



MEDLINE



Search Guide



Searching MEDLINE (via Ovid)

Medline is an international biomedical bibliographic database indexing over 4,600 journals from 1946 to the present. Areas covered include medicine, nursing, dentistry, health care systems and public health.

Searching the database

1. Developing a Search Strategy

Before you begin searching you will need to develop a search strategy. This involves analysing the search topic and identifying the main concepts. Each concept may then have a number of different search terms which can describe that concept.

Example Search Topic: How important is handwashing during the Covid-19 outbreak?

Looking at the example search topic, the main concepts are: "Handwashing" and "Covid-19".

You can sometimes have several search terms for a concept, i.e.: synonyms or alternative descriptions.

In this example, the concept of "Handwashing" has 2 possible terms: Handwashing and Hand Hygiene and the concept of "Covid-19" has 2 possible terms as well: "Covid-19" and "coronavirus". All are outlined in the table below

Example of Concepts & Search Terms:

	Concept 1	Concept 2
	HANDWASHING	COVID-19
Search Term	Handwashing	Covid-19
Search Term	Hand Hygiene	Coronavirus

2. Database Search Options

There are two main ways of searching databases: **subject heading search** or **keyword search**.

- ❖ **Subject heading searching** allows you to find articles on a particular subject without having to search for every possible phrase or word that an author may have used to describe that subject. It will usually get you fewer but **more relevant results**, than the keyword option.
- ❖ **Keyword searching** is looking for a word or phrase appearing within a citation, so you will usually retrieve lots of results, however they may include a lot of **irrelevant hits**. You also need to think of different terms and spelling that the author may have used to describe that topic, example: smoke, smokes, smokers, smoking, smoked, tobacco. (Keyword searching is described on page 11).

3. Access MEDLINE via Ovid

Open the Library's Website at <http://www.alfredlibrary.org>

Go to the Resources page and click on the **Medline (Ovid)** link, under "Databases".

NB: For University staff and students, access to Medline may also be available via your University Library's website.

4. Type your first search term (handwashing) into the search box, then click on the search button.

Notice that the “Map Term to Subject Heading” box is ticked, so you are doing a SUBJECT HEADING search. This will map the term **handwashing** to the subject headings within the database.

The screenshot shows the Ovid search interface. At the top, there are navigation tabs: Search, Journals, Books, Multimedia, My Workspace, and What's New. Below this is a search history section. The main search area is titled 'Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search'. It shows '1 Resource selected | Hide | Change' and 'Ovid MEDLINE(R) 1946 to February Week 1 2022'. The search term 'handwashing' is entered in the search box. The 'Map Term to Subject Heading' checkbox is checked. There are various limit options like 'Abstracts', 'Structured Abstracts', 'English Language', etc. A red arrow points from the text above to the 'Map Term to Subject Heading' checkbox.

5. Select a subject heading from those suggested and tick the Explode box alongside it. Note that the system has mapped “handwashing” to the preferred subject of Hand Disinfection. It is underlined and in blue writing, which denotes it as a subject heading from the thesaurus.

The screenshot shows the Ovid search interface displaying the results for the search term 'handwashing'. It states 'Your term mapped to the following Subject Headings:'. Below this, there is a table with columns: Select, Subject Heading, Explode, Focus, and Scope. The first row shows 'Hand Disinfection' (underlined and in blue) with the 'Explode' checkbox checked. The second row shows 'handwashing .mp. search as Keyword' with the 'Explode' checkbox unchecked. A red arrow points from the text above to the 'Explode' checkbox. Below the table, there are hints for using subject headings.

Hints:

- Trigger a Subject Heading link to view its tree - related terms that are more general and more specific.
- Select the Explode box if you wish to retrieve results using the selected term and all of its more specific terms.
- Select the Focus box if you wish to limit your search to those documents in which your subject heading is considered the major point of the article.
- If your search did not map to a desirable subject heading, select the box Search as Keyword.
- If you select more than one term, you can combine them using a boolean operator (AND or OR).

- ❖ The **Explode** option means that you will search on this subject, plus any more specific subject terms from the thesaurus.
- ❖ The **Focus** option allows you to retrieve only those articles where this subject heading is the major focus of the article. If you wish, you can select both Explode and Focus.

6. Click on the **Continue** button

7. Subheading Display.

Tick “Include All Subheadings” (this is also the default option).

If required, you could select those subheadings that are most appropriate. However, beware of reducing your results too soon. Then, click on the Continue button.

The screenshot shows the Ovid search interface. At the top, there's a navigation bar with 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', and 'What's New'. Below this, the search term 'exp Hand Disinfection' is entered. A dropdown menu shows 'Combine with: OR' and a 'Continue' button. A red arrow points to the 'Continue' button. Below the dropdown, there's a checkbox labeled 'Include All Subheadings' which is checked. A red arrow points to this checkbox. Below this, there's a list of subheadings with checkboxes: 'ec - Economics', 'mi - History', 'is - Instrumentation', 'mt - Methods', 'st - Standards', and 'td - Trends'. All these checkboxes are currently unchecked.

