Basic Search Help Sheet

Creating a Basic Search

1. On the Basic Search Screen, enter your search terms in the Find field.
2. Use Limiters to narrow your search:
   - Full Text – limits search results to full text articles.
   - Publication – limits search results to articles from a specific title.

Use Expanders to broaden your search:
- Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles.
- Automatically “And” search terms – expands results by applying the AND operator between terms, e.g., enter space shuttle to retrieve results for space and shuttle.
- Also search for related words – expands results to include synonyms and plurals.

3. Click the Search button.

Searching Techniques

Boolean operators allow you to create a very broad or very narrow search.
- 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 words.
- The OR operator combines terms so that each result contains at least one of the terms. For example, type college or university to find articles that contain either word.
- The NOT operator excludes search terms so that each result does not contain the terms that follow it. For example, type computers not apple to find articles that contain computers, but not apple.

Wildcard (?) and Truncation (*) allow you to create searches using terms that have unknown characters, multiple spellings or various endings.
- A wildcard search (represented by a ?) will find all instances of your term(s) by automatically replacing the ? with a letter. Enter your term(s) and replace each unknown character with a ?. 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.
- A truncation search (represented by an asterisk *) will find all forms of your term(s). Enter the root of a word and replace the ending with an *. For example, type comput* to find articles that contain the words computer and computing.

Proximity searching allows you to create searches for two or more terms that appear within a specified number of words apart in the article(s). The proximity operator must contain a letter (N or W) indicating the order of the words in the article and a numeric value, specifying the maximum number of words that appear between your terms. Place the operator between search terms.
- Near Operator (N): Inserting N5 will produce results if the search terms 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): Inserting W8 will produce results if the search terms 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 match tax reform or tax without the ability to reform, but do not match reform of the tax code.