

Short Guide to Searching Education Fulltext

- Select the database you wish to search from the library's list of databases. If you are off-campus, you will be asked to enter your name and ACCESS card number. The ACCESS card number is under the barcode on the back of your ACCESS card.
- You will be entering words/phrases describing your subject in the boxes labeled **Search For:** Think of each of the 3 lines as representing a different aspect of your subject. For example, if you wanted to look for articles on mainstreaming autistic children into regular classes, you would look at your subject as having two different main ideas: 1. Mainstreaming 2. Autistic children


Tips on choosing words/phrases to use:

- ☞ If at all possible, use a single word rather than a phrase. For example, instead of *autistic children*, just use *autistic*. If you must use a phrase, like "**high school**" or "**attention deficit**", you have to enclose it in quotation marks.
- ☞ Truncate words to pick up all forms, especially plurals! In Education Fulltext, the symbol to use is the asterisk, *. So, use **mainstream*** rather than *mainstreaming*. Use **autis*** rather than *autistic*.
- ☞ For each of the ideas, on each line, separate different words expressing that idea with an **OR**. In this example, you would want to say **mainstream* or inclus*** on one line and **autis* or asperger*** on the other.

IMPORTANT NOTE: You cannot use * within quotation marks.

Use the **or** to get important variations, as in: "**high school**" or "**high schools**"

- You can limit where the computer searches for the words you entered. To the right of each of the search boxes is another box labeled simply **as:** The default is to search by key word. If your search retrieves a lot of irrelevant, or borderline relevant material, then change that to **SUBJECT**. If you are looking for articles by a particular author or in a specific journal you can add those elements to your search.
- After **Sort By:**, you might want to select **Date** to get the most recent first. Notice that you can limit your search by Date as well.
- When going through your results, look for the little blue icon that indicates **Full Text** next to an entry to see the whole article as an html text document. The red icon indicates the article is available as a **pdf** file. **TIP:** The **pdf** file will include page numbers, useful for citing!

- For the results that are NOT available fulltext, click on the little icon with a blue arrow, , labeled **SCU Library Owns?**, to open another window and automatically do a search for the journal in the Library's Electronic and Print Journals List. That will tell you if the journal you need is available in another fulltext database or in print/paper in the library.

- **IMPORTANT NAVIGATION NOTE:** Do NOT use your browser's **BACK** button to navigate. Use the blue navigation buttons within the database. Look for them! They are in a panel on the left side of the screen and at the bottom.

- If you are not finding anything on your topic, you probably need to use fewer words or consider different words. If this doesn't work, you might need to seek professional help from a librarian.

- As you scroll through your results, mark the ones you want to print/email/save later by clicking in the little box, , next to the citation.

- To print/email/save, click on the button in the left blue panel that says Print/Email/Save. That will offer you a menu of options. Read them carefully! You might not want the defaults.