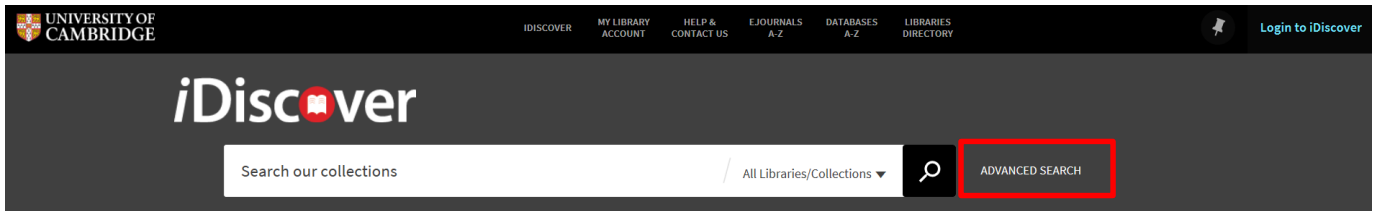


Advanced Searching Methods in iDiscover

1. Advanced searching

- Click on the 'Advanced Search' option (to the right of the search box on the iDiscover homepage):

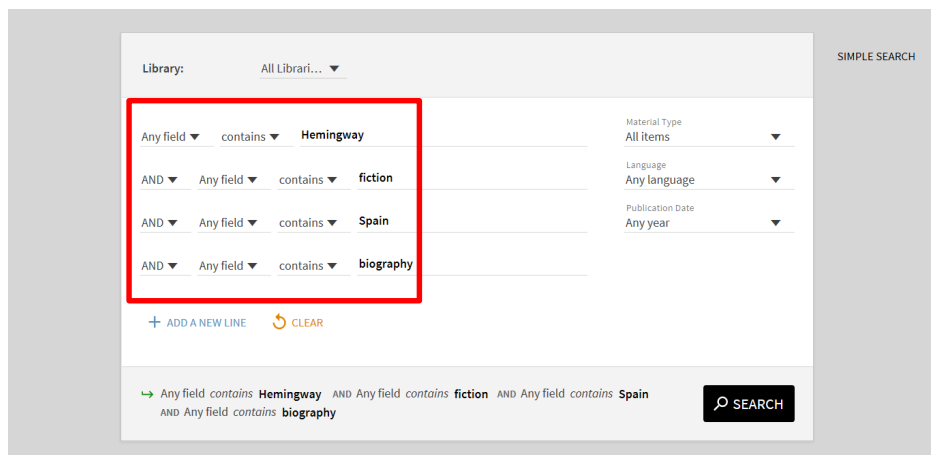


- This opens the advanced search screen to allow/begin refining your search further.

Note: If you do a simple search and then select '[] ADVANCED SEARCH', iDiscover will carry forward the search term you have already entered. Similarly, if you begin a search in [] ADVANCED SEARCH and then return to SIMPLE SEARCH, the search term will also be carried through.

2. Refining your advanced search

- Use the drop down boxes in the advanced search screen to define your search criteria in detail:



- You can use 'AND', 'OR' and 'NOT' as options for refining for each additional line within the search query.
- Select 'Any field' to choose from title, author/creator, subject or classmark.
- Select 'contains' to decide if the search should contain, be exact or start with the search word.
- You can add additional lines and criteria by selecting 'ADD A NEW LINE'.

Note: As you add new lines, the overall search query appears at the bottom of the screen:

- To remove your advanced search details, use: CLEAR .

- You can also limit results to:

- Library:** Choose from Books, eBooks, Online Resources, or a specific library
- Material Type:** Articles, Journals, Images, Audio Visual or All items
- Language:** A range of languages
- Publication Date:** Any year, a specific date, last year, last 2 years, last 5 years, last 10 years, last 20 years

Note: You can also use the filters in the 'Refine my results' area of the results page for precise dates (See Quick Guide: Refining, expanding and ordering your results).

- Click on SEARCH to retrieve your advanced search results.

