

FirstSearch

FirstSearch is a collection of 33 databases that provide access to information on a wide variety of subject areas and includes some full text materials. It is available to Aquinas students, staff and faculty at: www.aquinas.edu/library/data.html.

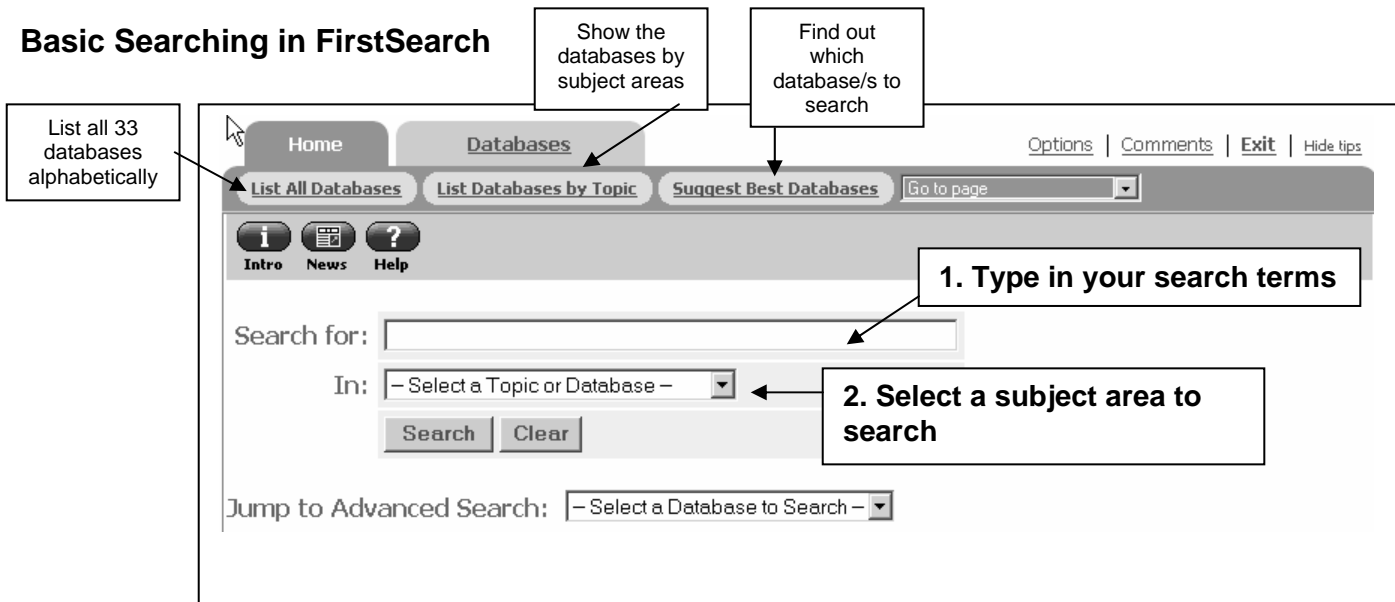
Off campus users: to access FirstSearch remotely, **you must:**

- Follow the off campus access instructions available at www.aquinas.edu/library/access.html before using databases. This web site will provide the instructions you need to access this resource off campus.
- Use your name and ID number to authenticate you as an authorized user of this database

About FirstSearch

FirstSearch is a very flexible service that allows you to tailor your searches to your exact needs. It is made up of 16 different subject specific modules that make selecting a database easier. You may search the databases individually or up to **three at the same time**. FirstSearch can also recommend which databases you should search, based on your topic.

Basic Searching in FirstSearch



The screenshot shows the FirstSearch web interface. It features a navigation bar with 'Home' and 'Databases' tabs. Below the navigation bar are three buttons: 'List All Databases', 'List Databases by Topic', and 'Suggest Best Databases'. There are also links for 'Options', 'Comments', 'Exit', and 'Hide tips'. A search form is present with a 'Search for:' input field, an 'In:' dropdown menu, and 'Search' and 'Clear' buttons. Below the search form is a 'Jump to Advanced Search:' dropdown menu. Numbered instructions are overlaid on the interface:

- 1. Type in your search terms (points to the search input field)
- 2. Select a subject area to search (points to the 'In:' dropdown menu)

Other callouts include: 'List all 33 databases alphabetically' (pointing to the 'List All Databases' button), 'Show the databases by subject areas' (pointing to the 'List Databases by Topic' button), and 'Find out which database/s to search' (pointing to the 'Suggest Best Databases' button).

Searching Tips *(please note: do not type in quotation marks when you do your own searches)*

- **Capitalization** of words does not matter; FirstSearch is not case sensitive
- Use the **Boolean operators** AND, OR, and NOT to combine search terms when you need to expand or narrow a search
- **Plurals:**
 - To search for a word and its plural form, add a plus sign + to the singular form (e.g. "house+")
 - To search for the plural of words that change form, such as "mouse," search for both forms and combine them with the Boolean operator OR (e.g. "mice or mouse")
- **Truncation:** allows you to search for a term and its variations by entering a minimum of the first three letters of the term followed by an asterisk * (e.g. "econ*" will retrieve records that contain the words: econometrics, economics, economist, etc)
- **Phrase searching:** type quotation marks around two or more terms to search for records containing all the terms, in the order typed, with no words between them – the exact phrase (e.g. "special education")
- You can combine words and phrases; simply link them with the Boolean "AND"
- **Marking records:** allows you to select from the list of search results only those records you're interested in. Simply click on the box next to each record you like and then click on "Marked Records" in the blue column on the left.

Advanced Searching in FirstSearch

1. Type in search terms

Search in database: **WilsonSelectPlus** (Updated: 2003-07-31)
Full text articles in science, humanities, education and business

Search for: [] Keyword

and [] Keyword

and [] Keyword

Year: [] (format: YYYY-YYYY)

Limit to: Language Phrase: All

Record Type Phrase: All

Limit to: Full text

Limit availability to: Subscriptions held by my library (EXQ, AQUINAS COL LIBR)

Library Code: [] Find codes ...

Rank by: No ranking

Change the database you're searching

Select Boolean operator to combine terms/phrases

2. Select type of search

Limit to a year or range of years

Select how you want the records sorted

Using the "Suggest Best Databases" Feature

Must contain: Type one or more words: []

Keyword Author Source

Limit to topic: Select a database topic areas: General

List

1. Type in your search terms

2. Select the type of search

3. Select the general subject area to which your topic applies

Retrieving Your Results



E-mail Emailing

You can email a single record, a list of records (using the "mark records" feature), or an actual article, when available. Just click on the email button and fill in the form that appears.



Print Printing

You can email a single record, a list of records (using the "mark records" feature), or an actual article, when available. Just click on the FirstSearch print button, which changes the way the record or list of records or article is displayed. Then click on the browser "print" button to print out the record or list or full text article. Printouts are available at the circulation desk and cost 10¢ per page.