

Advanced Search Help Sheet

Guided Style Search

Creating an Advanced Search

1. In the first **Find** field, enter a keyword.

The screenshot shows the EBSCO Research Databases Advanced Search interface. The 'Find' section contains four rows of search fields. The first row has 'American history' in the text box and 'in' in the dropdown. The second row has 'and' in the operator dropdown, 'Roosevelt' in the text box, and 'in' in the dropdown. The third row has 'and' in the operator dropdown, 'Goodwin' in the text box, and 'in' in the dropdown. The fourth row has 'and' in the operator dropdown, an empty text box, and 'in' in the dropdown. Below the 'Find' section is a 'Refine Search' section with 'Limit your results:' and two checkboxes: 'Full Text' and 'References Available', both of which are unchecked. The interface also shows navigation tabs like 'Basic Search', 'Advanced Search', 'Visual Search', and 'Choose Databases'.

2. Choose the search field from the drop-down list (for example, search in only the *Subject Terms* field of the citation).
3. Repeat steps 1 and 2 for the second set of **Find** fields.
4. Select a Boolean operator (**AND**, **OR**, **NOT**) to combine the two **Find** field entries.
5. You can enter another Boolean operator, keyword, and search field in the third set of boxes.
6. Use **Limiters** to narrow your search:
 - Full Text – limits search results to full text articles.
 - Publication – limits search results to articles from a specific title.
7. Use **Expanders** to broaden your search:
 - Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles.
 - Automatically “And” search terms – expands results by applying the **AND** operator between terms, e.g., typing **space shuttle** would yield results for *space and shuttle*.
 - Also search for related words – expands results to include synonyms and plurals.
8. Click the **Search** button. A Result List is displayed.

Searching Techniques

- **Booleans** (AND, OR, NOT) can be used to broaden or narrow your search.
- The **Wildcard** (?) can be used to replace any character. Enter **ne?t** to find results containing **neat**, **nest** or **next**.
- **Truncation** (*) will find all forms of a word. Enter **comput*** to find results containing **computer** and **computing**.
- The **Near** (N) operator will find search terms within **x** words of one another, regardless of order.
Enter **tax N5 reform** to find results that would match **tax reform** as well as **reform of the tax code**.
- The **Within** (W) operator will find search terms within **x** words of one another, in the order in which you entered them. Enter **tax W8 reform** to find results that match **tax reform** or **tax without the ability to reform**, but do not match **reform of the tax code**.

Viewing Search Results

The screenshot shows the EBSCOhost search interface. At the top, there are navigation tabs for 'Basic Search', 'Advanced Search', 'Visual Search', and 'Choose Databases'. Below these are search options like 'New Search', 'Keyword', 'Publications', 'Subject Terms', 'Cited References', and 'Indexes'. The search results are for 'American history AND Roosevelt AND Goodwin'. The search criteria are displayed as follows:

Find:	in	Select a Field (optional)	Search	Clear
American history		Select a Field (optional)		
and	Roosevelt	Select a Field (optional)		
and	Goodwin	Select a Field (optional)		Add Row

Below the search criteria, there are buttons for 'Refine Search', 'Search History/Alerts', and 'Results'. The results are sorted by 'Date' and show 1-3 of 3 results. The first result is 'Book reviews' by Scharf, Lois, from the *Journal of American History*, Sep95, Vol. 82 Issue 2, p814-815, 2p; (AN 9510105820). The second result is 'Eleanor and Franklin redux' by Black, Allida M., from *Reviews in American History*, Jun95, Vol. 23 Issue 2, p307, 6p; (AN 9507070108). Each result has an 'Add' button next to it.

- The **article title** link takes you to the citation information and/or the full text.
- The **HTML Full Text** link takes you directly to the full text of the article.
- The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.
- Clicking the **Folder** icon to the right of a result saves it to the Folder.

- When a **Find More Like This** appears, click to perform a search for articles with similar subject headings. A new Result List will display.



Printing/E-mailing/Saving Search Results

- Click the **Print**, **E-mail**, or **Save** icon. Follow the directions on screen to print, e-mail, or save your results. You can e-mail and save your results in popular formats such as MLA and APA.
- You can print, e-mail or save several results at the same time by saving them to the Folder, and then printing, e-mailing or saving all at once.
- To save your results for future use, click the **Sign In to My EBSCOhost** link and set up a personal account. Once you sign in, your results are saved to the Folder, and can be retrieved at any time.