8. Now you have a set of results for Hand Disinfection.

The screenshot shows the Ovid search interface. At the top, there's a navigation bar with 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', and 'What's New'. Below this, the search history is displayed. A red arrow points to the search term 'exp Hand Disinfection/' in the search history table. The table has columns for '#', 'Searches', 'Results', 'Type', 'Actions', and 'Annotations'. The first entry is '1 exp Hand Disinfection/' with 6154 results and an 'Advanced' type. Below the table, there are buttons for 'Save', 'Remove', 'Combine with: AND OR', 'Save All', 'Edit', 'Create RSS', 'Create Auto-Alert', 'View Saved', 'Email All Search History', 'Copy Search History Link', and 'Copy Search History Details'.

9. You can now enter your next search term Hand Hygiene into the Search Box. The system will map the term to the suitable subject heading

10. Repeat steps 5 to 7. You will then have results for Hand Hygiene added to the Search History.

The screenshot shows the Ovid search interface. At the top, there's a navigation bar with 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', and 'What's New'. Below this, the search history is displayed. A red arrow points to the search term 'exp Hand Hygiene/' in the search history table. The table has columns for '#', 'Searches', 'Results', 'Type', 'Actions', and 'Annotations'. The first entry is '1 exp Hand Disinfection/' with 6154 results and an 'Advanced' type. The second entry is '2 exp Hand Hygiene/' with 7787 results and an 'Advanced' type. Below the table, there are buttons for 'Save', 'Remove', 'Combine with: AND OR', 'Save All', 'Edit', 'Create RSS', 'Create Auto-Alert', 'View Saved', 'Email All Search History', 'Copy Search History Link', and 'Copy Search History Details'.

11. You can now enter your next search term (covid-19) into the search box. The system will map the term to the suitable subject heading.

The screenshot shows the Ovid search interface. At the top, there's a navigation bar with 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', and 'What's New'. Below this, the search term 'covid-19' is entered. A dropdown menu shows 'Combine with: OR' and a 'Continue' button. A red arrow points to the 'Continue' button. Below the dropdown, there's a checkbox labeled 'Include All Subheadings' which is checked. A red arrow points to this checkbox. Below this, there's a list of subject headings with checkboxes: 'COVID-19' and 'covid-19.mp. search as Keyword'. The 'COVID-19' checkbox is checked. Below the list, there are buttons for 'Select', 'Subject Heading', 'Explode', 'Focus', and 'Scope'. The 'Explode' button is checked.

12. Repeat steps 5 to 7. You will then have results for Covid-19 added to the Search History.

The screenshot shows the Ovid Search History interface with three search sets. The table below summarizes the data:

#	Searches	Results	Type	Actions	Annotations
1	exp Hand Disinfection/	6154	Advanced	Display Results More	
2	exp Hand Hygiene/	7787	Advanced	Display Results More	
3	exp COVID-19/	137354	Advanced	Display Results More	

Buttons at the bottom include: Save, Remove, Combine with: AND OR, Save All, Edit, Create RSS, Create Auto-Alert, View Saved, Email All Search History, Copy Search History Link, Copy Search History Details.

13. You can now enter your next search term (coronavirus) into the search box and repeat steps 5 to 7. You will then have results for Coronavirus added to the Search History.

The screenshot shows the Ovid Search History interface with four search sets. The table below summarizes the data:

#	Searches	Results	Type	Actions	Annotations
1	exp Hand Disinfection/	6154	Advanced	Display Results More	
2	exp Hand Hygiene/	7787	Advanced	Display Results More	
3	exp COVID-19/	137354	Advanced	Display Results More	
4	exp Coronavirus/	122362	Advanced	Display Results More	

Buttons at the bottom include: Save, Remove, Combine with: AND OR, Save All, Edit, Create RSS, Create Auto-Alert, View Saved, Email All Search History, Copy Search History Link, Copy Search History Details.

You now have four search sets:

- ❖ Set one and two for the first concept of Handwashing,
- ❖ Sets three and four for the second concept of Covid-19.

These search sets now need to be combined to obtain your final result.

14. To combine your search sets, please refer to the Search History.

We will first work on the **handwashing** concept as there are two terms for this.

The screenshot shows the Ovid Search History interface with four search sets. The first two search sets, 'exp Hand Disinfection/' and 'exp Hand Hygiene/', have their checkboxes in the first column selected. Red arrows point to these checkboxes. The table below summarizes the data:

#	Searches	Results	Type	Actions	Annotations
<input checked="" type="checkbox"/>	1 exp Hand Disinfection/	6154	Advanced	Display Results More	
<input checked="" type="checkbox"/>	2 exp Hand Hygiene/	7787	Advanced	Display Results More	
<input type="checkbox"/>	3 exp COVID-19/	137354	Advanced	Display Results More	
<input type="checkbox"/>	4 exp Coronavirus/	122362	Advanced	Display Results More	

Buttons at the bottom include: Save, Remove, Combine with: AND OR.

Select both sets by clicking the boxes in the first column on the left hand side. A tick will appear once selected.

