




Search Techniques for OCLC FirstSearch Users



Searching using free text

1. Type a word or phrase in the keyword search box and click on .
2. Truncate your word using a * sign to retrieve all variants on it, e.g. ulcer* will retrieve articles containing the following words: ulcer, ulcers, ulceration etc.
3. Use the wildcard symbol ? to find variations within words, e.g. wom?n will retrieve either woman or women; p?ediatric will retrieve either pediatric or paediatric.



Searching by individual fields

1. Click on .
2. Type a word or phrase in the first search box and click on the drop down menu to select the field you wish to search.
3. Click on .



Searching for more than one topic

1. Click on .
2. Type your topics in the boxes, clicking on the drop down menu in each case to select the fields you wish to search.
3. Combine using **And** to make your search smaller, e.g. **ulcer* and dressing*** to find articles containing both the word 'ulcer*' and the word 'dressing*'.
4. Combine using **Or** to make your search bigger, e.g. ulcer* or pressure sore* to find articles containing either the word 'ulcer*' or the phrase 'pressure sore*'.
5. Combine using **Not** to find articles containing your first word but not your second.
6. Click on .

Combining searches already carried out

1. Click on .
2. Tick in the boxes to the left of the searches you wish to combine.
3. Click to select the correct combining tool (and, or or not).
4. Click on .

Limiting results

1. Click on .
2. Type your topics into the boxes.
3. Type a date range in the **Limit to: Year** box, e.g. 2001-2005.
4. Click on .

Selecting results to print, export or e-mail

1. Tick in the boxes to the left of the records you wish to select.



2. If there are more than 10 records, click on **Next**.

3. When you have selected the records you want, click on .



4. Click on **E-mail** **Export** **Print** as relevant and follow the on-screen instructions.