3. Wildcard Searching

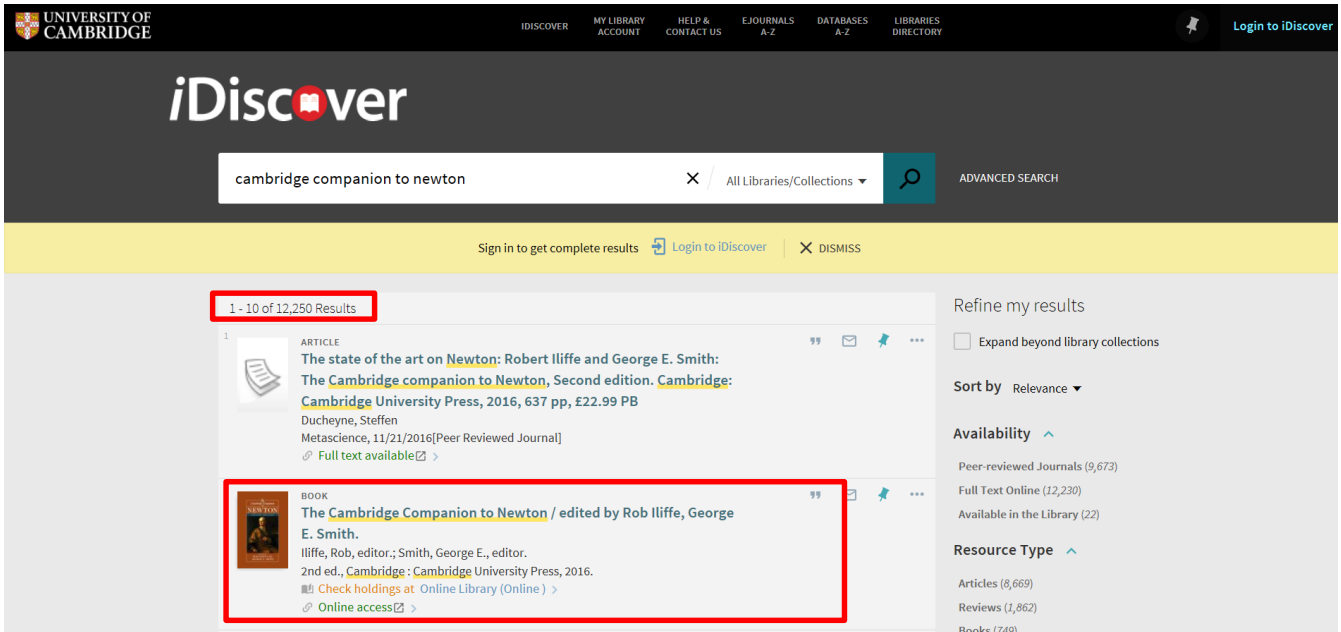
If you're not sure of a spelling, you can use a wildcard (?). For example, searching for organi?ation will retrieve results for both 'organisation' and 'organization'. The '?' can be used to replace one character. This works in both the simple and advanced search.

4. Truncation Searching

If you are not sure of a spelling (of multiple letters) or want to retrieve similar words (e.g. London, Londoner), you can use the '*'. A search for "parad* lost" will retrieve results for 'paradise lost', plus any results for e.g. 'parade lost'. This works in both the simple and advanced search.

