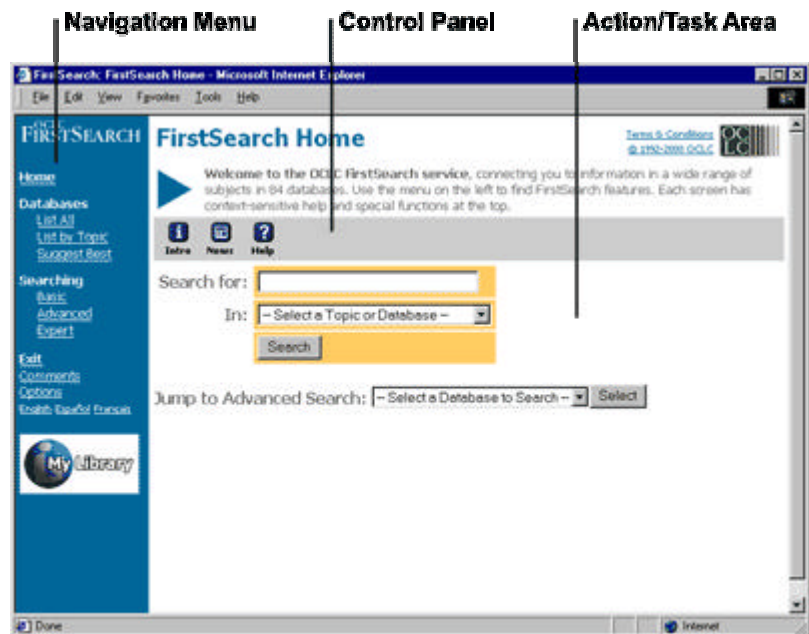




Using OCLC FirstSearch


Parts of the screen

FirstSearch screens are divided into three main areas--Navigation Menu, Control Panel, and the action or task area. Use the Navigation Menu to move between functions such as selecting databases, searching, and using results. Check the Control Panel for status information, tips, and specialized tools such as online help. Use the action/task area to enter searches, view search results, or perform other actions.



[\[click to enlarge\]](#)

Additional tip:

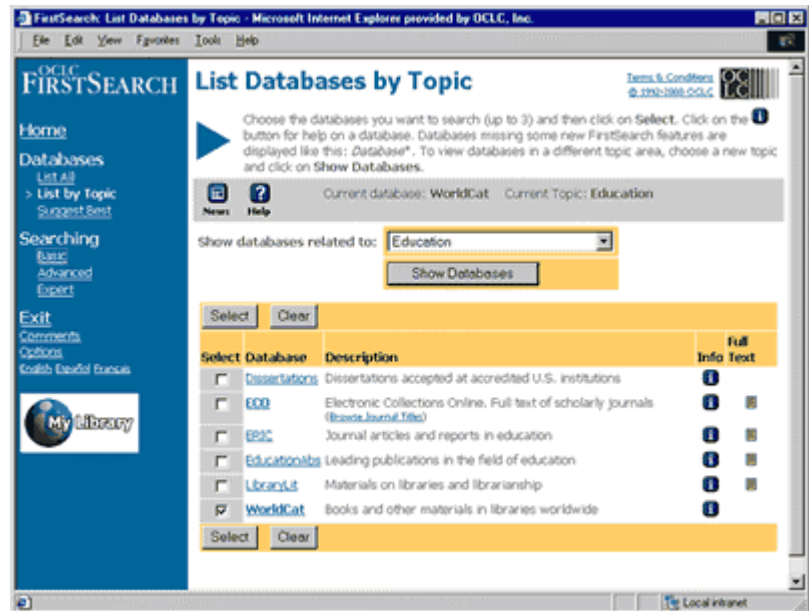
Browse the context-sensitive online help for detailed information on FirstSearch features and functions. Click the **Help** button  to view

help in a pop-up window.

