

Searching & Fields

Fields

- **Subject:** In the **Word, Phrase** box, type a word or phrase related to your topic. Selecting the Subject index and searching retrieves all records containing that word or phrase in the subject field.
- **Author:** Type an author's last name in the **Word, Phrase** box and select the Author index. The system retrieves any record with the author name(s) you searched (e.g. "Wordsworth").
- **Title:** In the **Word, Phrase** box, type a word or words in the article title you are searching for and select the Title index. The system will retrieve titles containing this word or phrase.
- **Journal Name/Title:** In the **Word, Phrase** box, type a word or words in the journal title for which you are searching and select the Journal Name/Title index. The system will retrieve journal titles containing your term(s).
- **Standard Number:** Type a reference number such as an ISBN, ISSN, or Library of Congress card number without hyphens and select the Standard Number index. The system retrieves any record using that reference number.
- **Publisher (Info):** In the **Word, Phrase** box, enter the publisher's name, location, or publication date and select the Publisher (Info) index. The system retrieves records with matching publisher information. Much of this information is abbreviated in the database.

Browsing

Use the **Browse Index** feature to look up a word or phrase in an index. This allows you to:

- Verify that a word or phrase exists in an index.
- Check the spelling and variations of a word.
- See how many records in the database contain your search term.
- Check the wording of an exact phrase.

To browse, enter your word or phrase in the **Word, Phrase** box, select the appropriate index, and click on the **Browse Index** button. Use the arrows in the browse box to scroll forward or backward through your list.

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 parentheses to group terms within the search (e.g., "(seat or safety) and belt" retrieves all records containing "seat belt" or "safety belt").
- The **Basic Search** screen is the default screen, but to search in multiple fields (i.e. Subject and Author) use the **Advanced Search** screen. These multiple-box searches are considered AND statements. To change this, use the AND drop-down box and select OR or NOT.
- To search for plurals, use a (+) sign after your search term (e.g., "statute+s of limitation" retrieves "statute of limitations" "statutes of limitations," and "statutees of limitations"). Plurals generally can be searched only in subject and title. For exceptions, see the online help.

- You may select up to 20 records to view together by checking the **Tag Record** box and clicking **Save**, if it appears. Otherwise, to view tagged records click on the **Show** button.

Advanced Search Hints

Advanced searching is available using connectors and limits. Advanced search terms:

- **AND:** means that all search terms must be present in the citation, but they can be in any order (e.g. "architecture and Italy" retrieves only those citations that contain both "architecture" and "Italy").
- **OR:** means that all citations containing either search term will be retrieved (e.g. "AIDS or HIV" retrieves any citation that contains either "AIDS" or "HIV," expanding your search). You can only use one or two OR's in a search.
- **NOT:** means that all citations with the second term will be excluded from search results (e.g. "Christopher not Columbus" retrieves any citation that uses "Christopher" when "Columbus" is not found in the citation).
- **NEAR "N":** means that all citations containing the terms within the designated number of words will be retrieved (e.g. "larynx n3 imaging" retrieves any citation that includes "larynx" within three words of "imaging" with no regard to the word order).
- **WITH "Wn":** means that all citations having both words, in the order they are typed, within a given number of words will be retrieved (e.g. "polymers w5 resins" retrieves any citation that includes "polymers" and "resins," in this order, within five words of one another).

Limits: You can limit your search by clicking on the **Limit Search** button on your results screen. The limits vary from database to database, but common limits include language and year.

Exact Phrase Searching: You may choose to refine your search by searching for phrases EXACTLY as they appear in the database in specified fields. Commonly used field labels are:

au=	Author
ti=	Title
jo=	Journal Name/Title
su=	Subject

History: To use your search history, go to your main search page and click on **History**. **History** allows you to:

- View a list of previous searches and results.
- Combine two or more previous searches.
- Combine a new search with with an old search.

Questions

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