


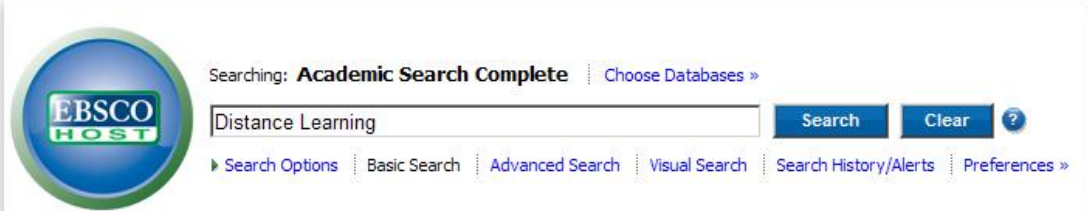


Quick Start Guide- Academic Search Complete

Academic Search Complete is the worlds most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 6,100 full-text periodicals, including more than 5,100 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 10,100 journals and a total of more than 10,600 publications including monographs, reports, and conference proceedings.

This guide is intended to help you start searching the database and to save, print or email articles you find. You can get further help by clicking on this icon  while you are in the database.

Searching



Searching: **Academic Search Complete** | Choose Databases »

Distance Learning

Search Clear ?

Search Options | Basic Search | Advanced Search | Visual Search | Search History/Alerts | Preferences »

There are Basic, Advanced and a Visual Search options. Take a few moments to have a look at these different screens, and see which works best for you and the research you are doing. The Visual Search is a new facility, which presents your results in blocks or columns.

Search Modes



Search Options

Search modes ?

Boolean/Phrase


Find all my search terms

Find any of my search terms

SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Within the Basic and Advanced search screen you can conduct your search in different ways using the search modes. Click the  icon within the database for further help

Boolean/Phrase – Supports the use of AND, OR and NOT and also allows you to use quotation marks for an exact phrase

Find all of my search terms – adds AND to all search terms entered (e.g. web AND accessibility)

Find any of my search terms – adds OR to all search terms entered (e.g. web OR accessibility)



SmartText Searching - You can copy and paste chunks of text (up to 5000 characters including spaces) to search for results..

Apply related words- includes synonyms (words with the same or a similar meaning) and plurals of search terms

Also search within the full text of articles- select this to look for your terms in the whole article not just the abstract and citation.

Limit your results

You can narrow down your search by placing limits on it. If you only want full text articles select 'full text' in the tick box. You can also limit the search to academic journals by selecting 'Scholarly (Peer Reviewed) Journals'.

If you only wanted the most recent information you could use the '**Published Date from**' box.

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication Type: All, Periodical, Newspaper, Book

Number of Pages: All

References Available

Published Date from: May Year: 2001 to July Year: 2009

Publication: [text box]

Language: All, Dutch, English, French

Image Quick View

Browsing

If you want to browse journal titles on a certain subject, first select 'publications' from the top of the screen.



Then select 'by Subject & Description' and type in your subject into the search box. The search below would be for Law journals.

Publications

Browsing: Academic Search Complete -- Publications

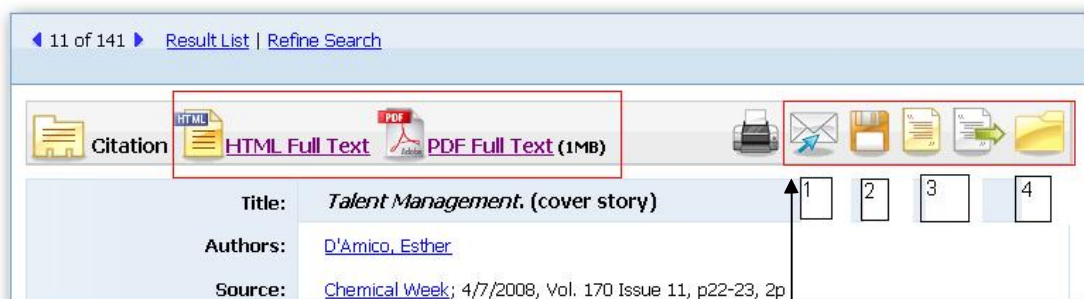
Law [Browse]

Alphabetical By Subject & Description Match Any Words



Printing, saving and emailing your results

From your results list click on the title of the article you wish to print.
The article below is available in 2 different formats. Click on HTML Full Text or PDF Full text to open the file.



HTML documents

To email HTML –click on the envelope icon (1)

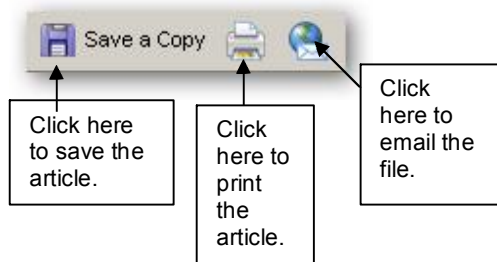
To save HTML – click on the disk icon (2)

To export to reference management software click on the export icon (3)

To save to a folder * click on the folder icon (4)

PDF's


Once you have opened the PDF you should see a toolbar at the top of the page.



Using the folder

If you find a number of useful articles you can save them to a folder and then print, email or save them all at the same time. To add an article to a folder click on the folder icon(4)
You can also do this from the results list.

Getting Help

If you need any help whilst using Academic Search Complete click on the question mark icon 

If you encounter any problems please contact the Online library on
on +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT), by email on
OnlineLibrary@shl.lon.ac.uk or by the enquiries form at
<http://www.external.ull.ac.uk/help/enquiries/>