5. List of results

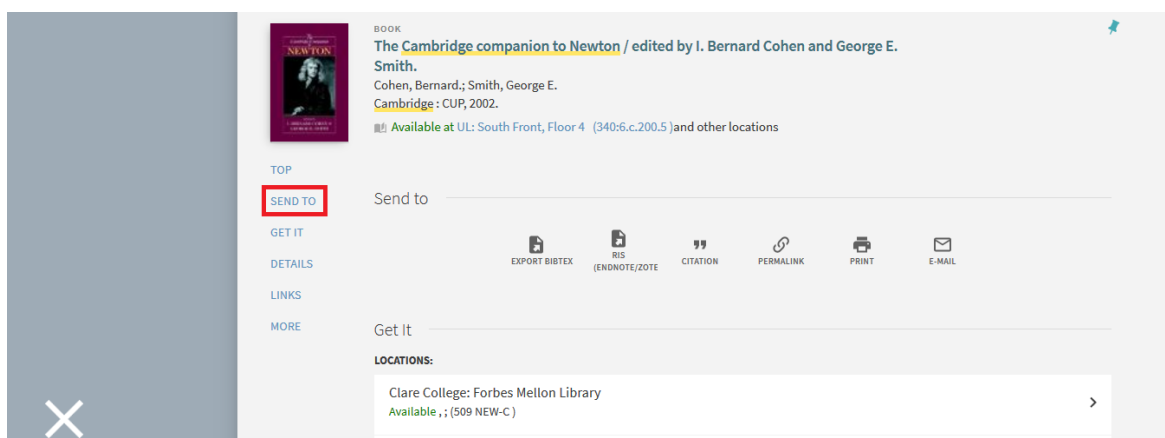
When you search for items, a list of results is displayed:



- The number of results and pages are shown in the top left of the screen.
- Each result has an icon (or book cover) followed by a brief description of the item.
- Result information includes: title, author, resource type (e.g. book, article, review). There are also links to see where the item is located or if it is available to access online as full text.




- Search results are paginated and there is a page-turner icon to turn to more pages and load more results (or click on the 'load more results' button which appears at the bottom of a page).
- Click on a record to view the detailed results information (you can also open results in a new window or tab by right clicking):

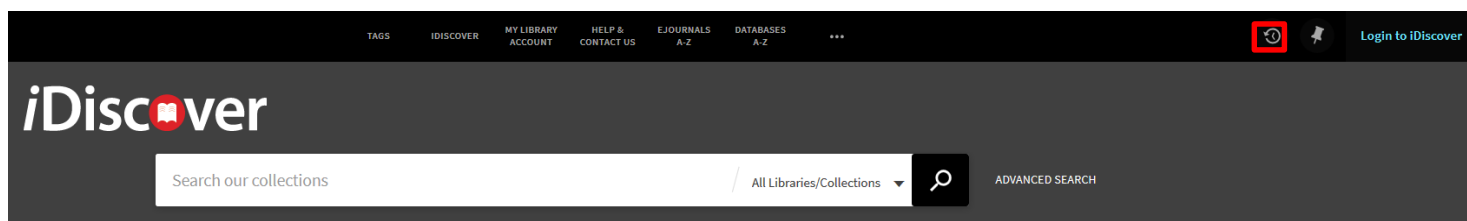


- To send details (as email, permalinks, citations or in RIS or BibTeX to reference managers) or print, use the icons in the 'Send to' section.

