
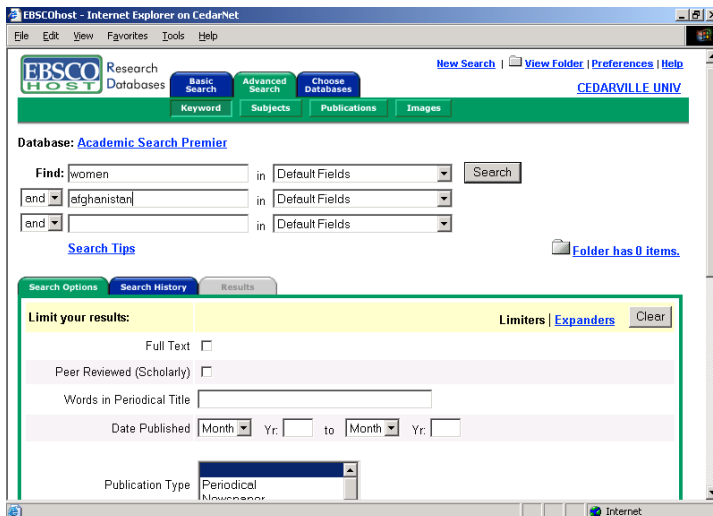


All EBSCO databases have similar searching functions. They are "citation" databases, which means they contain records which cite, or describe, articles in journals, books, or parts of books or documents. Full text journal articles are linked when available electronically.

Note: See the Library's "Databases & Articles" page for EBSCO databases you can access. Click on an  icon to see just EBSCO databases.

Searching for Articles

You can 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 article found 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 article found contains at least one of the terms. For example, type **college or university** to find articles that contain either term or both terms.

The **NOT** operator excludes terms so that each article found 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."

1. In the first **Find** box, enter a keyword.
2. Choose the search field from the drop down menu. **Default Fields** searches multiple fields at once.
3. Select the Boolean operator (**AND**, **OR**, **NOT**) you want to use to combine the next term and press tab.
4. Enter the next keyword in the text box.
5. Choose the search field from the drop down menu.
6. Select from available search options to adjust the focus of your search. Select limiter options to narrow your search (retrieve fewer, more relevant articles), or select expander options to broaden your search (retrieve more articles that may be less relevant). Below are some common options.

Full Text - limits search results to full text articles

Words in Periodical Title - limits search results to journals with certain words in the title

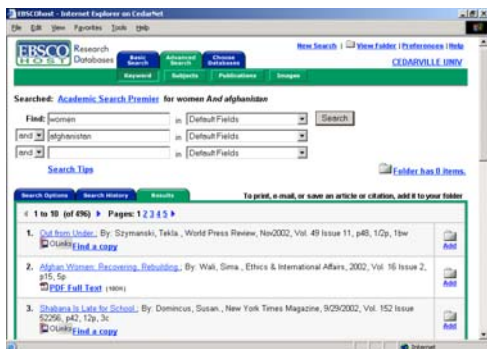
Peer Reviewed (Scholarly) - limits search results to articles from scholarly journals

Also search for related words - expands search results to include synonyms and plurals of your term(s)

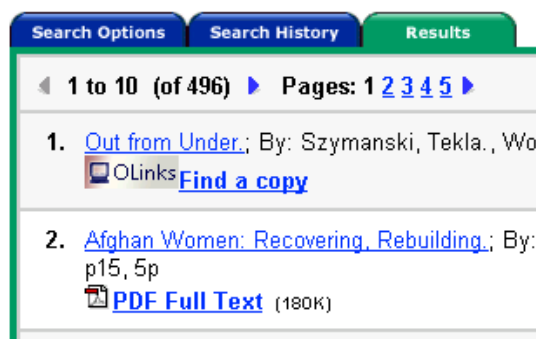
Also search within full text of articles - expands search results by finding your term(s) within the full text of the articles

Special Limiters are database-specific and change based on availability

7. Click the **Search** button to begin searching.



After the computer searches for your terms, you will get a list of search results. To view the complete record of a title, click on the title of the article.



Find a copy will tell you if the print journal is available in the Centennial Library. Articles with **PDF Full Text**, **HTML Full Text**, or **Linked Full Text** links will have the full article to print out online.

Advanced Searching Hints

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 ?. The database 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." The database would 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 *. The database will find all forms of that word. For example, type **comput*** to find the words "computer" or "computing," etc.

Searching by proximity is a way of searching for two or more words that appear within a specific number of words. 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 that 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 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."