



# Searching Databases from



Art Abstracts  
 Humanities & Social Science Retrospective  
 Applied Science & Technology Full Text  
 Biological & Agricultural Index Plus  
 Biographies Plus Illustrated

Education Full Text  
 Education Index Retrospective  
 Library Literature & Information Full Text  
 Reader's Guide Full Text  
 Reader's Guide Retrospective

## Basic Searching

**Step 1.** Select your database from the **Research Gateway** ([www.mtsu.edu/~library/gateway.html](http://www.mtsu.edu/~library/gateway.html)) using either the **Databases A-Z** list in the top section of the page, or by clicking on the appropriate subject guide (e.g. **Education**) and then the specific database name (e.g. **Education Full Text**).

**Step 2.** To access these databases from off-campus, use your Pipeline username and password. Call (615) 898-5345 for help with password problems.

**Step 3.** Type in your search terms or phrase







The screenshot shows a search interface with the following elements:

- A search bar with a "FIND" button and the text "attention deficit disorder".
- Two "and" dropdown menus for combining search terms, with "achievement" entered in the second.
- A "Sort By:" dropdown menu set to "Relevance".
- A "Start" button.
- "Limit Dates to:" options:
  - Any Year
  - Within last 12 months
  - From Year: [ ] To Year: [ ]
- "Limit to:" options:
  - Full Text Articles
  - Page Image (PDF)
  - Peer Reviewed
- "Expand:" option:
  - Also search within the full text of the articles, for extra results
- "Document Type:" dropdown menu set to "Feature article".
- "Physical Description:" dropdown menu set to "All".

- Use the default **Advanced Search** screen that is displayed to enter keywords or phrases in a series of boxes, then select what fields (type of information such as Keyword, Subject(s), Title, Author, Personal) should be searched by using the drop-down box to the right.
  - If you enter two or more words in a single box they will be searched as a phrase (e.g. "attention deficit disorder")
  - If you enter search terms in more than one box, you can choose the relationship between your terms to be "AND" (search for items containing both terms), "OR" (search for either term), or "NOT" (search for items containing the first term but not the second).
  - You may also select the way you want your results sorted (by **relevance**, **date**, or any available **field**, such as title).
  - If you are searching one of the periodical indexes (not Biographies Plus Illustrated) you will also be able to **limit** by type of document, by date of publication, by whether the publication is peer reviewed (screened by a committee of scholars), and whether you only want to retrieve articles where the full text or a PDF is available. With **Biographies Plus Illustrated**, you can limit by Date of Birth, Profession, Place of Origin, Gender, or Ethnic Background.
  - You may also **Expand** your search to look for your search terms anywhere within the full text of an article.

## Viewing Results

Your search results will automatically display along with icons that indicate properties and options for your documents:

-  **Peer Reviewed:** indicates that the article is from a scholarly journal.
-  **Full Text:** clicking on this icon allows you to view the full text online.
-  **Full Text in PDF:** clicking on this icon allows you to view the article as it appeared in the original print publication. You must have Adobe Acrobat Reader on your computer.
-  **Library Owns:** clicking on this option automatically performs a search of the MTSU Voyager catalog to determine if our library owns the source publication.
-  **LinkFinder:** clicking on this icon will check other databases subscribed to by MTSU for online full text. You must click on the link to the other database where full text is found.
-  **Image Available:** An image is included in the record.

There are several ways to work with the documents within your search results list:

- **Mark** the documents you are interested in by clicking the checkbox next to the document number. Then click on **Get Marked** at the bottom of the screen.
- **Customize Display** your search results by clicking on **Customize Display** at the bottom of the screen.
- **Print, Email, or Save** any of your retrieved records by clicking on the **Print Email Save** button at the left side of the screen. Then choose from the variety of options.

## Better Searching

### BROWSE FOR SEARCH TERMS

Use the Browse function to search for official subject headings or personal names.

1. Click **Browse** on the left hand side of the screen.
2. To look for works about a particular topic or person, enter the search term or phrase and then click on Subject(s) from the pull down menu. Remember: if you are searching for a person, enter their last name first.
3. Search results will display along with the number of records containing the subject heading.
  - View the records for one subject heading by clicking on the heading, or view the results of more than one heading by marking the boxes next to the phrases and clicking **Selected Entries** at the bottom of the screen.

### USE THE THESAURUS!

The thesaurus function displays suggested subject headings and related terms from the database's controlled vocabulary. **It is useful for narrowing or broadening a subject and for finding related subjects.**

1. Click **Thesaurus** from the left side of the screen.
2. Enter a subject and click **Start**.
3. The subject then displays in the context of its broader and narrower components. The number of records containing the subject heading also displays. To view the number of records for a broader or narrower term, just click on the term.
4. To view records, (1) click on the number of the record, or (2) use the check-box feature for multiple records and then click the **Search Marked Subjects** button.

- Attention
- Hyperactivity
- ATTENTION DEFICIT DISORDER [687 records](#)**
  - Used for: ADD; ADDH
  - [Children and Adults With Attention-Deficit/Hyperactivity Disorder \(Organization\)](#)

## COMBINE SEARCHES USING SEARCH HISTORY

- Select the **Search History** button from the left side of the screen.
  - Previous searches are displayed on separately numbered lines with checkboxes.
  - To combine previous searches, place checkmarks in the box next to search results that you wish to combine and mark either **And**, **Or**, or **Not** and then click on **Start**.

Search String			And	Or	Not
1. <input checked="" type="checkbox"/>	<near> (achievement) <in> ALL		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. <input checked="" type="checkbox"/>	<near> (attention, deficit, disorder)		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Saving & Retrieving Searches using Search History

1. Select the **Search History** button from the left side of the screen.
2. Provide a name for your search in the text box next to Save As:

Active Searches				Start	New Results	Save	Delete	Select All
Search String	Search Hits	Last Run Date	And	Or	Not			
1. <input checked="" type="checkbox"/> <and> <near> (attention, deficit, disorder) <in> ALL, <near> (achievement)	59	05/20/05	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Save As: attention deficit disorder		

3. Enter your ID# and click **Sign On**. (ID# can be created and used immediately)

Enter ID# before saving active searches or retrieving saved searches.

ID:

**Sign On**

4. Click **Save**.

5. Retrieve searches by clicking on **Search History**, entering your ID# and then clicking on **Sign On**.

6. Place a checkmark in the box next to the search you want to view and then click **Load**.

Saved Searches			Load	Delete
File	Last Modified			
1. <input checked="" type="checkbox"/> attention deficit disorder	05/20/05			