

Creating an Advanced Search

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



The screenshot shows the Literary Reference Center search interface. At the top, there is a navigation bar with links for Home, Advanced Search, and Literary Glossary. The search field is labeled "Find:" and contains the text "visual poetry". Below the search field, there are two main sections: "Include when searching:" and "Browse". The "Include when searching:" section has a list of document types with checkboxes, all of which are checked. The "Browse" section has three links: "Publications", "Indexes", and "Cited References".

2. Select the **Document Types** that you want. If you want to find results for **all** document types (*Bibliographies, Literary Criticism, Masterplots*, etc.), be sure they are all **checked**.
If you want only specific document types (for example, only *Short Stories*), **uncheck** the types that you don't want.
3. 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.
 - Date Range – limits search results to articles published within a specific range of dates.
4. 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 **naturalistic literature** would give results for **naturalistic** and **literature**.



Advanced Search Help Sheet

Single Find Field Search

5. Click the **Search** button. A Result List displays.

The screenshot shows the Literary Reference Center search results page. At the top, there is a navigation bar with links for Home, Advanced Search, and Literary Glossary. Below this is a search bar and a list of search categories: All Results, Biographies, Literary Criticism, Plot Summaries, Reviews, Interviews, Reference Books, Periodicals, and Poems. The search results are displayed in a table with three rows. Each row contains a numbered result with a title link, author information, and options for HTML Full Text, PDF Full Text, and an Add button. The first result is 'VISUAL POETRY' by E.B., the second is 'Concrete Poetry and Visual Learning' by Grandits, John, and the third is 'VISUAL MODERNISM IN THE POETRY OF 'ABD AL-WAHHAB AL-BAYATI' by Noorani, Yaseen.

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 for the item, 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 on screen 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.