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(Release 2.7)

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Advanced Search

To construct a search:

1. Select one or more databases from the yellow selection area.
Click **Close Database Selection Area** or **Open Database Selection Area**, as appropriate.
2. Enter a word or phrase in the first text-entry area and make the appropriate selection from the **as:** drop-down list.
When using the **All - Smart Search** query do not use truncation symbols or other special characters. The Wilson **All - Smart Search** query will automatically search those options. Simply type the word or phrase that you are interested in and click **Start**. The search results will automatically show the most relevant articles at the top of the set when the **Sort by Relevance** option has been selected.
(For examples of the **All ◆ Smart Search** query, **Keyword** searches, Bound Phrase searches, and fielded searches, see Construct a Search Query.)
3. To formulate a search within specific fields, select **and**, **or**, **not**, or **in** and enter additional terms in the second entry area. You can also use a third entry area for a more complex search. If desired, modify your search by selecting from the available on-screen options for sorting, limiting, article types, physical descriptions, and **Expand:** that includes searching the full text of articles, for additional results.

Note 1: Although automatic as part of the **All-Smart Search**, it is possible to create a **Bound Phrase** by entering quotation marks (**" "**) around your search terms. This has the effect of turning off stemming/truncation, and searches the exact terms entered. A failure to use the bound phrase in some cases will give the user undesirable results.

For example, a search in the Title field for a record called **Companies Not Behaving Badly**, will treat the **Not** as an operator, eliminating all search terms **Behaving Badly**. If placed within quotation marks, the phrase ◆**Companies Not Behaving Badly**◆ returns the exact Title.

Note 2: The new WilsonWeb database **Play Index** has a unique two-tiered **Advanced Search** screen. Simplified text entry boxes are used to search fields when looking for a play. There is also a radio button that takes the user to the more conventional Advanced Search screen that can be used for locating books related to the plays within the database.
4. Click **Start**.

To change display options:
Click **Customize Display**, in the bottom taskbar, to open a screen where you can determine which fields are displayed, how records are sorted, how field names are displayed, and how many results are displayed per page.

To clear selections:
Click **Clear** in the bottom taskbar.
Note: The database selection and the sorting options are not cleared when using this button.

Current Issues: Reference Shelf Plus