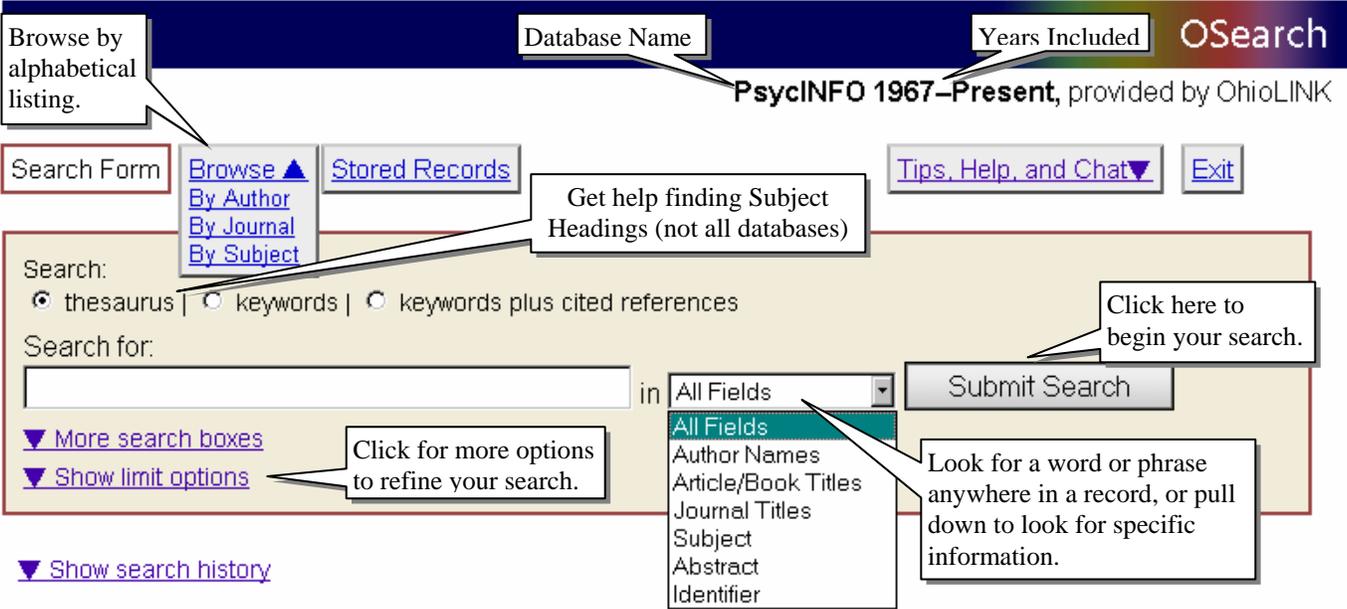


Many of the [Research Databases](#) available from OhioLINK use a similar method of searching. This guide will show you the basic features common to all of these databases. A list of databases that this guide applies to can be found on the last page.

**Basic Search Menu Screen:**



The screenshot shows the OSearch interface for the PsycINFO 1967-Present database. Key features and callouts include:

- Browse by alphabetical listing:** A callout pointing to the 'Browse' menu options: 'Browse ▲', 'By Author', 'By Journal', and 'By Subject'.
- Database Name:** 'PsycINFO 1967-Present, provided by OhioLINK'.
- Years Included:** '1967-Present'.
- Search Form:** Includes 'Search Form', 'Stored Records', 'Tips, Help, and Chat ▼', and 'Exit'.
- Search Options:** Radio buttons for 'thesaurus', 'keywords', and 'keywords plus cited references'.
- Search for:** A text input box for the search term.
- Submit Search:** A button to execute the search.
- Field Selection:** A dropdown menu for 'in' with options: 'All Fields', 'Author Names', 'Article/Book Titles', 'Journal Titles', 'Subject', 'Abstract', and 'Identifier'. A callout explains: 'Look for a word or phrase anywhere in a record, or pull down to look for specific information.'
- Refinement Options:** Links for 'More search boxes', 'Show limit options', and 'Show search history'. A callout says: 'Click for more options to refine your search.'
- Help:** A callout says: 'Get help finding Subject Headings (not all databases)'.
- Search Action:** A callout says: 'Click here to begin your search.'

Current update: 14 Jun 2005 – 1,801,684 records. Use of this database implies you have read the [acceptable use policy](#).

### SEARCHING:

To search the database, fill in the **Search For:** box with a word or phrase describing your topic then click on the **Submit Search** button. To combine several topics into one search, you can click on **More search boxes** to see more blank boxes. If you search in 'All fields', it will look for your word appearing anywhere in the record, for example, in the Title, Abstract, or Subject. You can pull down this menu to search your term in a specific part of the record, for example, as part of the Journal Title or Author.

