

## Basic Search

### Search Steps:

- 1 Enter the term or terms to be searched in **Search for:** (a)
- 2 Select the type of search using **Search in:** (b)
- 3 Use the **Limit by Library:** option to select a specific library's collection to search
- 4 Additional limit options are available using the **Set Limits** button (c)
- 5 If desired, change the number of items to display on each page of results.
- 6 Use the **Search** button to execute the search or use **Reset** to begin again.
- 7 Switch to **Guided Search** if more options are needed.

The screenshot shows the 'Basic Search' tab selected. It features a search form with the following elements:

- 1 Search for:** A text input field for entering search terms.
- 2 Search in:** A dropdown menu with options: Title, Journal Title Starts With, Keyword, Author Browse, and Subject Browse.
- 3 Limit by Library:** A dropdown menu currently set to 'None'.
- 5** A dropdown menu for '50 records per page'.
- 6** 'Search' and 'Reset' buttons.
- 4** 'Set Limits' button.
- 7** A small icon above the search input field.

### General Rules for Searching:

- ❖ Case does not matter - *jama* or *JAMA* or *Jama* will work.
- ❖ Omit initial articles (a, an, the, das, el, la, etc.) - search *lancet* not *the lancet*.

#### (a) Tips on Terms:

- For authors, enter last name first - *twain mark*
- Except in **Keyword** searches -
  - Multiple words will be searched as a phrase.
  - Word stems will be searched automatically - *transplant* retrieves *transplanted*, etc.

#### (c) Tips on Limits:

- Using **Set Limits** after entering terms, deletes the terms.
- Limits have no effect in **Browse** searches.
- Once set, limits remain on until cleared.
- Apply Limits to results using **Refine Search**.

#### (b) Tips for Search in:

- **Subject Browse** and **Call Number Browse** can help find items on a specific topic.
- Using **Keyword** is the most versatile and powerful Basic Search option.
  - Use *?* to search word stems - *transplant?*
  - Use quotation marks to search phrases - *"bone marrow transplant?"*
  - Entering *breast cancer* finds any record with either word.
  - Entering *+breast +cancer* requires both words to be present in records retrieved.

## Guided Search

### Guided Search:

- ❖ Use up to three **Search for:** and **Search in:** pairs at one time
- ❖ Multiple terms can be entered in each **Search for:** blank
- ❖ **Do not** use Boolean operators (and & or) in the **Search for:** boxes
- ❖ Use the drop-down menus to choose how the terms will be searched

### General Rules for Searching:

- ❖ Use **Set Limits** before entering terms to search
- ❖ Case does not matter - *jama* or *JAMA* or *Jama* will work
- ❖ Omit initial articles (a, an, the, das, el, la, etc.) - search *lancet* not *the lancet*
- ❖ Use ? to search word stems - *transplant?*

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Search for:  <sup>1</sup> as a phrase <sup>2</sup> Search in:  <sup>2</sup>

<sup>5</sup>  AND  OR  NOT

Search for:  <sup>3</sup> any of these <sup>4</sup> Search in:  <sup>4</sup>

AND  OR  NOT

Search for:  any of these <sup>4</sup> Search in:  <sup>4</sup>

50 records per page

### Search Example:

- ❖ The search above will identify the phrase <sup>1</sup> *cell biology* as a <sup>2</sup> *Keyword* in any field of a catalog record that lists <sup>3</sup> *baltimore* or *lodish* as an <sup>4</sup> *Author*.
- ❖ Using <sup>5</sup> *AND* to relate the terms in each **Search for:** box specifies that results must meet both criteria.