

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 Advanced Search interface. At the top, there are navigation tabs for 'Basic Search', 'Advanced Search', 'Visual Search', and 'Choose Databases'. The 'Advanced Search' tab is selected. Below the navigation, there are several search options: 'New Search', 'Keyword', 'Publications', 'Subject Terms', 'Cited References', and 'Indexes'. The 'Keyword' option is selected. The search area contains a 'Find' field with the text 'American history' entered. To the right of the text is a dropdown menu labeled 'Select a Field (optional)'. Below this, there are three rows of search terms: 'and' followed by 'Roosevelt', 'and' followed by 'Goodwin', and 'and' followed by an empty field. Each row has a dropdown menu labeled 'Select a Field (optional)'. Below the search area, there is a 'Refine Search' section with a 'Limit your results:' label. Under this label, there are two checkboxes: 'Full Text' and 'References Available', both of which are currently unchecked. To the right of the checkboxes, there are links for 'Limiters', 'Expanders', and a 'Reset' button.

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.

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 EBSCO Research Databases interface. At the top, there are navigation tabs for 'Basic Search', 'Advanced Search', 'Visual Search', 'Choose Databases', and 'Select another EBSCO service'. Below these are search filters for 'New Search', 'Keyword', 'Publications', 'Subject Terms', 'Cited References', and 'Library Holdings'. The search results are for 'American history AND Roosevelt AND Goodwin'. The search criteria are displayed as follows:

- Find: American history in [Select a Field (optional)]
- and Roosevelt in [Select a Field (optional)]
- and Goodwin in [Select a Field (optional)]
- in Academic Search Complete

The results section shows 'All Results: 1-3 of 3' and 'Page: 1'. There are two results listed:

- Book reviews**. By: Scharf, Lois. *Journal of American History*, Sep95, Vol. 82 Issue 2, p814-815, 2p; (AN 9510105820)
Notes: This title is not available from the Library collection.
Links: [Add](#), [PDF Full Text](#)
- Eleanor and Franklin redux**. By: Black, Allida M.. *Reviews in American History*, Jun95, Vol. 23 Issue 2, p307, 6p; (AN 9507070108)
Notes: This title is not available from the Library collection.
Links: [Add](#)

- 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 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.