In some databases, there will be an option to search in the Thesaurus and the computer will try to find a subject heading that matches your word or phrase. See the [Thesaurus section](#) on page 4 for more details.

For AUTHOR searches, type in last name of the author then first name or initial and use the drop down menu to select Author Names. You may also browse by the author's last name and initial using the link from the Browse menu at the top of your screen.

For SUBJECT searches type in a term that the database uses as a Subject Heading. Often these can be found by looking at the Subject Headings in an entry found by a Keyword search. You may also browse by the databases' subject headings using the link from the Browse menu at the top of your screen.

For all search types, it is also possible to broaden a search by using the \$ character at the end of a word fragment to find all records containing that word with any suffix attached to it. For example, *develop\$* would find develop, developing, developmental, etc.

## SEARCH RESULTS AND NAVIGATION:

Above your search results you will see many options for performing further searches or limiting your current results. To start another search, you can click on either **Search Form** or **All Search Options** to return to the Basic Search Menu screen discussed above. Or, you can simply type your search in the box provided and click on **Submit Search**. If you would like to search more specifically within the current search results rather than the entire database, change the radio button below the search box to **Search in current results**. To combine your current search results with previous searches, click on **Search History** ([see page 3](#)).

Common limiting options for each database are displayed, but many more options are available by clicking **All Limit Options**. These limits allow you to be more specific about the type of articles you want as far as languages, formats, and dates of publication. Many databases have limits particular to their subject matter, for example, limiting by Time Period in a history database, or Grade in an education database. You can also limit your search by viewing the Most frequent subjects, journals, or authors, and limiting your current results to only those records containing one of these terms.

**Results List Screen: Searching and Limits**

[Search Form](#)
[Browse ▼](#)
[Stored Records](#)
[Tips, Help, and Chat ▼](#)
[Exit](#)

Search for:  in [All Fields](#)

Search in thesaurus ·  Search in current results | [All Search Options](#) · [Search History](#)

Limit to: [Journal Articles](#) · [Human Subjects](#) · [English Only](#) · [Since 2000](#) | [All Limit Options](#)

View: [Most frequent subjects](#) · [Most frequent journals](#) · [Most frequent authors](#)

Sort by: [Most Recent Records](#)

Beneath this information you will see your Results List. At the top will be the terms that the computer searches, followed by the total number of results. The results are given in groupings of 30 with the most recent items first. To change the order, use the **Sort by:** drop down above. You may sort by Year, Journal Title, Author, or Relevance. To change the number of results displayed per page, see **All Limit Options**.

To see records not on the first page, you can use **Prev** and **Next** to navigate through your results, or **Jump to a specific record number**.

To see more information about any particular item, click on the title to see a full record screen. Beneath each entry will be a link to **Find It**, which will take you to a screen that will help you locate an electronic or print copy. To store records for exporting (printing, emailing, downloading) later, you can select individual records by click on the **Store** checkbox, or use **Store All On Page** to mark an entire page. (To store all record in your search results, first change your Limits to display a large number per page, then **Store All On Page**.)

**Results List**

**Results List.** Your search: SLEEP AND COLLEGE . Records 1 – 30 of 58.

< Prev · [Next >](#) ·

1. [Understanding Sleep Disorders in a College Student Population](#). Jensen, Dallas R. *Journal of College Counseling* v6 n1 p25-34 Spr 2003  
  Store
2. [The Impact of Sleep on Learning and Behavior in Adolescents](#). Mitru, Georgios; Millrood, Daniel L.; Mateika, Jason H. *Teachers College Record* v104 n4 p704-26 Jun 2002  
  Store

## PRINTING, DOWNLOADING, OR E-MAILING STORED RECORDS.

After you have stored records, click on the **Stored Records** button at the top of the screen. You will be taken to a screen where you can choose an export method:

Display – to show on the screen and print, e-mail, or save using your browser’s functions.

Download – to save to a text or HTML file

Print – To print from your browser

E-mail – To send to an e-mail account

Export – To send to a bibliographic management program like EndNote, Procite, RefWorks, etc.

Pocket – To save to your Palm Pilot or other compatible PDA device.

Each option will allow you to specify the amount of information exported including Citation Only, Citation + Abstract, and Full Record. You can also choose how the results will be sorted. If you include your search history with your export, you will also be able to see the exact search and limiting steps you used to get your results.

## USING THE SEARCH HISTORY TO COMBINE, REVIEW, OR SAVE SEARCHES

To get to a list of previously searched terms, click on **Show Search History** from the main Search page, or click on **Search History** from any Results List. The Search History will allow you to review past searches, combine different search results, or quickly add new information to a previous search.

