Selecting a database

FirstSearch provides three options for selecting a database on the Databases tab. Click a link to select an option. The List Databases by Topic option groups databases by topic area while the List All Databases option displays a merged list of all databases. If you need help selecting a database, use the Suggest Best option to scan databases for your key search term(s). You can then select the databases that contain the highest estimated results for your key term(s).

Using search results

Viewing a detailed record—To view a detailed record from the List of Records screen, click the record title. To return to the List of Records screen, click the List of Records link on the Results tab.

Viewing full text—The Full Text button and full text format information appear with any record for which full text is available online. Click the button or the format information to see the full text.

Sorting records—Click the Sort button to select sort options for a results set of 500 or fewer records. Sort options vary by database.

Related records—To find related records, click the Related Authors button or Related Subjects button.

Limiting results—To narrow your set of results, click the Limit button and select from the list of database-specific limits.

Marking a subset of records—Click the checkbox for each record you want in your subset. Use the Mark All button to mark all records on a page or the Clear Marks button to unmark all records on the list. Click the Marked Records link on the Results tab to view, e-mail, or save.

Printing—Click the Print button to reformat a page of results for printing. Use your browser's print function to print. Click the Return button to return to the original format.

E-mailing—Click the E-mail button to e-mail records, library ownership information, or full-text copy.

Exporting—Click the Export button to export data directly to bibliographic management programs such as EndNote® or RefWorks™. Data can also be exported as text files to ProCite® or similar programs.

Library ownership information—The My Library Owns icon and the My Library Group Owns icon are displayed with any resource that your library or library group owns. Click the Libraries button to view a list of libraries that hold a particular resource.

Additional tip:
- Click the Help button to browse the context-sensitive online help in a pop-up window.
Searching

Basic Search

The Basic Search screen allows you to search the main indexes in a database. Use the Basic Search if you are new to online searching or if you need quick results using a simple search statement.

Advanced Search

The Advanced Search screen lets you construct more complex search statements. Up to three search strings and three indexes can be combined using Boolean operators (AND, OR, and NOT) selected from drop-down menus. More search limits are available at this level.

Expert Search

The Expert Search screen is designed for experienced searchers who prefer to enter logical search strings. Reference information on constructing a search is displayed at the bottom of the screen. A list of indexes and index labels is provided in a single drop-down menu. For example, to search for all resources related to coffee that are written by Elizabeth Alston, you can enter alston elizabeth and kw:coffee and select the author index from the drop-down menu. The author index will apply only to the unlabeled terms alston elizabeth.

Search statements

Search statements are made up of search terms combined with special search characters or labels and Boolean operators.

Using index labels

<table>
<thead>
<tr>
<th>Use</th>
<th>Example</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>colon (:)</td>
<td>individual words or fragments of phrases</td>
<td>kw:airline security</td>
</tr>
<tr>
<td></td>
<td>search operators (w or n)</td>
<td>kw:alcohol w2 fetal</td>
</tr>
<tr>
<td></td>
<td>other special search characters, such as the plus sign (+) or asterisk (*)</td>
<td>ti:(ocean+ or sea+) and pollut*</td>
</tr>
<tr>
<td>equal sign (=)</td>
<td>exact phrases as in names and titles</td>
<td>ti=alice in wonderland</td>
</tr>
</tbody>
</table>

Other search features:

- Browse the indexes to verify the correct spelling or format for search terms. Click the Index button to access the Browse Index feature.
- Browse subject headings to find additional terms that may apply to your search. Click the Subjects button to access the Subject Headings list. This feature is available only in certain databases.
- Use ranking to organize the results of your search. Available options vary by database.