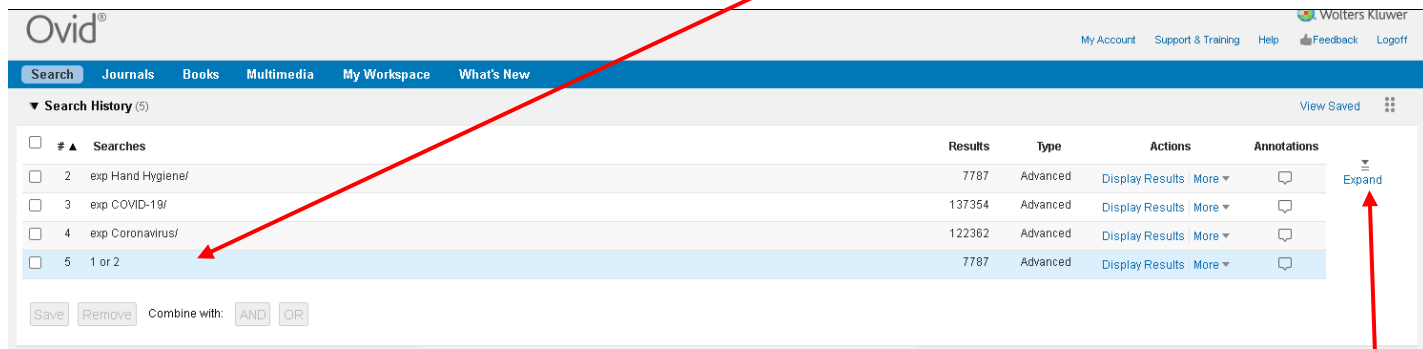
Combine with:

At the bottom of the Search History, you will see:

The OR operator is used when combining alternatives

Click on the  button.

This gives you a set of records that contain either “Hand Disinfection” or “Hand Hygiene”.

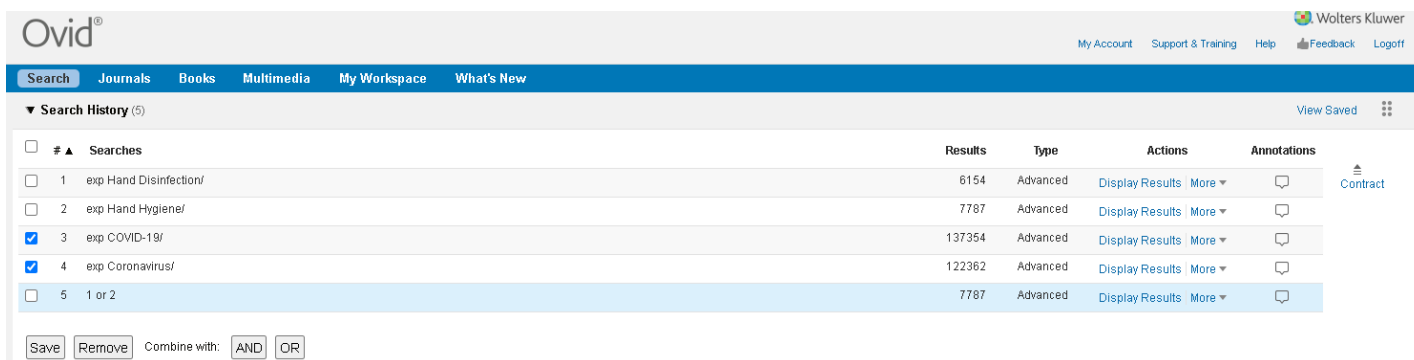


The screenshot shows the Ovid Search History interface. A table lists search sets with columns for #, Searches, Results, Type, Actions, and Annotations. The fifth search set, '1 or 2', is highlighted in blue. A red arrow points from the text above to the '1 or 2' search set. Another red arrow points to an 'Expand' link in the Annotations column of the same row. Below the table are buttons for 'Save', 'Remove', and 'Combine with: AND OR'.

#	Searches	Results	Type	Actions	Annotations
2	exp Hand Hygiene/	7787	Advanced	Display Results More	
3	exp COVID-19/	137354	Advanced	Display Results More	
4	exp Coronavirus/	122362	Advanced	Display Results More	
5	1 or 2	7787	Advanced	Display Results More	Expand


Note: The search history defaults to display only 4 sets. To see all the sets in the search history, click on the link to Expand.

15. Repeat step 14 for the second concept, **covid-19**, as there are two terms for this. Select both sets by clicking the boxes in the first column on the left hand side.

