



# OhioLINK Databases

## Searching & Fields Fields

- **Keyword or Phrase:** Type a word or phrase about your topic. The Keyword or Phrase search will search for your word or phrase in the author, article title, journal title, subject, and abstract.
- **Subject:** Type a word or phrase that is used as a subject. The search will retrieve all citations containing that use that word as a subject.
- **Author:** Type an author's last name or last name and first name (e.g. "Wordsworth," "Wordsworth William").
- **Article Title:** Type a word or words in the title you are searching for and the system will retrieve titles containing this word or phrase (e.g., "Red Badge" or "Red Badge of Courage").
- **Journal Title:** Type a word or words in the journal title for which you are searching, and the system will retrieve journal titles containing your word or phrase.
- **Abstract:** Type a word or phrase about your topic. The system will retrieve citations that contain your word or phrase in the abstract.

## Browsing

Browsing places your search term in a dictionary listing. You can browse the subject, author, or article title by selecting the appropriate browse link on the search screen. Results are displayed with your word or phrase in the center of the list. You can then browse forward or backward through the entries.

## Search History

Your search history will automatically appear on the search menu after you have completed at least one search. You can use this search menu to combine two or more previous searches by checking the box after the appropriate searches and clicking the **Combine** button.

## General Search Hints

- Use any combination of upper and lower case letters.
- To retrieve results that include the singular and plural forms, you must check the **Auto Search for Plurals** box at the bottom of the screen.
- When they are available, use the links provided on the search screen, rather than your browser's forward and backward buttons. This will prevent your session from timing out.
- Use a dollar sign in the middle or at the end of a word to expand your search (e.g. "myster\$" finds "mystery," "mysteries," and "mysterious").
- Use a question mark in a word to search for a single letter variation (e.g. "wom?n" finds "woman" and "women").
- To return to your results after viewing an individual record, click on **Title List**.
- Check the citations you want to save for printing or downloading. You must **Store Marked Records** for *each page before moving to a new page*. You can also click **Store All On Page**, if you want to save all the citations on a page.
- Use parentheses to group terms within the search (e.g., "(seat or safety)belt" retrieves all records containing "seat belt" or "safety belt").

- Terms typed into separate boxes are considered AND phrases. Your results will contain records that have the searched terms from two or all three boxes.
- If you type two or more words together, the system looks for **This Exact Phrase**. This is noted in the drop-down box under the search boxes. The **Search For** box will AND or OR your search. This applies only within each search box. It does not affect searching, if you enter terms in more than one search box.

## Advanced Search Hints

Advanced searching is available using connectors. AND, OR, and NOT are the most frequently used connectors, but the system will use ADJ, if no connector is used in your search. The connectors are:

- **ADJ:** means the system will search your phrase exactly as it is typed.
- **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 that contain both "architecture" and "Italy").
- **OR:** means that all documents containing either search term will be retrieved (e.g. "AIDS or HIV" retrieves any document that contains either "AIDS" or "HIV," expanding your search).
- **NOT:** means that all documents with the second term will be excluded from search results, narrowing your results (e.g. "Christopher not Columbus" retrieves any document that uses "Christopher" when "Columbus" is not found in the citation. This is helpful if you are searching for information about Columbus, the city, rather than the historical figure).
- **NEAR:** means that all documents containing the terms side-by-side will be retrieved (e.g. "burning near house" retrieves any document that includes "house burning" or "burning house").
- **WITH:** means that all documents having both words in the same sentence will be retrieved (e.g. "fraternity with education" retrieves any document that includes "fraternity" and "education" in a single sentence).

**Limits:** You can pre-limit your search with restrictions like "English only" by using the checkboxes on the search page. You can also use limits after running your search by clicking on the **Limit Search Results** at the bottom of the page.

**Field Qualifiers:** You may choose to refine your search by designating which field each term is searched. For detailed information about field qualifiers, see the online help.

## Questions?

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

