review** button. You will see the searches you entered and how many results each search produced. To combine previous searches, check the searches you would like to combine and click on **Send**.

## Questions?

If you still have questions about any of these databases, please consult the online help or your library staff.