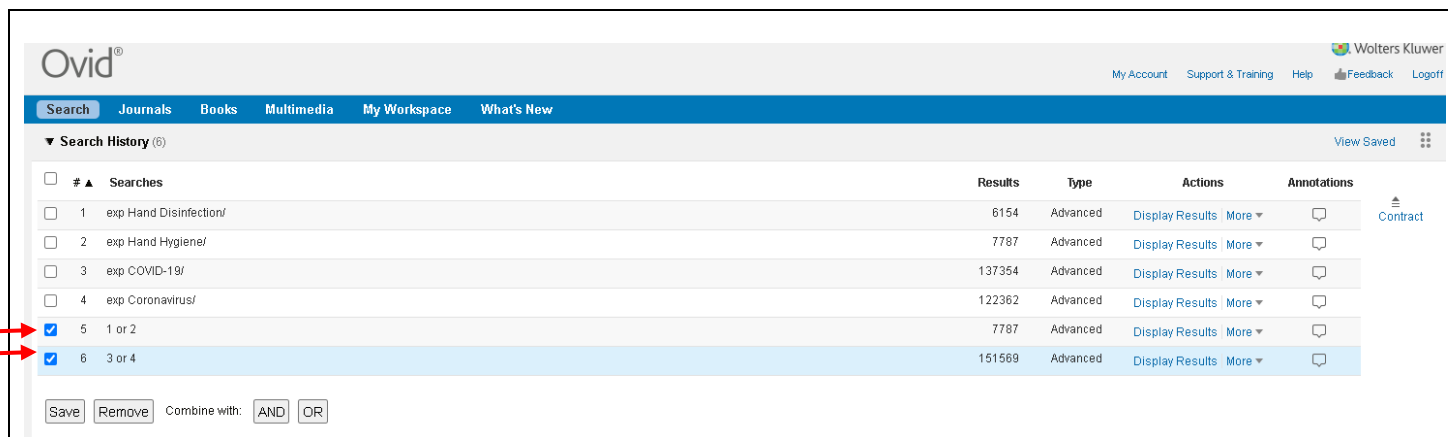


The screenshot shows the Ovid Search History interface. The table lists search sets. The third and fourth search sets, 'exp COVID-19/' and 'exp Coronavirus/', are selected with blue checkmarks in the first column. A 'Contract' link is visible in the Annotations column of the first row. Below the table are buttons for 'Save', 'Remove', and 'Combine with: AND OR'.

#	Searches	Results	Type	Actions	Annotations
1	exp Hand Disinfection/	6154	Advanced	Display Results More	Contract
2	exp Hand Hygiene/	7787	Advanced	Display Results More	
<input checked="" type="checkbox"/>	3 exp COVID-19/	137354	Advanced	Display Results More	
<input checked="" type="checkbox"/>	4 exp Coronavirus/	122362	Advanced	Display Results More	
5	1 or 2	7787	Advanced	Display Results More	

Click on the  button to combine

16. We can now combine the two concepts together.



The screenshot shows the Ovid Search History interface. The table lists search sets. The fifth and sixth search sets, '1 or 2' and '3 or 4', are selected with blue checkmarks in the first column. Red arrows point to these checkmarks. Below the table are buttons for 'Save', 'Remove', and 'Combine with: AND OR'.

#	Searches	Results	Type	Actions	Annotations
1	exp Hand Disinfection/	6154	Advanced	Display Results More	Contract
2	exp Hand Hygiene/	7787	Advanced	Display Results More	
3	exp COVID-19/	137354	Advanced	Display Results More	
4	exp Coronavirus/	122362	Advanced	Display Results More	
<input checked="" type="checkbox"/>	5 1 or 2	7787	Advanced	Display Results More	
<input checked="" type="checkbox"/>	6 3 or 4	151569	Advanced	Display Results More	

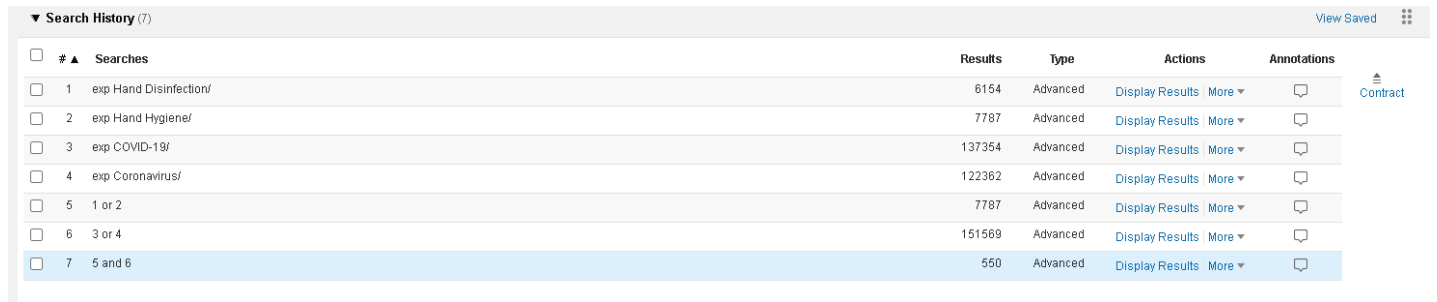
Select the relevant sets by ticking the boxes in the left hand column

At the bottom of the Search History, you will see:

Combine with:

The **AND** operator is used when putting concepts together.

Click on the button.