Selecting a database

In the Navigation Menu, FirstSearch provides the following three options for selecting a database under the **Databases** link:

- The List Databases by Topic screen groups databases by topic area.
- The List All Databases screen 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).



[\[click to enlarge\]](#)

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.

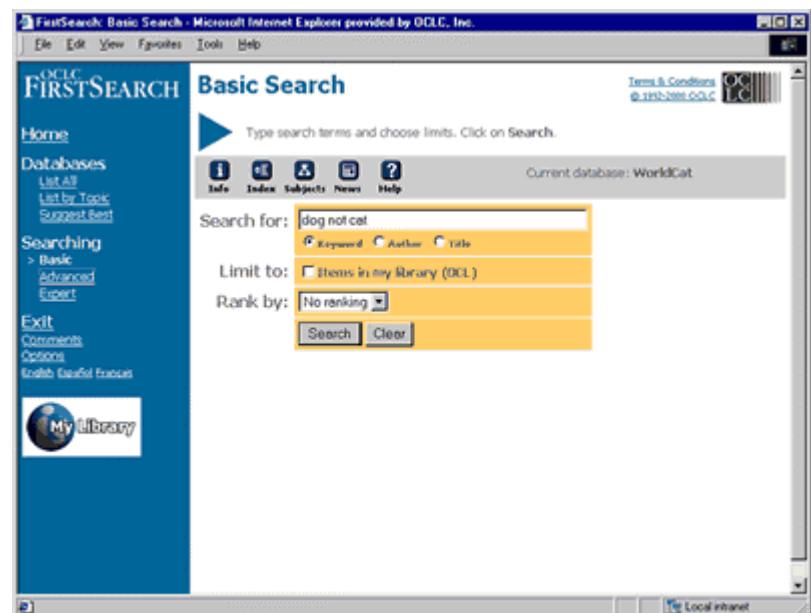
Info—Click the **Info** button  to view detailed information on the database.

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

Searching

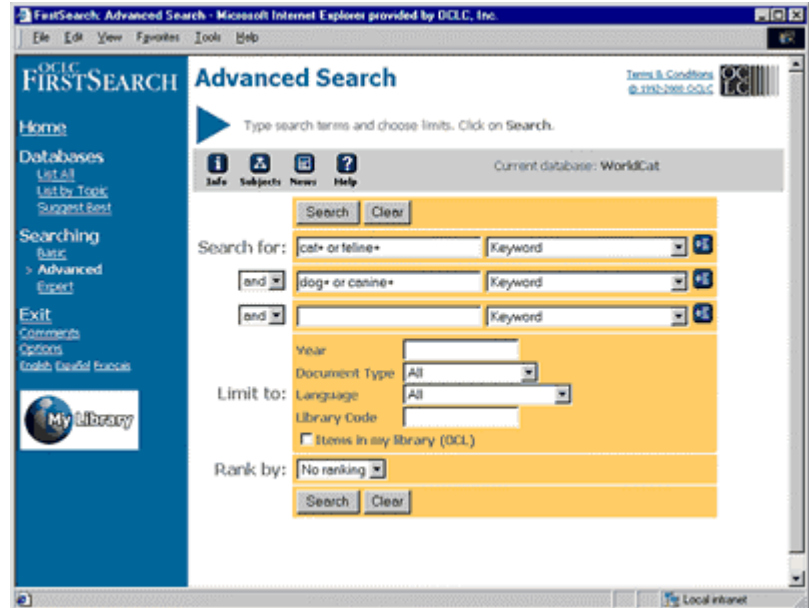
Basic Search

The Basic Search screen provides up to three search indexes and a single search box. Use the Basic search if you are new to online searching or if you need quick results using a simple search statement.



