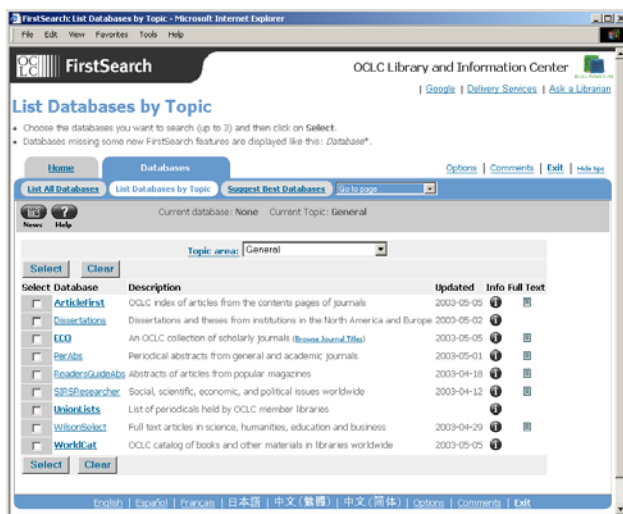


## Selecting a database

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).




### The Database list

**Select**—Click the checkbox in front of each database you would like to search (up to three). A default database may be pre-selected. If you do not want to include the default database in your search, click the checkbox in the first column to de-select it.

**Est. Results**—Displays estimated results for key terms (appears only on the **Suggest Best** screen).

**Database**—Displays the name of the database. Click to search in just one database.

**Description**—Displays a short description of the database.


**Info**—Click the **Info** button  to view detailed information on a database.



**Updated**—Displays the date on which the database was last updated.


**Full text**—Displays the Full Text  icon if online full text is available.

## 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.



 **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.


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

 **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.

 **Interlibrary loan**—On the **Detailed Record** screen, click the **ILL** button to request an item through interlibrary loan.

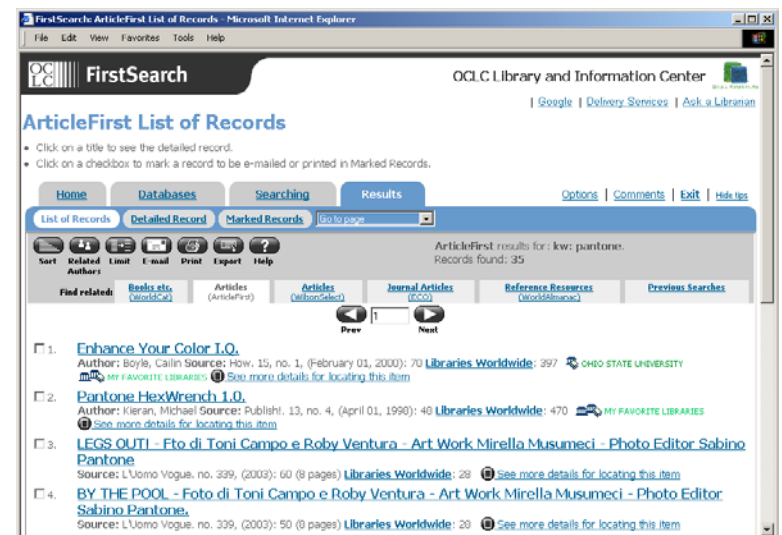


**FirstSearch** is a Web-based information system for searching online databases. A database is a collection of related resources on a specific topic or from a specific source. Each entry in a database is called a record.


### FirstSearch screens and functions

Move through FirstSearch screens and functions using the navigation tabs. Each tab displays context-sensitive links for additional options. For example, in the figure below, the **List of Records** screen displays as the active option on the **Results** tab. The **Detailed Record** and **Marked Records** options appear as links to additional screens that are also available on the **Results** tab.

Check the control panel below the navigation tabs for status information and specialized tools such as **Sort** and **Help**.

