Consumer Health Complete
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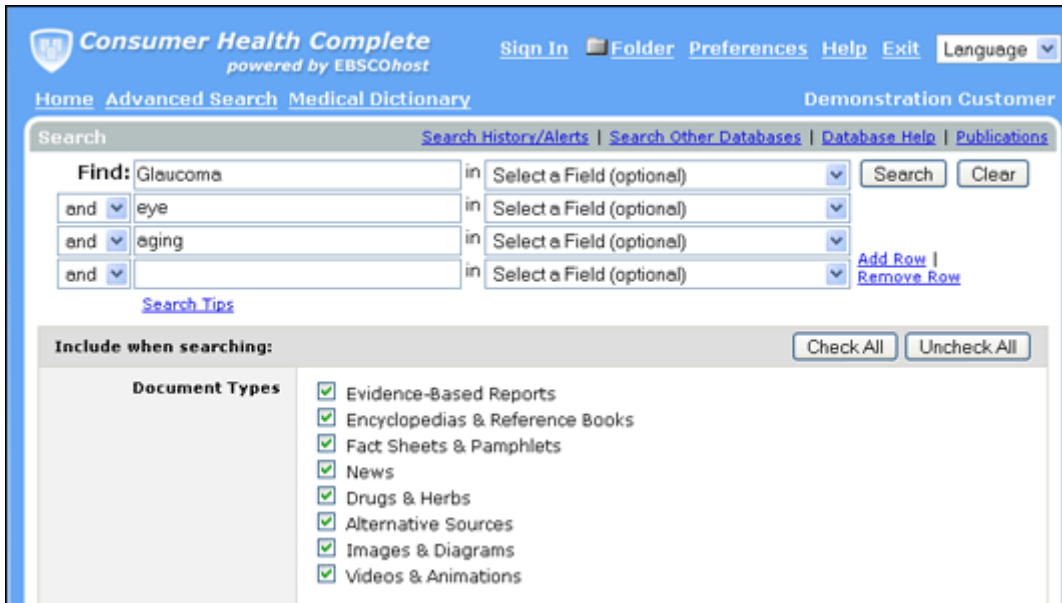# Advanced Search Help Sheet
Guided Style Search

Creating an Advanced Search

1. In the first **Find** field, enter your search terms.

   Choose the search field from the **Select a Field** drop-down list. (For example, select the Title field.)

2. Repeat steps 1 and 2 for the second set of **Find** fields.

3. Select a Boolean operator (AND, OR, NOT) to combine the two **Find** field entries. If you need additional rows, click the **Add row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove row** link.

4. You can enter another Boolean operator, keyword, and search field in the third set of **Find** fields.

5. Select the "document types" that you want. If you want to find results for all document types (*Encyclopedias, News*, etc.), be sure they are all checked. If you want only specific document types (for example, only *Alternative Sources*), uncheck the types that you don't want.

6. Use **Limiters** to narrow your search. For example,
   - Full Text – limits search results to full text articles.
   - Publication – limits search results to articles from a specific title.
   - Cover Story – limits search results to articles that are the cover story of publication.

   Use **Expanders** to broaden your search:
   - Apply additional terms to the query – expands search results by including synonyms and plurals of search terms.
   - Also search within the full text of the articles – expands search results by finding your term(s) within the full text of the articles.
   - Automatically "And" search terms – expands results by applying the **AND** operator between terms, e.g., typing **space shuttle** would give results for **space** and **shuttle**.

7. Click **Search**. A Result List is displayed. To view a specific source type (e.g., only *Health Reports*), click the source-type tab.

- If you click the **Refine Search** link, you are returned to Advanced Search with search terms, limiters and expanders remembered.

- If you click the **Advanced Search** link, you are returned to Advanced Search with search terms, limiters and expanders cleared.

Viewing Search Results

- The **article title** link takes you to the citation information and/or the full text.

- The **HTML Full Text** link takes you directly to the full text of the article.

- The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.

- Clicking the **Folder** icon to the right of a result saves it to the Folder.

- When a **Find More Like This** appears, click to perform a search for articles with similar subject headings. A new Result List will display.

Printing/E-mailing/Saving Search Results

- Click the **Print**, **E-mail**, or **Save** icon. Follow the directions to print, e-mail, or save your results.

- You can print, e-mail or save several results at the same time by saving them to the Folder, and then printing, e-mailing or saving all at once.

- To save your results for future use, click the **Sign In** link and set up a personal account. Once you sign in, your results are saved to the Folder, and can be retrieved at any time.