

GETTING STARTED

Select Search Mode



- Proceed by choosing to conduct a Quick Search or Advanced Search.

Search Specific Subject Areas

- From either search method, select a subject area from the pull-down menu. Databases are grouped within four broad common subject areas:
 - *Arts & Humanities*
 - *Natural Sciences*
 - *Social Sciences*
 - *Technology*

Searching Across Subject Areas

- Click *Specific Databases*.
- Select one of the four broad subject areas from the pull-down menu or all subject areas for an alphabetical list of databases.
- Check the appropriate database(s).
- After all the appropriate databases have been chosen, click *Continue to Search*.

In addition to databases you selected, CSA Illumina automatically searches the *Web Resources Related to Your Search* and *Recent References* databases, displaying results if applicable.

Note: Often, direct access from your library's Web pages defaults to one subject or database, bypassing these choices.

Search Aids

Special symbols can expand the scope of your search.

- | Use | To |
|-----|---|
| * | Truncate. This expands a search term to include forms of a root word, e.g. patent* retrieves patent, patents, patentable, patented, etc. |
| * | Find an unlimited number of characters within a word, e.g. behavi*r retrieves behavior and behaviour. |
| ? | Find alternative spellings. The ? represents any single character; ?? represents two characters, and so on. Use within or at the end of a word, e.g. wom?n finds woman as well as women, and carbon fib?? finds records containing carbon fiber or carbon fibre. |

Boolean operators help define the relationships between words or groups of words.

- | Use | To |
|--------------------|--|
| AND | Narrow search and retrieve records containing all of the words it separates |
| OR | Broaden search and retrieve records containing any of the words it separates |
| NOT | Narrow search and retrieve records that do not contain the term following it. |
| no operator | Find words as a phrase, e.g. life stage transitions retrieves records containing the three words immediately adjacent to one another and in the same order. |
| () | Group words or phrases when combining Boolean phrases and show the order in which relationships should be considered, e.g. (mouse or mice) and (gene or pseudogene). |
| WITHIN "X" | Narrow a search by specifying a proximity relationship of fewer than "X" words between search terms. |
| NEAR | Narrow a search by specifying a proximity relationship of fewer than 10 words between search terms. |

Help

Online help is available by clicking *Help & Support* in the upper-right of most screens in CSA Illumina.

QUICK SEARCH

Use Quick Search to build and execute a simple search.

- Choose the subject area you want to search from the databases pull-down menu, or choose *Specific Databases* for an alphabetical listing of available databases.
- Enter the terms you want to search in the query box.
Note: Quick Search defaults to an anywhere search, looking for words in any field of the database record.
- Quick Search allows the use of Boolean operators AND, OR and NOT to broaden or narrow the search, as well as the use of quotation marks and truncation. Click **Search Tips** for more information.
- Indicate desired publication date using the **Date Range** pull-down list.
- Click **Search** to execute the search.

Quick Reference Card

ADVANCED SEARCH

Use Advanced Search to construct and execute more detailed, powerful searches.

- Enter the terms you want to search for in the query boxes, and choose the fields to search from the pull-down menu of field codes for each row. Rows may be added as needed to accommodate search terms. Terms may be linked using Boolean operators AND, OR and NOT, available from the pull-down lists between fields.
- Choose the subject area you want to search from the databases pull-down list, or choose *Specific Databases* for an alphabetical listing of available databases.
- Indicate desired publication date using the **Date Range** pull-down list.
- Search results may be limited by Latest Update, Journal Articles Only, or English Only. Some databases have additional limits.
- There are four display format options for results:
 - Short format (*title, author, source*)
 - Full format — with references
 - Full format — without references
 - Custom format
- Return results can be displayed in sets of 10, 25, or 50
- Search Tools at the bottom of the page provide access to advanced CSA Illumina search features. Please see the Search Tools tab for additional information.