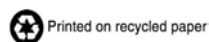


### Additional tip:

- Click the **Help** button  to browse the context-sensitive online help in a pop-up window.



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# Searching

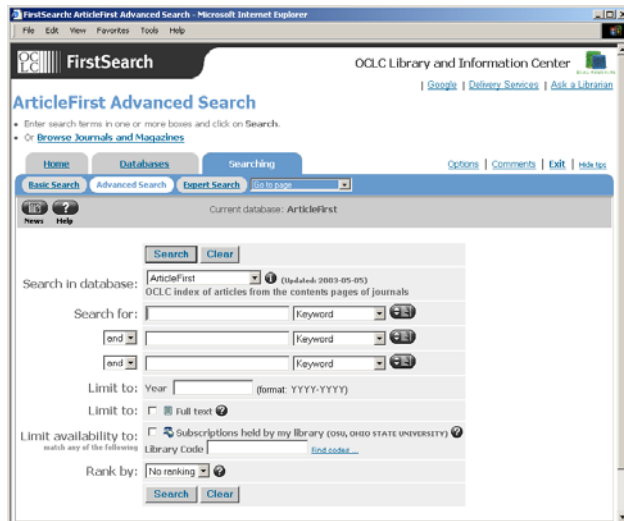
## Basic Search

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.



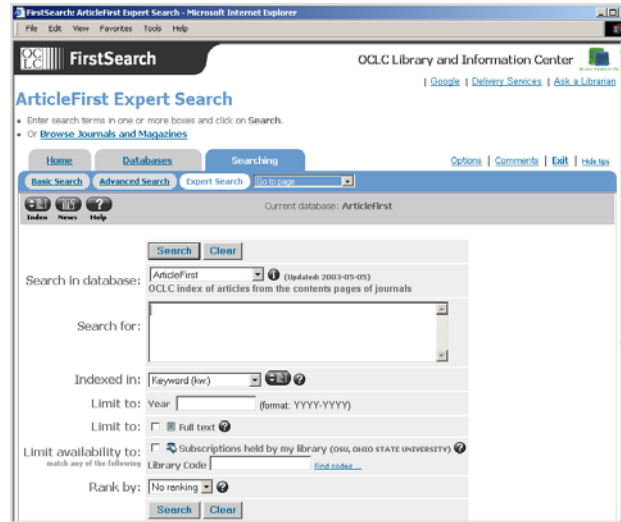
## Advanced Search

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*.



## 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.

# Search statements

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

## Building search statements

To search for	Use	Example	Results
subject information	any word or words	<b>frost</b>	many results (common word)
		<b>sangfroid</b>	few results (rare word)
categories of information	index labels	<b>su:sleep</b> <b>ti:once</b>	subject sleep, once in titles
exact phrase	quotes " "	<b>"tunnel vision"</b>	tunnel vision
plurals	plus sign +	<b>plant+</b>	plant, plants, plants', plant's, plantes, plantes'
variants or part of a word	wildcard *, #, or ?	<b>zebu*</b>	zebu, zebulon, zebutte
all words	AND	<b>cold AND zinc</b>	cold and zinc
one or all words	OR	<b>cold OR zinc</b>	cold, zinc, and cold and zinc
one word but not another	NOT	<b>cold NOT weather</b>	cold but not cold weather
words near each other, given order	w	<b>cold w2 common</b>	cold followed within 2 words by common
words near each other, any order	n	<b>cold n3 common</b>	cold and common, within 3 words of each other

## Using index labels

Use an index label and	when your search includes	Examples
colon ( : )	individual words or fragments of phrases	<b>kw:airline security</b>
	search operators ( <i>w</i> or <i>n</i> )	<b>kw:alcohol w2 fetal</b>
equal sign ( = )	other special search characters, such as the plus sign (+) or asterisk (*)	<b>ti:(ocean+ or sea+) and pollut*</b>
	exact phrases as in names and titles	<b>ti=alice in wonderland</b>