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Search

Advanced searching

The Advanced Search screen lets you construct more complex search statements. Each search string entered in a **Search for:** box uses a single index. Up to three search strings in three indexes can be combined using Boolean operators (**AND**, **OR**, and **NOT**).

To find information about **pollution AND (lake+ OR ocean+)**, type the search terms enclosed in parentheses in the second **Search for:** box. You can also enter the entire search string into the first **Search for:** box.

	Action
1	Verify that the name of the database to search is displayed in the **Search in:** box. Click the ⓘ button to view database details or use the drop down menu to select a different database.
2	Type one or more key search terms into the first **Search for:** box. If you are searching for an exact phrase, enclose the phrase in quotes.
3	Indexes are displayed in the box to the right of your search term. Click the drop-down list box to see all available indexes. Then, select the index in which you expect to find these terms. **Note:** An index is a searchable file of terms used to point to library resources.
4	Type search terms in the second and third **Search for:** box as needed.
5	Choose the indexes for the second and third search strings.
6	Browse the indexes if you would like to verify the correct spelling and format for any of your search terms. To access the **Browse indexes** feature, click the Index 🗔 icon to the right of each drop-down index box.
7	Select Boolean operators (**AND**, **OR**, and **NOT**) to combine the search strings entered in the second or third boxes.
8	Select limits if you want to narrow your search. In the advanced search,you can limit by **Year**. Other available limits vary by database. • **Year** format = *yyyy* (for a year range use *yyyy-yyyy*) For more information on limits, see 'Refining a search' below.
9	If you'd like to rank your results, choose an option from the **Rank by:** drop-down menu. For more information on ranking, see 'Selecting a rank option' below.
10	Click the **Search** button.
11	Review the list of search results and refine the search as needed.

Related topics