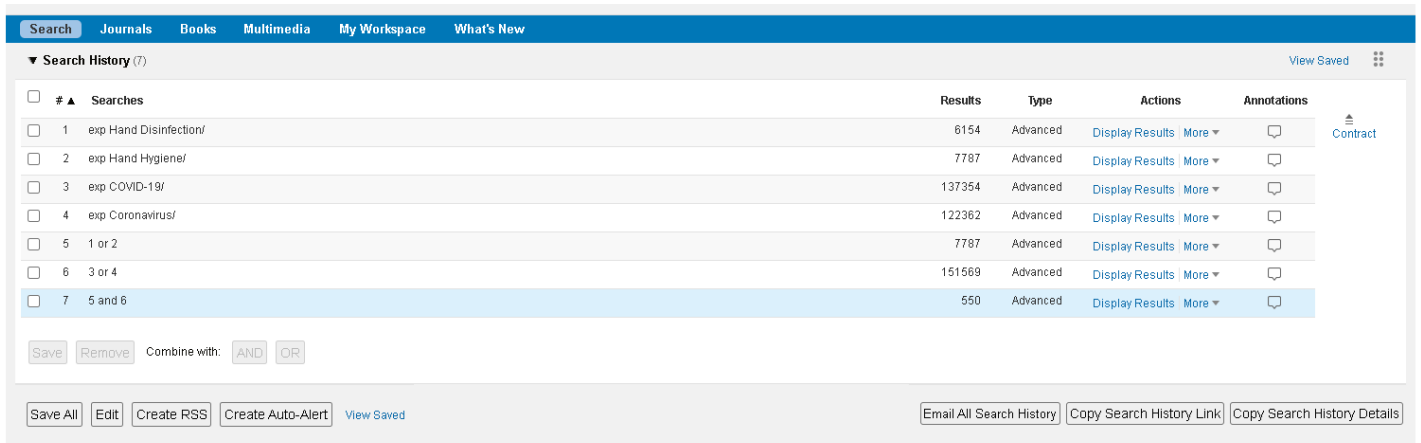


#	Searches	Results	Type	Actions	Annotations
1	exp Hand Disinfection/	6154	Advanced	Display Results More	
2	exp Hand Hygiene/	7787	Advanced	Display Results More	
3	exp COVID-19/	137354	Advanced	Display Results More	
4	exp Coronavirus/	122362	Advanced	Display Results More	
5	1 or 2	7787	Advanced	Display Results More	
6	3 or 4	151569	Advanced	Display Results More	
7	5 and 6	550	Advanced	Display Results More	

This gives you a set of records that will contain both concepts. That is, set 7 now has results which will include (Hand Disinfection or Hand Hygiene) and (Covid-19 or Coronavirus).

17. You can limit the last set in the search history by using the Limits below the search box.

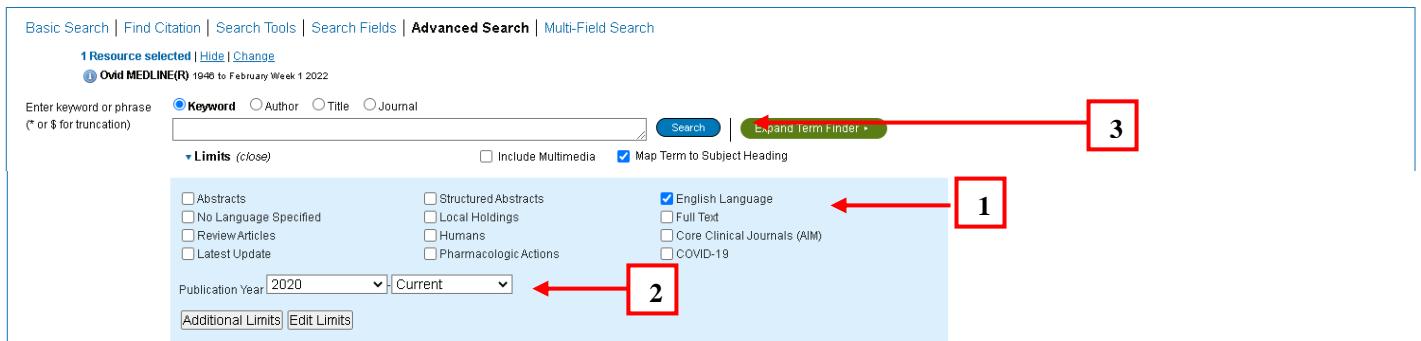
For example, in the following screen we have ticked English Language (1) and selected the years 2020 to current in the publication year boxes (2). After making your selections click on the search button (3) and the limits will be applied to the last set in the search history. In the example below, the limits will be applied to set 7.



Search History (7) table (same as above).

Buttons: Save, Remove, Combine with: AND OR

Buttons: Save All, Edit, Create RSS, Create Auto-Alert, View Saved, Email All Search History, Copy Search History Link, Copy Search History Details



Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search

1 Resource selected | Hide | Change

1 Ovid MEDLINE(R) 1946 to February Week 1 2022

Enter keyword or phrase (* or \$ for truncation)

Keyword Author Title Journal

Include Multimedia Map Term to Subject Heading

Limits (close)

Abstracts Structured Abstracts English Language

No Language Specified Local Holdings Full Text

Review Articles Humans Core Clinical Journals (AIM)

Latest Update Pharmacologic Actions COVID-19

Publication Year: 2020 | Current

18. Click on the **Display Results** link next to the results you wish to view.

The first lot of results is **displayed**. The results are in citation format, and any links to full text, complete reference or abstract reference are displayed on the right hand side of the screen.

