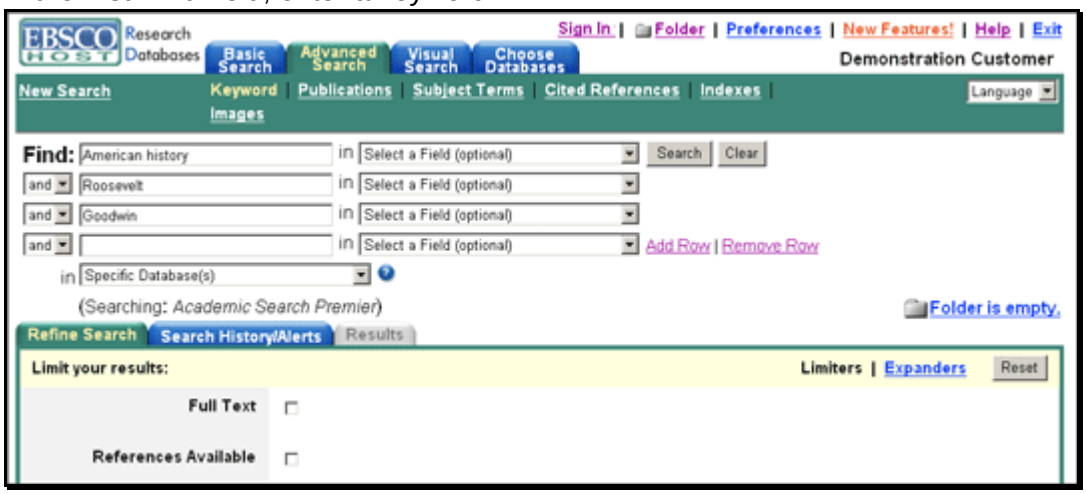
Advanced Search Help Sheet

Guided Style Search

Creating an Advanced Search

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



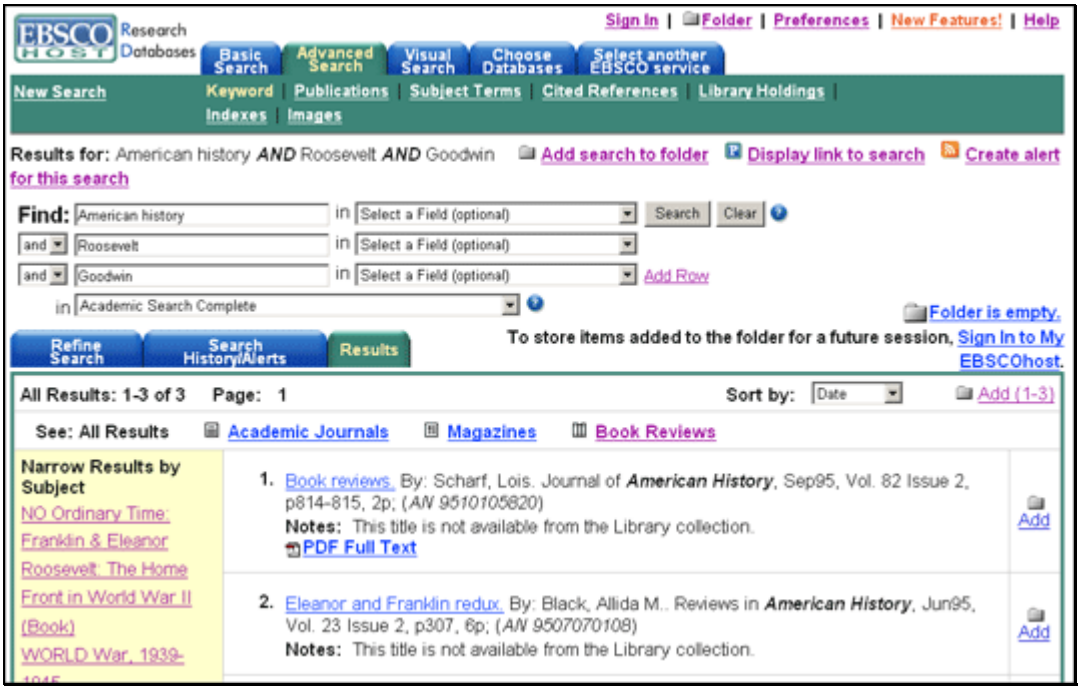
2. Choose the search field from the drop-down list (for example, search in only the *Subject Terms* field of the citation).
3. Repeat steps 1 and 2 for the second set of **Find** fields.
4. Select a Boolean operator (**AND, OR**, **NOT**) to combine the two **Find** field entries.
5. You can enter another 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:
   - Apply additional terms to query - expands results to include synonyms and plurals.
   - 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 give results for **space *and* shuttle**.
8. Click the **Search** button. A Result List is displayed.

EBSCO HOST Research Databases

Searching Techniques

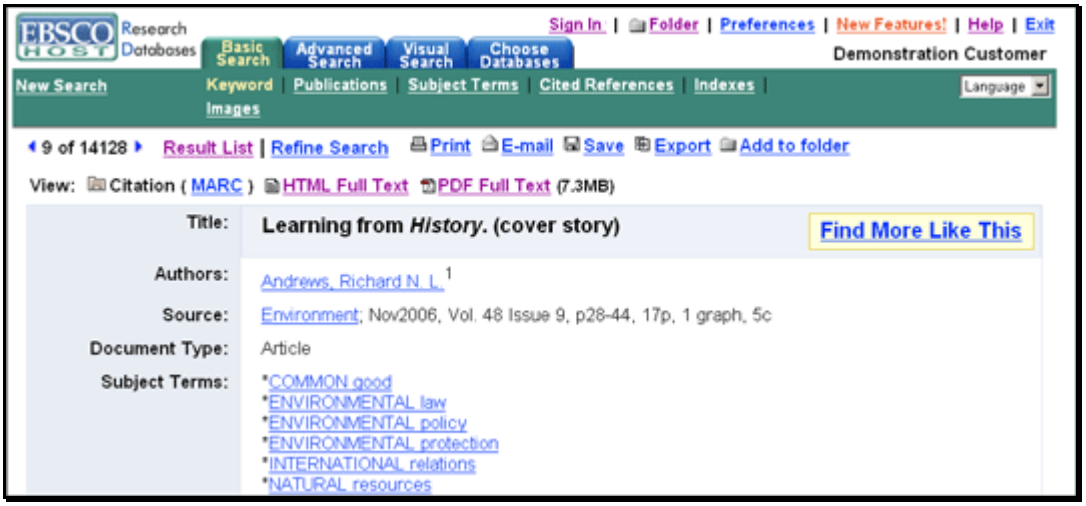
- **Booleans** (AND, OR, NOT) can be used to broaden or narrow your search.
- The **Wildcard** (?) can be used to replace any character. Enter **ne?t** to find results containing **neat**, **nest** or **next**.
- **Truncation** (*) will find all forms of a word. Enter **comput*** to find results containing **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 **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.

- Click **Create alert for this search** to set up a one-step search alert that you add to your RSS reader.
- 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 EBSCO*host*** 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.