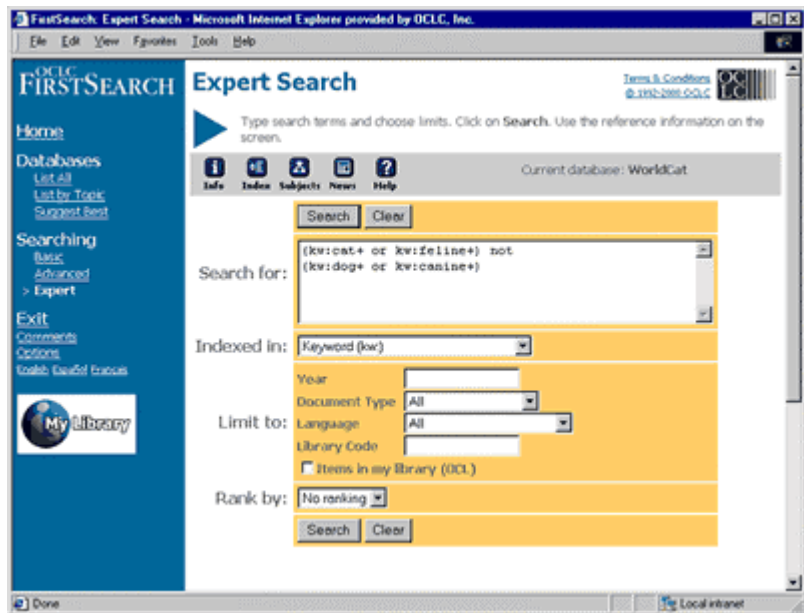
Advanced Search

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. 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 any 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 relevance ranking to organize the results of your search. The most relevant records display at the top of the results list. Moving down the list, records become less and less relevant to the key search terms entered.

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	fract	many results (common word)


		sangfroid	few results (rare word)
categories of information	index labels	su:sleep ti:once	subject <i>sleep</i> , <i>once</i> in titles
exact phrase	quotes " "	"tunnel vision"	<i>tunnel vision</i>
plurals	plus sign +	plant+	<i>plant, plants, plants', plant's, plantes, plantes'</i>
variants or part of a word	wildcard *, #, or ?	zebu*	<i>zebu, zebulon, zebutte</i>
all words	AND	cold AND zinc	<i>cold and zinc</i>
one or all words	OR	cold OR zinc	<i>cold, zinc, and cold and zinc</i>
one word but not another	NOT	cold NOT weather	<i>cold but not cold weather</i>
words near each other, given order	w	cold w2 common	<i>cold</i> followed within 2 words by <i>common</i>
words near each other, any order	n	cold n3 common	<i>cold</i> and <i>common</i> , 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	kw:airline security
	search operators (w or n)	kw:alcohol w2 fetal
	other special search characters, such as the plus sign (+) or asterisk (*)	ti:(ocean+ or sea+) and pollut*
equal sign (=)	exact phrases as in names and titles	ti=alice in wonderland

Using search results


Viewing a detailed record—To view a detailed record from the List of Records screen, click on the record title. To return to the List of Records screen, click the **List of Records** link in the Navigation Menu.



Sorting records—Click the **Sort** button  to select sort options for a set of results containing 200 or fewer records. Available sort options

will vary by database.



Expanding and limiting a search—To find more records similar to those you have already found, click the **Expand** button . To select a subset of the records you have already found, click the **Limit** button .


Marking a subset of records—Mark records to work with a smaller subset of a results list. Click the checkbox for each record you would like to mark. 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 in the Navigation Menu to view, e-mail, or save to disk the records you have marked.

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 you would like to print. Reformatting will temporarily remove the Navigation Menu and the Control Panel. Use your browser's print function to print the reformatted screen. Click the **Return** button  to return to the original format.

E-mailing—Click the **E-mail** button  to e-mail records, holdings information, or full text copy.

Library ownership information—The **My Library Owns** icon  is displayed with any resource that your library or information center owns. On the Detailed Record screen, click the **Libraries** button  to view a list of libraries that hold a particular library resource.

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

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