**Search History Screen:**

[▲ Hide search history](#)

Search History

Set	Search	Hits	Combine
s4	<a href="#">PAVLOV\$ AND 1</a>	443	<input type="checkbox"/>
s3	<a href="#">2 AND 1</a>	3353	<input type="checkbox"/>
s2	<a href="#">CATS</a>	33864	<input type="checkbox"/>
s1	<a href="#">DOGS</a>	78616	<input type="checkbox"/>

Combine marked sets with

[Save Search Strategy](#) · [Run Saved Search](#) · [Clear Search History](#)

In this example, we have already searched for the keywords Dogs in one search, then Cats in another. To the right of each search set is the number of Hits (or results) for that search. We can combine sets together by putting a check mark in the ‘Combine’ boxes and pressing the **Combine Sets** button. You can combine sets using AND or OR. Using AND means that you want things that appear in BOTH groups, OR means you want things that appear in EITHER group. The Set Numbers at the left can also be used in a keyword search: typing “S1 and Pavlov\$” in the search box will find information about Dogs and Pavlov. If you want to return to a previous search result, click on the underlined name of the search.

You can save your entire search strategy to be run at a different time, or in a different database. If you click on **Save Search Strategy** you will be prompted to save it either temporarily or permanently. The Temporary save will be good for 3 hours, and you will be given a short alphanumeric code to retrieve your search. A Permanent save will save a file to your computer or disk which can be run later. If you run the search in a different database, you may not be able to find results, since each database may use different fields. To run a search that you previously saved, open the Search History and click on **Run Saved Search**, then enter either the location of the file from a permanent save, or the alphanumeric code for a temporary save.

## THESAURUS SEARCHING

A thesaurus is a list of Subject Headings that a particular database uses that allows you to search with a great deal of precision. We'll use the ERIC database as an example, but other research databases with a thesaurus include: Biological Abstracts, CINAHL, Compendex, GeoRef, INSPEC, MEDLINE, PAIS, and PsycINFO. In most of these databases, your search term will automatically be checked to see if the keyword or phrase entered is a Subject Heading for the database. Use of the Boolean operators AND, OR, or NOT in a keyword or phrase search will override this function and will not use the thesaurus, or you can choose a different search option listed above the search box.

Depending on whether your entered term is in the list of Subject Headings for the database, you may see different results from the Thesaurus Search. If the word or phrase you have entered is a part of a proper Subject Heading for the database, you will be presented a list of matching Subject Headings from the thesaurus. For example, in ERIC, the word ARITHMETIC is part of several Subject Headings.

There are many choices available on the Thesaurus Results screen.

- **Search** performs a subject search and retrieves all the records with the term as a Subject Heading. Clicking on a Subject Heading, such as ARITHMETIC, will Search the term.
- **Focus** finds articles with the term as a major Subject Heading, where the term is the primary focus of the article. **Focus** is a subset of the articles retrieved by **Search**; so you get fewer but more focused results.
- **Expand** retrieves records with the term as a Subject Heading, as well as other records that have subjects narrower than your term. For example, expanding ARITHMETIC will also find articles with ADDITION, SUBTRACTION, etc. as subjects.
- **Expand/Focus** retrieves a subset of the records retrieved by **Expand**. These records must have ARITHMETIC or other narrower Subject Headings as the major focus of the article.
- **View Thesaurus** displays the thesaurus itself, showing you the definition of ARITHMETIC and its relationship to other similar terms. These similar terms can be broader terms (i.e. mathematics), narrower terms (i.e. division), and related terms (i.e. computation).
- Clicking on the phrase **Search "arithmetic" as a key word or phrase** will retrieve records that have the word ARITHMETIC in the article title, abstract, subject headings, or other places in the record.

