

# Advanced Search Guided

## To create an Advanced Search with Guided-Style Fields:

1. In the first **Find** field, enter your search terms.

The screenshot displays the Student Research Center interface. At the top, there are navigation links for Sign In, Folder, Preferences, and Help, along with the text 'powered by EBSCOhost' and 'Demonstration Customer'. Below this is a menu with buttons for New Search, Dictionary, Encyclopedia, AP Sources, and Teacher Resources. The main section is titled 'Advanced Search' and includes links for Search History / Alerts, Search Other Databases, and Title Lists. The search form consists of three rows, each with a 'Find:' label, a text input field, and a 'in' dropdown menu. The first row has 'Indians of North America' in the input field and 'Select a Field' in the dropdown. Below the input fields are 'and' dropdown menus and 'SEARCH' and 'CLEAR' buttons. On the left side, there is a 'SEARCH BY TOPIC' menu with a list of categories: Arts & Media, English & Language Arts, Business, Careers, Current Issues, Health, History, Math, and Science. On the right side, there is an 'Include when searching:' section with a 'Check All' and 'Uncheck All' button. Below this is a list of document types, all of which are checked: Magazines, Newspapers, Reference Works & Encyclopedias, Biographies, Radio & TV News Transcripts, Country Reports, State/Province Reports, Primary Source Documents, Photos, Maps & Flags, and Film & Video.

2. Choose the search field from the **Default Fields** 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 in the third set of **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, uncheck the types that you don't want.
  
7. Use **Limiters** to narrow your search. For example,
  - Full Text – limits search results to full text articles.
  
  - Publication – limits search results to articles from a specific title.
  
8. Use **Expanders** to broaden your search:
  - **Apply related words** – expands search results by including synonyms and plurals of your search term(s).
  - **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.
  
9. Click **Search**. A Result List is displayed. To view a specific source type (e.g., only magazines), click the radio button to the left of the source type.

The screenshot displays the Student Research Center interface. At the top, there are navigation links for 'Sign In', 'Folder', 'Preferences', 'Help', and 'Language'. Below this is a 'Demonstration Customer' label and buttons for 'New Search', 'Dictionary', 'Encyclopedia', 'AP Sources', and 'Teacher Resources'. The main search area includes 'Advanced Search', 'Search History / Alerts', 'Visual Search', 'Search Other Databases', and 'Title Lists'. A 'Refine Search' section allows users to 'Add search to folder' and 'Display link to search'. The search results are for 'indians of North America and Automatically "And" search terms'. A filter bar shows various document types: All Results, Magazines, Newspapers, Books & Encyclopedias, Biographies, Radio & TV News Transcripts, State/Province Reports, Primary Source Documents, Photos, and Film & Video. The results list shows two items: 'Hiawatha: Legacy' and 'Clyde Bellecourt'. A sidebar on the left provides 'Narrow Results by Subject' with links for 'INDIANS of North America', 'Language Arts -- Reading -- Biography', and 'Add (1-20)'.