The screenshot shows a search results interface. On the left, there is a 'Search Information' panel with search terms: 'limit 7 to (english language and yr=2020 -Current*)', 'coronavirus', 'covid-19', 'hand', 'disinfection', and 'hygiene'. Below it is a 'Filter By' section with 'Years' filters: 'All Years', 'Current year', 'Past 3 years', 'Past 5 years', and 'Specific Year Range'. The main results area shows two citations. The first citation is 'Determinants of hand-hygiene practices in India: reflections from the 76th round National Sample Survey, 2018.' by Biswas SS, Karmakar R. The second citation is 'Hand hygiene and face mask wearing practices for COVID-19 prevention: a non-intrusive observation of patrons of community convenience shops in Accra, Ghana.' by Ameme DK, Odikro MA, Baidoo A, Dsane-Aidoo P, Nuvey FS, Jackson DG, Mohammed AG, Alemna F, Tender EK, Gharthey GNK, Wullar OG, Maximore L, Asamoah YK, Kenu E. The 'Full Text' link for the second citation is circled in red.

Note: the Complete Reference is not the Full Text - it is a link to all the fields contained in the record for that reference. These fields include the citation, as well as a list of all the **subject headings** that have been applied to that citation. This can be a useful feature when searching for alternative terms for a concept.

Hint: To display the abstracts on your results page, click on this button (just above your first citation)

The screenshot shows the search results toolbar. It includes buttons for 'All', 'Range', 'Clear', 'Display Results' (three horizontal lines), '10 Per Page', '1', and 'Go'. A red arrow points to the 'Display Results' button.

19. To select a citation for printing, saving etc., tick the box next to it.

At the bottom of the page, use the **Next >** and **< Previous** links to go forwards and backwards through the results list.

20. When you've finished selecting your citations, click on the **Keep Selected** link.

This allows you to make a new set in the search history of the results that you selected.

The screenshot shows the 'Search History' panel. It contains a table with columns: '#', 'Searches', 'Results', 'Type', 'Actions', and 'Annotations'. The search 'from 8 keep 1-2, 7-8, 12, 14, 17' is highlighted in blue, and a red arrow points to it. Below the table are buttons for 'Save', 'Remove', 'Combine with: AND OR', 'Save All', 'Edit', 'Create RSS', 'Create Auto-Alert', 'View Saved', 'Email All Search History', 'Copy Search History Link', and 'Copy Search History Details'.

21. Output Choices



Output choices, **Print**, **Email**, **Export**, or **+ My Projects (Add to My Projects)** are at the top and bottom of each results page. Choose from the following:

Print:

- **Select Fields to Display:** Choose from preset options or create a custom list
- **Select Citation Style:** Choose from **Ovid Labeled Citation** or choose another style (APA, MLA, Chicago, etc.)
- **Include:** Tick **Search History** to include the search history.

Email:

To: type in address.

Add **Subject** title and Message (if required)

Consider also: Select Fields to Display, Select Citation Style, and Include Search History as mentioned above

Export:

- Use **Microsoft® Word** format for word processing
- Use **Citavi/EndNote®/ProCite®/Reference Manager®** for local reference management
- Use **Reprint/Medlars** for importing .txt files into EndNote

My Projects:

My Projects is a research organization area containing projects and folders where you may store text, results, citations, full text, graphics and many other items. **My Projects** also offers the output options (**Print, Email or Export**) and the option to **Remove** (delete) saved items if required.

To use My Projects, you will need to set up an account (see next section on Personal Account).

Select items using the checkboxes and choose the **+ My Projects** link at the top and bottom of each page and follow any prompts. You will need to create a project or select an existing project or folder.

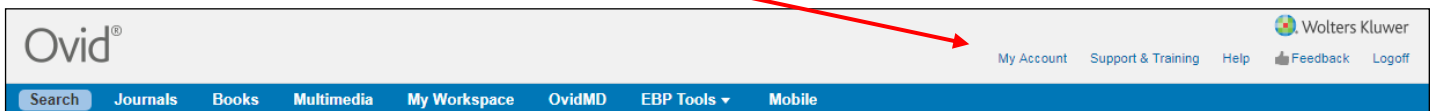
Or click the **My Projects** link next to each individual result or item.



22. Personal Account

A Personal Account provides access to **My Workspace** that contains **My Projects, My Searches & Alerts** and **My eTocs**. Your account also stores your annotations and any interface settings. If you wish to add to, or access any of these areas, you must login with your Personal Account ID and password.

Ovid displays a My Account link on the session



You will need to login to your personal account to access selected functions. Functions which require personal account login are:

- Saved Searches and Alerts
- My Projects
- Annotate items
- Retention of customized displays and settings

If you haven't created an account yet, you can create one using the "Create Account" link.

Personal Account Login

Personal Account Name:

Password:

[Login](#)

[Forgot Account Name or Password?](#)

Don't have an Account?

