

Detailed Search - Guided

1. In the first Find field, enter your **search terms**.
2. Choose a **field** from the Select a Field drop-down list. (For example, select the Title field.)
3. Repeat steps 1 and 2 for the second set of **Find** fields.
4. Select a **Boolean operator** (AND, OR, NOT) to combine the two Find field entries. If you need additional rows, click the **Add row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove row** link.
5. You can enter another **Boolean operator**, **keyword**, and **search field** for any additional Find fields.
6. Select the **document types** that you want. If you want to find results for all document types (Magazines, Newspapers, etc.), be sure they are all checked. If you want only specific document types (for example, only Biographies), uncheck the types that you don't want.

The screenshot shows the 'Kids Search' interface. At the top, there are navigation links: Sign In, Folder, Settings, Help, Exit, and a 'Demonstration Customer' label. Below these are buttons for Home, Dictionary, Encyclopedia, Images, and Teacher Resources. The main search area is titled 'Detailed Search' and includes links for Search History / Alerts, Visual Search, Search Other Databases, and Title Lists. The search form consists of four rows, each with a 'Find:' text input, a Boolean operator dropdown (set to 'and'), a search term input, and a 'Select a Field (optional)' dropdown. The first row contains 'fossil hunters', the second 'science', and the third 'museum'. Below the search form are 'Go' and 'Clear' buttons. To the left is a 'Search By Topic' sidebar with categories like Animals, Arts & Music, Geography, Health, In the News, Language Arts, and Math. To the right is an 'Include when searching:' section with a 'Check All' button and an 'Uncheck All' button. Under 'Document Types', several options are checked: Magazines, Newspapers, Books & Encyclopedias, Biographies, Radio & TV News Transcripts, Primary Source Documents, and Photos, Maps & Flags.

7. Use **Limiters** to narrow your search. For example,
 - o **Full Text** – limits search results to full text articles.
 - o **Publication** – limits search results to articles from a specific title.
 - o **Cover Story** – limits search results to articles that are the cover story of publication.

8. 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., typing space shuttle would give results for space and shuttle.
- **Apply additional terms to query** – expands search results by including synonyms and plurals of search terms.

9. Click **Search**. A Result List is displayed. To view a specific source type (e.g., only Health Reports), click the **source-type tab**.

The screenshot shows the Kids Search interface. At the top, there's a header with the logo and navigation links like Sign In, Folder, Settings, Help, and Exit. Below that are tabs for Home, Dictionary, Encyclopedia, and Images/Videos. A search bar is present with a search button. The main content area shows search results for 'fossil hunters AND science AND museum AND Au...'. There are filters for 'Filter results by' with options like All Results, Magazines, Newspapers, and Radio & TV News Transcripts. Below the filters, there's a 'Narrow Results by:' section with a dropdown menu for 'Narrow Results by Subject'. The dropdown is open, showing options like MUSEUMS, NATURAL history, FOSSILS, PROSIMIANS, GATHERING of Wonders, A(Book), and ELEPHANTS, Fossil. The search results list shows three items, each with a title, author, publication info, reading level, and an 'Add' button. The first item is 'JOHN HUNTER AND THE ANATOMY OF A MUSEUM' by Chaplin, Simon; History Today, Feb2005, Vol. 55 Issue 2, p. 19, 7p, 11c, 2bw, Reading Level (Lexile): 1530. The second item is 'BOOKSHELF, Natural History, Jun2000, Vol. 109 Issue 5, p. 78, 1p, 1bw, Reading Level (Lexile): 1030'. The third item is 'Interview: Michael Novacek discusses his career as a fossil hunter' by IRA FLATOW. Talk of the Nation/Science Friday (NPR), 06/14/2002; (AN 6XN200206141502).

- If you click the **Refine Search** link, you are returned to Advanced Search with search terms, limiters and expanders remembered.
- If you click the **Advanced Search** link, you are returned to Advanced Search with search terms, limiters and expanders cleared.

You can save searches and later retrieve them for reuse on the Advanced Search Screen. For more

information, see the Saving Searches and Alerts Help topics. Before you can save searches, you must set up a personal account in Kids Search. For more information, see the Personal Account Help topic.