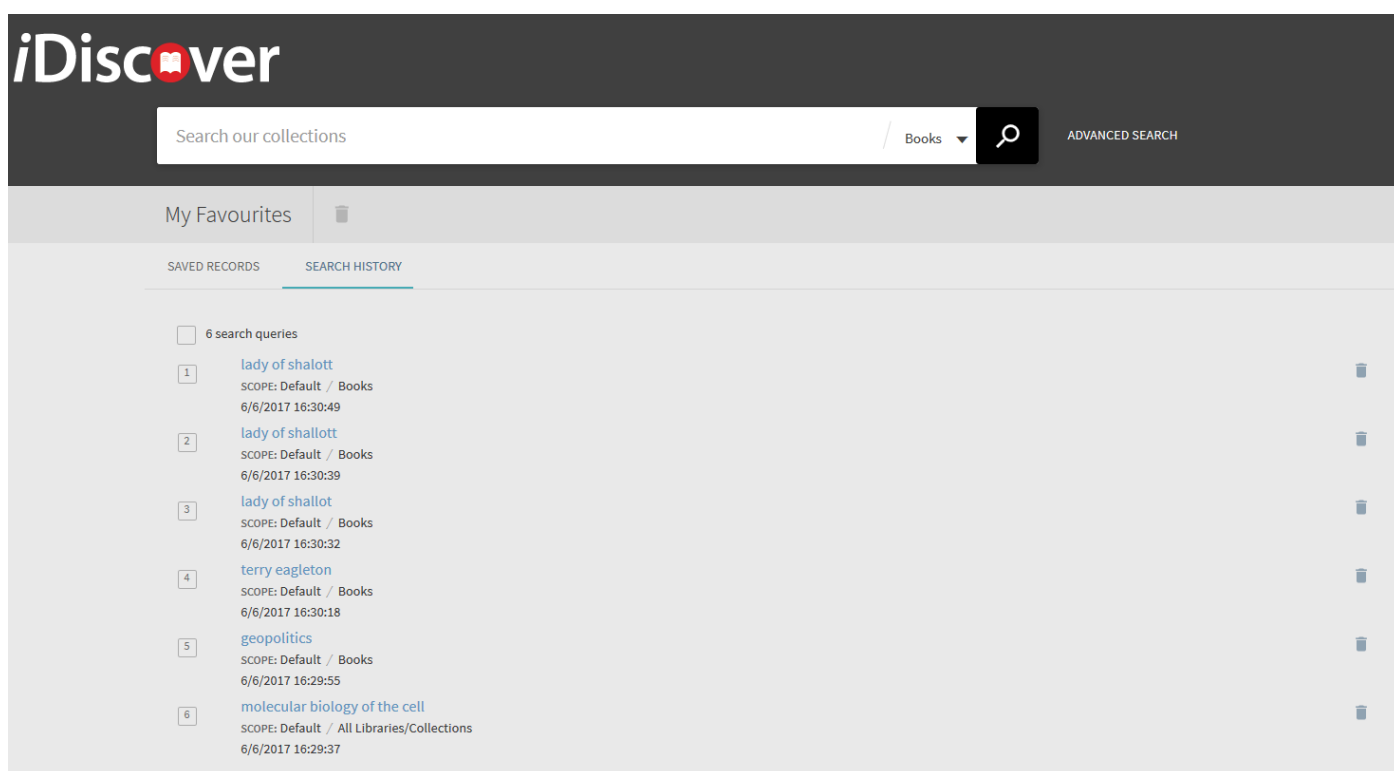
6. Search history

You are able to view the history of your search queries performed during a browser session. The information is lost when the browser is closed.

To view search history click the Search History button  from the top menu:





This will open the Search History tab on the My Favourites page.



From this screen you can see all searches performed during your current browser session.





You can perform the following actions on either a single search query or multiple queries:

- Perform the search again by clicking the title.
- Delete a single query by clicking the Delete button  next to the query.
- Delete multiple queries by selecting the queries and then clicking the Delete button  at the top of the My Favourites page.

If you are signed in you will also have the following options:

The screenshot shows the iDiscover interface. At the top, there is a search bar with the text "Search our collections" and a dropdown menu set to "All Libraries/Collections". To the right of the search bar is a magnifying glass icon and the text "ADVANCED SEARCH". Below the search bar is a "My Favourites" section with three icons: a pin, a crossed-out pin, and a trash can. Underneath are three tabs: "SAVED RECORDS", "SAVED SEARCHES", and "SEARCH HISTORY". The "SEARCH HISTORY" tab is active and shows a list of six search queries. Each query is numbered in a small box on the left. To the right of each query are two icons: a pin and a trash can. The queries are:

- 1 lady of shalott
SCOPE: Default / Books
6/6/2017 16:30:49
- 2 lady of shallott
SCOPE: Default / Books
6/6/2017 16:30:39
- 3 lady of shallot
SCOPE: Default / Books
6/6/2017 16:30:32
- 4 terry eagleton
SCOPE: Default / Books
6/6/2017 16:30:18
- 5 geopolitics
SCOPE: Default / Books
6/6/2017 16:29:55
- 6 molecular biology of the cell
SCOPE: Default / All Libraries/Collections
6/6/2017 16:29:37

- Save a query for future sessions by clicking the Pin button  next to the query.
- Save multiple queries for future sessions by selecting the queries and then clicking the Pin button  at the top of the My Favourites page.
- Remove a saved query by clicking the Pinned button  next to the query.
- Remove saved queries by selecting the queries and then clicking the Pinned button  at the top of the My Favourites page.