Use a Personal Account to save searches, create alerts and manage research.

[Create Account](#)

Once your Personal Account is set up, you will be able to access saved searches and other folders by clicking on the [My Account](#) link to login.

23. Saved Searches and Alerts

As you develop search strategies, you may want to save them for later use. Ovid lets you store search sets created during any search session, log off and return at a later time without having to retype each search set manually.

Save your searches by clicking the [Save All](#) button at the bottom of the *Search History* window.

Search History (9)

#	Searches	Results	Type	Actions	Annotations
1	exp Hand Disinfection/	6154	Advanced	Display Results More	Contract
2	exp Hand Hygiene/	7787	Advanced	Display Results More	Contract
3	exp COVID-19/	137354	Advanced	Display Results More	Contract
4	exp Coronavirus/	122362	Advanced	Display Results More	Contract
5	1 or 2	7787	Advanced	Display Results More	Contract
6	3 or 4	151569	Advanced	Display Results More	Contract
7	5 and 6	550	Advanced	Display Results More	Contract
8	limit 7 to (english language and yr="2020 -Current)	525	Advanced	Display Results More	Contract
9	from 8 keep 1-2, 7-8, 12, 14, 17	7	Advanced	Display Results More	Contract

[Save](#) [Remove](#) Combine with: [AND](#) [OR](#)

[Save All](#) [Edit](#) [Create RSS](#) [Create Auto-Alert](#) [View Saved](#)

[Email All Search History](#) [Copy Search History Link](#) [Copy Search History Details](#)

After logging in, fill in the following boxes to save your search:

Save Your Search or Create an Alert Cancel **Save**

Search name

Type

Permanent ▼

Comment Optional

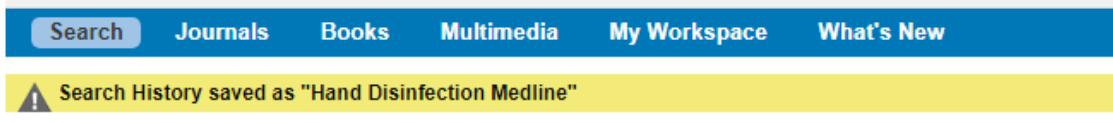
Add a description, you can change it later.

1. Type a search name in the text box. (search name must not exceed 80 characters)
2. Type comments in the text box. (This is OPTIONAL)
3. The default search type is Permanent.
4. Click the Save button.

The different types of saved searches are:

- ◆ **Permanent** - Saves the search for as long as your site maintains a valid subscription. Use this option to save and rerun at another time.
- ◆ **Temporary** - Saves the search for a period of twenty-four hours, then deletes it.
- ◆ **AutoAlert** - Creates a search that runs automatically on a regular basis and emails results to designated recipients.

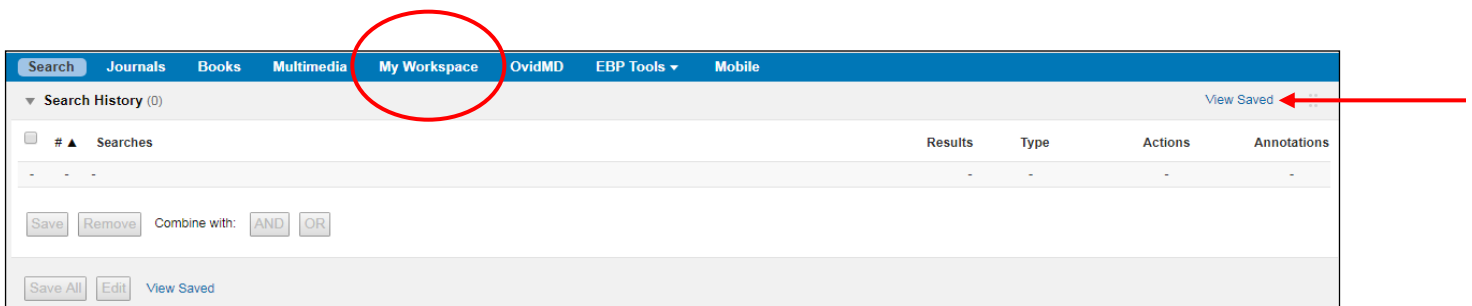
Ovid displays a confirmation message at the top of the Search page once you have saved your search. For example:



24. Accessing Saved Searches

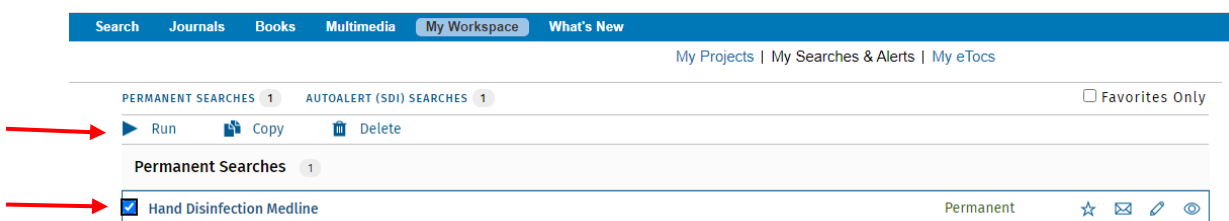
You may view and access your Saved Searches and alerts by clicking on [View Saved](#).

