



# Expanded Academic ASAP™

## Search Tips

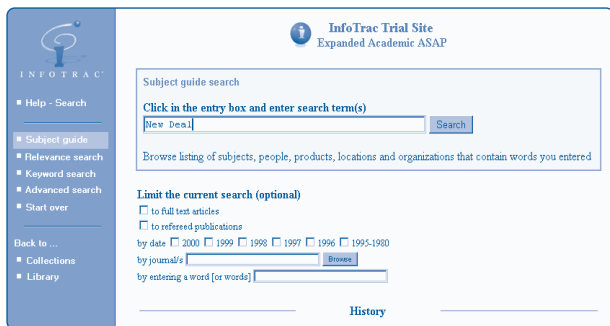
Expanded Academic ASAP is a comprehensive database encompassing all of the academic disciplines. From biology and history to literature and women's studies, *Expanded Academic ASAP* is unparalleled in its depth and scope, drawing on thousands of journals, national news periodicals, general interest magazines and newswires.

### HOW TO USE EXPANDED ACADEMIC ASAP

Go to the *Expanded Academic ASAP* URL with your Internet browser. On the home page, you will find the following search options:

- Subject guide
- Relevance search
- Keyword search
- Advanced search

### SUBJECT GUIDE



Type the subject word(s) in the search field and click on “Search.” A list of subjects which include your words will appear. Click on the words that best describe your topic. Hint: you can use “**Subdivision**” to focus the search even more precisely. You can narrow your search to full-text articles, to refereed publications, or by date, journal or word(s).

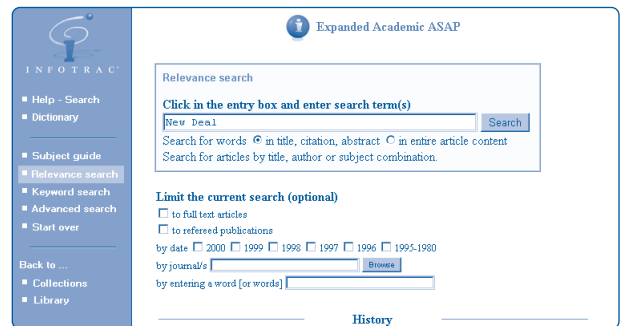


Results appear as a listing of source citations. You can mark your choices for reference or immediately view any text choice.

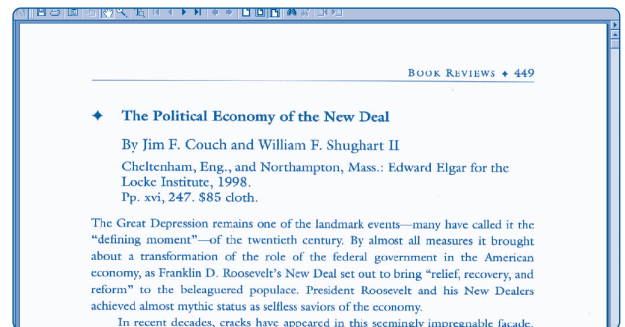
Although this search is easy to use for most common search topics, you may need another search option for topics that are referenced infrequently. Keep reading for when to use each option.

### RELEVANCE SEARCH

Use this search to find the best articles when there are too many from which to choose. Unlike the other search options, which sort results by date of publication, the relevancy results show the best article first, regardless of when it was published.



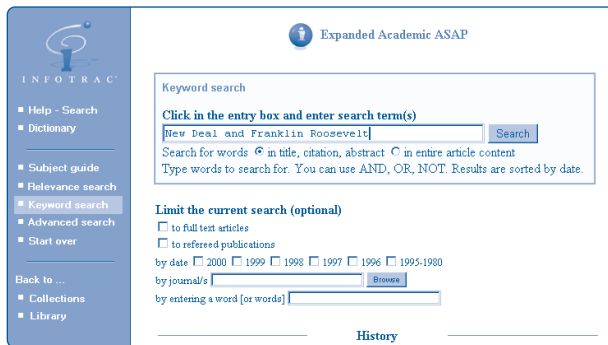
Click on the entry box and enter your search term(s). You may search for words in a title, citation or abstract or in the entire article content. You may also choose to narrow your search.



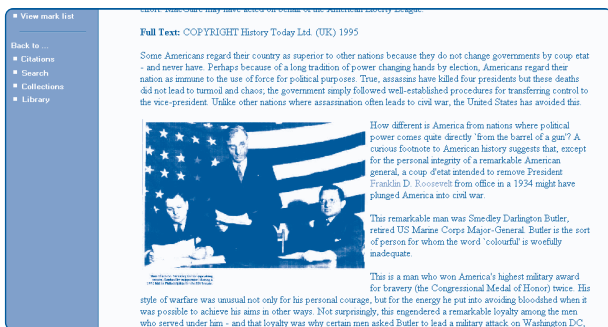
You may view the full text of your results immediately or mark for future reference. The original of this document (from our search for the New Deal) can be viewed in PDF format.

## KEYWORD SEARCH

Use this search for less common terms, such as proper names. Unlike Relevance Search, keyword search does not attach greater importance to multiple mentions of the term. Results are presented in reverse chronological order. Use Keyword Search to define your own search strategy.



Choose “**Keyword Search**” from the navigation bar. For a broader or more limited search, select one of the qualifiers **and**, **or** and **not**.

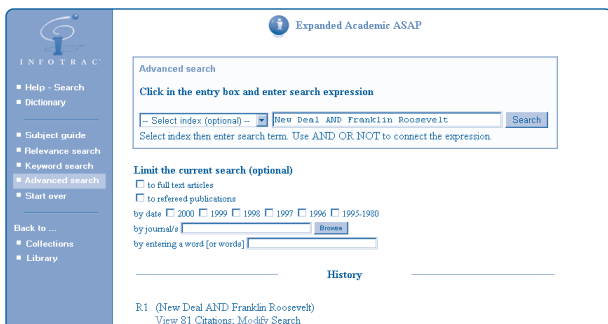


You can select one or more articles for viewing from the result list.

## ADVANCED SEARCH

Use Advanced Search for:

- Finding a specific article, when you already know the title, publication name or author
- Locating all articles by a specific author or journalist
- Retrieving all articles from a certain journal
- Combining your terms with Boolean operators and index fields



For a more precise search, click on “**Advanced Search**.” Enter the term(s) and where the search should look for them. For a broader or more limited search, you can use **and**, **or** and **not connectors**.

On the results screen (shown above), which is similar to the search screen, results are grouped by source type. Click on “**View**” to read the citations or on “**Modify**” to alter your search. Results are grouped for each search (Ex. R1).

## TOOLS

On the home page and throughout subsequent screens, you will find additional tools to assist you. They include:

- Help
- Dictionary
- View mark list
- Start over

If you need further assistance with *Expanded Academic ASAP*, please consult your librarian.



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