



Fields

- **Name or Acronym:** Type an author or organization's name or acronym. This can be a complete or partial name (e.g., Hemingway, NAACP).
- **Subject:** Type a word or phrase that is used as a subject. The search will retrieve all citations containing that word as either a subject heading or subject area.
- **Full or Free-Text:** Type any related word or phrase and the system will search for the presence of your word or phrase anywhere within the entry.
- **Others:** See the online help for other database fields. In *Associations Unlimited*, choose **Extended Search** to use additional fields or **Expert Search** to use advanced searching techniques like field qualifiers.

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 in the middle or at the end of a word to search for a single variable letter (e.g. "wom?n" finds "woman" and "women").
- Use parentheses to group terms within the search (e.g., "(seat or safety)belt" retrieves all documents containing "seat belt" or "safety belt").
- Hyphens (-) are considered part of the term. Use the hyphen and enclose the word or phrase in quotes.
- Using double quotes around your search term or phrase returns documents containing your exact search term or phrase. They are also helpful, if your search term or phrase includes punctuation or other commands (e.g., "St. Louis").
- Ampersands (&) are not recognized by the databases. Exclude them from your search.
- To retrieve results that include the singular and plural forms, it is best to OR your search (e.g., "rose or roses").
- Terms in separate boxes are considered AND statements.

Advanced Search Hints

Advanced searching is available using connectors. They 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 document containing both "architecture" and "Italy").
- **OR:** means that all documents containing either search term will be retrieved (e.g. "AIDS or HIV" retrieves any document containing either "AIDS" or "HIV," expanding your search).
- **NOT:** means that all documents with the second term will be excluded from search results (e.g. "Mothers not (drunk driving)" retrieves any document that uses "Mothers" when "drunk driving" is not found in the entry).

Questions?

If you still have questions, please consult the online help or your library staff.