

## Creating a Guided Style Search

1. In the first **Find** box, enter a keyword
2. Choose the search field from the drop down list
3. Select the Boolean operator you want to use to combine the next term and press tab
4. Enter the next keyword in the **Find** box
5. Choose the search field from the drop down list
6. Select from available search options to adjust the focus of your search. Select limiter options to narrow your search or select expander options to broaden your search. Below are some common options:
  - **Full Text** – limits search results to full text articles
  - **Magazine/Journal/Publication** – limits search results to articles from a specific title
  - **Also search for related words** – expands search results to include synonyms and plurals of your term(s)
  - **Also search within full text of the articles** – expands search results by finding your term(s) within the full text of the articles
  - **Include all search terms by default** – expands search results by applying the **AND** operator between each term. Typing in **space shuttle** would result in **space** and **shuttle**.
  - **Special Limiters** are database specific and change based on availability
7. Click the **Search** Button to begin searching.

## Searching Techniques

**Boolean searching** allows you to create a very broad or very narrow search by using Boolean operators (**AND**, **OR** and **NOT**) to string or combine search terms together.

- The **AND** operator combines search terms so that each result contains all of the terms. For example, type **electronic and resources** to find articles that contain both terms.
- The **OR** operator combines search terms so that each result contains at least one of the terms. For example, type **college or university** to find articles that contain either term.
- The **NOT** operator excludes terms so that each result does not contain any of the terms that follow the NOT operator. For example, type **computers not apple** to find articles that contain the term **computers** but not the term **apple**.

**Wildcard (?) and Truncation (\*)** Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings.

- The **wildcard** is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. EBSCOhost will find all instances of that word with the ? replaced by a letter. For example, type **ne?t** to find results containing **neat**, **nest** or **next**. EBSCOhost does not find **net** because the wildcard replaces a single character.
- **Truncation** is represented by an asterisk (\*). To use truncation, enter the root of a search term and replace the ending with an \*. EBSCOhost will find all forms of that word. For example, type **comput\*** to find the words **computer** or **computing**.

**Searching by proximity** is a way of searching for two or more words that appear a specific number of words apart in the article(s). The proximity operators must contain a **letter (N or W)** and a **numeric** value to specify the number of words that may appear between the terms when searched. The proximity operator is placed between the words, which are to be searched in proximity, as follows:

- **Near Operator (N)** In the following example, **N5** will find the words if they are within five words of one another regardless of the order in which they appear. For example, type **tax N5 reform** to find results that would match **tax reform** as well as **reform of the tax code**.
- **Within Operator (W)** In the following example, **W8** will find the words if they are within eight words of one another and in the order in which you entered them. For example, type **tax W8 reform** to find results that would match **tax reform** but would not match **reform of the tax code**.