### Thesaurus Results when your keyword is in the Thesaurus:

#### Searching on ARITHMETIC\$

<a href="#">ARITHMETIC</a>	<input type="checkbox"/>
<a href="#">Search</a>   <a href="#">Focus</a>   <a href="#">Expand</a>   <a href="#">Expand/Focus</a>   <a href="#">View Thesaurus</a>	
<a href="#">ARITHMETIC CURRICULUM 1966 1980</a>	<input type="checkbox"/>
<a href="#">Search</a>   <a href="#">Focus</a>   <a href="#">Expand</a>   <a href="#">Expand/Focus</a>   <a href="#">View Thesaurus</a>	
ARITHMETIC SYSTEMS – Use <a href="#">NUMBER SYSTEMS</a>	<input type="checkbox"/>
<a href="#">Search</a>   <a href="#">Focus</a>   <a href="#">Expand</a>   <a href="#">Expand/Focus</a>   <a href="#">View Thesaurus</a>	
<a href="#">ARITHMETIC TESTS</a>	<input type="checkbox"/>
<a href="#">Search</a>   <a href="#">Focus</a>   <a href="#">Expand</a>   <a href="#">Expand/Focus</a>   <a href="#">View Thesaurus</a>	
ARITHMETIC 1966 1980;REMEDIAL Indexed as <a href="#">REMEDIAL ARITHMETIC 1966 1980</a>	<input type="checkbox"/>
<a href="#">Search</a>   <a href="#">Focus</a>   <a href="#">Expand</a>   <a href="#">Expand/Focus</a>   <a href="#">View Thesaurus</a>	
ARITHMETIC;MODULAR Indexed as <a href="#">MODULAR ARITHMETIC</a>	<input type="checkbox"/>
<a href="#">Search</a>   <a href="#">Focus</a>   <a href="#">Expand</a>   <a href="#">Expand/Focus</a>   <a href="#">View Thesaurus</a>	
<a href="#">Search "arithmetic" as a key word or phrase.</a>	
Combine marked terms with <input type="text" value="OR"/> and <input type="text" value="search"/> them.	<input type="button" value="Combine Terms"/>

If your keyword or phrase is not in the thesaurus, you are presented several options.

- **Get suggested terms from the thesaurus:** This provides you with a list of Subject Headings that may be related to your keyword. The database actually performs a keyword search for your word or phrase and then lists the Subject Headings that appear most frequently in articles with that keyword. The first three or four terms are usually the most relevant to your search. From this point you can follow the directions given above for a thesaurus search.
- **Search term "... " as a key word or phrase:** The database performs a keyword search using your word or phrase and provides a list of records that use that term anywhere in the record, including title, subject, author, and abstract.
- **Browse nearby subject headings alphabetically:** Clicking on this will put you in an alphabetical list of Subject Headings. You will then be able to perform thesaurus searches as described above.

### View Thesaurus Display

Thesaurus Display for **LEARNING ACTIVITIES**

Activities engaged in by the learner for the purpose of acquiring certain skills, concepts, or knowledge, whether guided by an instructor or not (Note: Do not confuse with mental process terms, e.g., "Cognitive Processes" or "Learning Processes")

07/01/1966

**Broader Term**

+ [Activities](#)

**LEARNING ACTIVITIES**

[Search](#) | [Focus](#) | [Expand](#) | [Expand/Focus](#)

**Narrower Term**

- [Study](#)

**Related Terms:**

<a href="#">Active Learning</a>	<input type="checkbox"/>
<a href="#">Activity Units</a>	<input type="checkbox"/>
<a href="#">Advance Organizers</a>	<input type="checkbox"/>
<a href="#">Class Activities</a>	<input type="checkbox"/>
<a href="#">Cooperative Learning</a>	<input type="checkbox"/>
<a href="#">Directed Reading Activity</a>	<input type="checkbox"/>

When you choose **View Thesaurus** from any of the above thesaurus search methods, you will be able to see the relationship between your term and other Subject Headings in the thesaurus. Often the thesaurus display will begin with a standardized definition of your Subject Heading in the light blue area. Above your term will be listed any broader (more general) terms, and below it will be listed any narrower (more specific) terms.

Narrower terms are the terms that are included by **Expanding** a thesaurus term. Below any narrower terms will be an alphabetical list of related terms that you may also want to include in your search.

Clicking on a single term will take you to the Thesaurus Display for that term. If you would like to search for more than one term on the screen, place a check mark in the box to the right, and scroll down to the bottom of the Thesaurus Display list. You can then combine the terms (using OR if you want results with any of the checked terms) and either **Search** for them or **Focus** on them.

**DATABASES THIS GUIDE APPLIES TO:**

The Databases that this guide applies to are easy to recognize; they will all have the word OSearch in the upper-right hand corner.

America History & Life	ERIC*
Annual Bibliography of English Language & Literature	Essay and General Literature Index
Applied Science and Technology Abstracts	GeoRef*
Art Abstracts	Historical Abstracts
Biography Index	Humanities Index
Biological Abstracts*	Index to Legal Periodicals and Books
Biological and Agricultural Index	INSPEC*
Book Review Digest	Library Literature
Business & Industry	A Matter of Fact
CINAHL*	MEDLINE* & OLDMEDLINE
Compendex*	MLA International Bibliography*
Contemporary Women's Issues	PAIS International*
Education Abstracts	PsycINFO* & Historic PsycINFO
	Worldwide Political Science Abstracts

\*Databases that can use the [Thesaurus](#) feature described in this guide.