

# How to Use: Academic Search Complete

- Alfred C. O'Connell Library -

*Academic Search Complete* is an electronic database of articles and images in magazines, journals, newspapers, and reference books. It indexes more than 8,200 periodicals and provides full-text coverage for more than 4,700 titles. Topic coverage is broad. This database is a good resource to use after searching *General OneFile*.

## To begin:

1. Go the library web page: <http://www.genesee.edu/library/>
2. Click on **Databases A to Z**
3. Click on **Academic Search Complete**

## Advanced Keyword Searching:

1. You will automatically be placed in the **Advanced Keyword** search mode.

2. Type the word or words that best describe your topic in the **Search** box, then click on the **Search** button. Don't forget to use AND if you have more than one term.

3. *Academic Search Complete* will display the results, if any, for your search terms.

4. If there are no search results, try a different term; if there are too many search results, narrow your search by adding more words.

5. In addition to search terms, you can use the check boxes and drop-down menus to limit your search results to **Full-Text** only, **Peer Reviewed** only, to a specific **Published date**, **Publication Type**, **Language**, etc.

The screenshot shows the EBSCO Academic Search Complete search interface. At the top, there are navigation tabs: "New Search", "Publications", "Subject Terms", "Cited References", and "More". The search bar contains the text "migraines AND children". A callout box points to the search bar with the text: "Type the words that best describe your topic; For two or more words, use AND between words." Below the search bar is a "Search" button and a "Clear" button. A callout box points to the "Search" button with the text: "Click here to search." Below the search bar is a section for "Add the following to your search:" with a "Term(s):" input field and a "Field Codes" link. Below this is a "Search Options" section with "Search modes" (Boolean/Phrase, Find all my search terms, Find any of my search terms, SmartText Searching) and "Apply related words" checkboxes. Below that is a "Limit your results" section with checkboxes for "Full Text", "Scholarly (Peer Reviewed) Journals", and "Publication Type" (All, Periodical, Newspaper, Book). A callout box points to the "Add more words to narrow search." text. Below that is a "Language" section with a dropdown menu (All, Dutch, English, French). Below that is an "Image Quick View Types" section with checkboxes for "Black and White Photograph", "Color Photograph", "Graph", "Map", "Chart", "Diagram", and "Illustration". On the right side, there are checkboxes for "References Available", "Published Date from" (Month, Year), "Publication", "Document Type" (All, Abstract, Article, Bibliography), "Number of Pages" (All), "Cover Story", "Image Quick View", and "PDF Full Text".


## Viewing the results:

1. Click the title of the article to view the citation page, which includes the author and source information for the article as well as subject terms, an abstract (if available), and links to full-text (if available).
2. If full-text for an article is available, the citation will include links for **PDF Full Text** or **HTML Full Text**. Click the link to see the full-text of the article.
3. Clicking on the **Get Full Text** link will open a Get Full Text window showing a link/s to the full-text article if it is available in another database. If no full-text was found, you may request the article through Interlibrary Loan.

The screenshot shows the EBSCO Academic Search Complete interface. The search term is "migraines AND children". The results page shows three articles. Annotations with arrows point to various elements:

- "Click on a link to narrow results by publication type." points to the "Academic Journals" link in the "Narrow Results by" sidebar.
- "Click on the underlined title to access the article citation." points to the underlined title of the first article: "Residual and Persistent Adie's Pupil After Pediatric Ophthalmoplegic Migraine".
- "Click-hold and slide button to limit results by year published." points to the "Filter by Publication Date" range (1987-2009) on the right side.
- "Click on the Get Full Text link to find out if the full-text article is available in another database." points to the "Get Full Text" link for the first article.
- "Click on the full text link to access the full-text." points to the "HTML Full Text" link for the first article.

## Printing/Saving/E-mailing:

For HTML articles, use the  icons at the top of the article. **DO NOT USE** the print / save / e-mail icons that are part of your Internet browser. For PDF articles, use the appropriate buttons on the **Acrobat Reader** toolbar.

## Got Questions? Contact a Librarian:

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Chat	Click <b>Ask a Librarian!</b> then <b>Chat online</b> from the library's web page