Alternatively you can click on [My Workspace](#). You may need to log in again if you have previously logged off.



When you select either of these options, the system will display all your saved searches organized by search type.

To access your saved search, tick the box next to it and then click on the **Run** button.



25. Keyword (Textword) Searching

If your subject heading search does not map to a suitable term, try searching with keywords (also known as textwords). Textword searching lets you search for the exact word or phrase in a chosen field such as title or abstract. It is useful for finding information about a concept that:

- has no appropriate subject heading
- might be very new to the literature
- has a very specific name, such as the GUSTO Trials

❖ Textword field searching

The textword command **.mp.** tells Ovid that you are looking for a textword and therefore bypasses the subject mapping system. The **.mp.** command will look for the word in the title, abstract, and as a subject heading word.

❖ Truncation & Wildcards

Textwords can be truncated to pick up various forms of a word. Truncation is useful if the textword or phrase can be expressed in a variety of ways. Use the asterisk ***** to indicate where the word should be truncated, followed by the **.mp.** command, to indicate that you want to search a textword, not a subject heading.

Wildcards can be used to find word/spelling variations.

- Use ***** at the end of a word or part of a word to retrieve unlimited suffix variations eg. disease* for diseases or diseased.
- Use **#** inside or at the end of a word to replace exactly one character eg. wom#n.
- Use **?** inside or at the end of a word to replace zero or one character eg. robot? or flavo?r.

Truncation example:

The following screen shows a textword search for **hypno*.mp.**

This will retrieve words such as hypnosis, hypnotic, hypnotism, hypnotise etc.

The screenshot shows the Ovid search interface. At the top, there are navigation links: Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search. Below this, it indicates '1 Resource selected | Hide | Change' and 'Ovid MEDLINE(R) 1946 to February Week 1 2022'. The search input area has the label 'Enter keyword or phrase (* or \$ for truncation)'. There are radio buttons for 'Keyword' (selected), 'Author', 'Title', and 'Journal'. The search term 'hypno*.mp.' is entered in the text box. To the right of the text box is a 'Search' button and an 'Expand Term Finder' button. Below the search box, there are options: 'Limits (close)', 'Include Multimedia' (unchecked), and 'Map Term to Subject Heading' (checked).

❖ Title Field

If the textword field option is too broad, that is, too many results are retrieved; you can choose to search for a word in the title field. To perform a Title field search, select the radio button next to Title. Remember to use truncation for word variations.

For example:

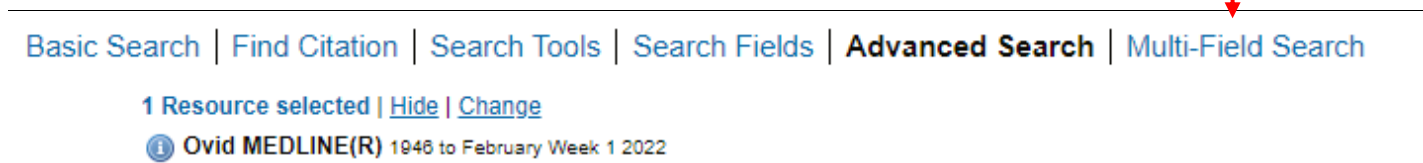
The following screen shows a title field search for the truncated word **exercis***.

This will retrieve words such as exercise, exercised, exercises, exercising etc. in the title.


The screenshot shows the Ovid search interface. At the top, there are navigation links: Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search. Below this, it indicates '1 Resource selected | Hide | Change' and 'Ovid MEDLINE(R) 1946 to February Week 1 2022'. The search input area has the label 'Enter title word or phrase to search.'. There are radio buttons for 'Keyword', 'Author', 'Title' (selected and circled in red), and 'Journal'. The search term 'exercis*' is entered in the text box. To the right of the text box is a 'Search' button and an 'Expand Term Finder' button. Below the search box, there are options: 'Limits (close)', 'Include Multimedia' (unchecked), and 'Map Term to Subject Heading' (checked).

❖ Multi-Field Search

To access the **Multi-Field Search** area, click on the tab located next to Advanced Search.



You can use **Multi-Field Search** to search multiple terms in specific fields, and combine your terms using your choice of **AND** or **OR** Boolean operators.



Enter a word or phrase in the search box. Select a field to search from the adjacent pull down menu. Search a single term in a specific field, or enter a second or third term to be searched in specific fields in the search boxes provided. Remember to use truncation or wildcard symbols where appropriate.

Please ask a Librarian for any assistance with database searching.

26. Accessing the full text of your citations.

For those citations that do not have a full text link available, you will have to check the library's holdings. There is a listing for the online journals on the library webpage: <http://www.alfredlibrary.org>

For articles that are not held by The Ian Potter Library, a document delivery service may be available. Please check with the library to see what document delivery services are available to you.

For further information please contact the library on 90763042 or library@alfred.org.au

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