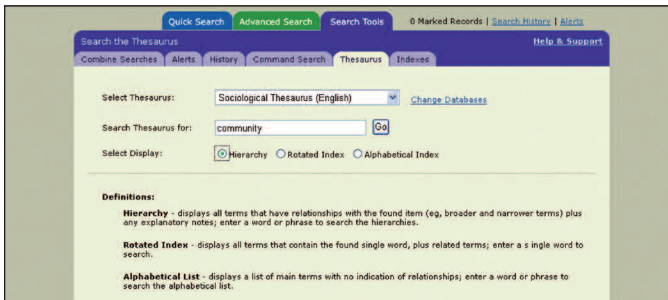
Command-Search

Users familiar with constructing nested Boolean searches and using field codes may opt to enter a search strategy in the **Command Search** box under Search Tools.

SEARCH TOOLS

Thesaurus

Use this feature to search for controlled vocabulary terms in a database.



A thesaurus provides a standard language or set of terms with which to describe a topic. Use thesaurus terms to help retrieve the maximum number of relevant documents.

- Select **Thesaurus** from the Search Tools tab either before or after a database is selected.
- Thesauri and term lists appear in a drop-list; available choice(s) are determined by the database(s) selected.
Note: More than one thesaurus or term list may apply, but you can search only one at a time.
- Browse for terms via a thesaurus hierarchy, rotated index or alphabetical display. Select **Hierarchy** to navigate the thesaurus through the hierarchical relationships between terms. **Rotated Index** searches for a single word regardless whether the word is the first, second, etc. word in a term. **Alphabetical Index** displays an alphabetical list without regard to hierarchy.
- Mark the box next to the terms you wish to search. Combine terms using OR or AND. Any term that has [+] next to it will have narrower terms; choose **Explode** to search for the main term and all narrower terms in the thesaurus hierarchy. Check boxes next to terms, then click **Remember Terms** to maintain a list of terms if you want to continue searching the thesaurus.
- When the Search button is clicked, the Descriptors field is then searched.

Note: Remember, because the terms are database specific, if you are searching multiple databases that use different thesauri, you may not retrieve records from all the databases.

Indexes

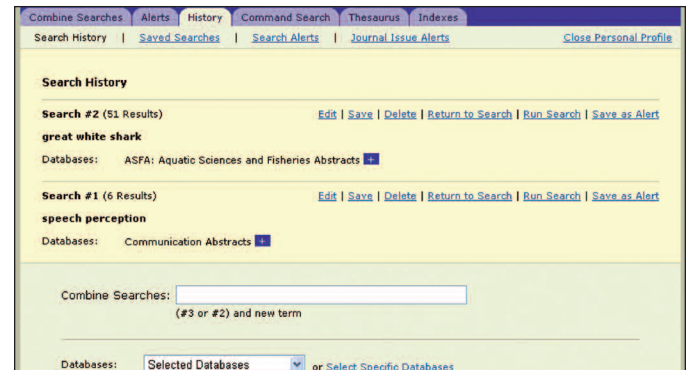
Most databases have three indexes: **Author Name**, **Journal Name**, and **Publication Type**. Some have additional indexes.

- Use the drop-down list to select an index. You'll be presented with an alphabetical listing of terms used in the specific field of the database. Mark the box next to the term you wish to search.
- Terms may be combined using AND or OR.

Combine Searches

CSA Illumina creates a numbered list of all the searches executed during a session. Combine these numbers, including the # symbol, with AND, OR or NOT to create a new search. New terms can also be added to the search strategy using AND, OR or NOT.

History



History displays a numbered list of all searches executed during a session. The searches can be:

- Edited
- Saved (up to 50 strategies can be saved) or Deleted
- Run (Return to Search displays the results without searching the databases again; Run Search searches the database again.)
- Saved as Alerts

Click **Saved Searches** to view searches already saved. Use the same email address and password for Search Alerts to log in. Saved Searches can be:

- Renewed at any time (A Saved Search expires after 6 months*) or deleted
- Saved as Alerts
- Searched again

Alerts

Create an account to use the Alerts option by clicking **New User?**, or if an account has already been created, enter your email address and password. The most recent strategy appears, which can be saved as an Alert, followed by a list of saved Alerts. An Alert can be:

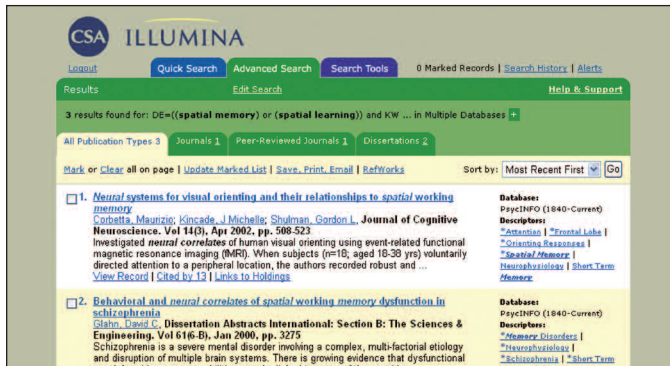
- Renewed at any time (Alerts expire after 6 months*) or Deleted
- Edited (terms and/or databases added or deleted)
- Searched

Up to 250 records per Alert will be emailed each week.

**CSA will email you a notice before an Alert or Saved Search expires. In the email will be an option to renew or delete the Search or Alert.*

SEARCH RESULTS

Review results from a Quick Search or Advanced Search.



By default, results appear in a combined list of databases. To show the results for each specific database:

- Click **+** next to the number of results and the search query statement. The expanded list provides the name and number of records retrieved from each database.
- Click on the hyperlinked numbers to the left of each database name to limit your results by database.
- Click **-** to return to the combined list.

Note: The combined list removes duplicate records appearing in multiple databases. It is possible to view duplicate records if desired.

The results page automatically separates the results into publication types. They are listed in tabs across the top of the results. To limit your search by publication type:

- Click one of the tabs or click on **More** to see a complete list of publication types.

Note: The aggregate number of records by publication type may exceed the total number of retrieved results because documents may fall into more than one publication type category.

Refining Your Search Strategy

At the bottom of the results page, your search and previous parameters are still visible. To refine your search strategy:

- Modify or correct your search.
- Change the date range and display options.
- Click **Search**.

QuikBib

From the **Save, Print, Email** feature you may also generate a bibliography of the marked records using **QuikBib**:

- Click **Save, Print, Email**.
- Select the document format.
- Select a bibliographic style.
- Click on the create button to format the bibliography.

Saving Search Results



To check or mark individual records for saving, printing or emailing:

- Check the box at the top left of the desired record or use the **Mark** link at the upper left hand corner of the results page to select all the records on a page.
- Click **Save, Print, Email**.

To save, print, or email up to 500 records (or as many as you'd like in batches of 500):

- Click **Save, Print, Email**.

Document Acquisition Features

Document acquisition tools appear for each record. Applicable options* customized by your library are provided both on the results list and the full record.

Links to Holdings

This feature allows you to search your local library holdings for the document.

Full-Text — Retrieve Electronic Full-Text

This feature allows you to connect to your local library's subscriptions to electronic full-text journals from a wide variety of publishers.

ILL Request — An Interlibrary Loan Request

This feature provides an email form requesting the document via your library's ILL department.

Order — Acquire Through Document Delivery

This feature provides links to commercial document delivery services.

**Note: Options vary depending upon subscriber preferences. To establish links, contact support@csa.com for set-up instructions.*

SEARCH TIPS

Author Name The format of authors' names varies from database to database, and sometimes within a database.

For example:

Lastname, AB
 Lastname, A B
 Lastname, Firstname B
 Lastname, A Firstname

The best way to search for an author is to use the indexes provided:

- Under Search Tools, click the *Indexes* tab.
- Select a subject area.
- Choose a database and author index using the drop-down menu, next to *Select Database & Index:*
- Enter the name or first part of the name in the *Search the Index* box and click *Go*.
- Mark the names of interest.
- Click the *Go* button in the left margin.

For co-authors, it is usually sufficient to use just the last names, e.g. **wilson and swanson**

Use ? and * to find multiple spellings, e.g. **col*r** retrieves color or colour

Acronyms Include in your criteria, the terms spelled in full as well, e.g. **pcr or (polymerase chain reaction)**

Source Journals Use the Indexes feature under Search Tools to discover if a database has a journal name index. If so, use this to find the journal name(s) and perform a search.

Note: Many records contain abbreviated versions of source journal titles. These abbreviations are reflected in the journal index for the database.

Subject Search Use the Keywords (KW=) field for a comprehensive search of all the fields that contain index terms such as Descriptors and Identifiers, as well as the Title and Abstract fields.

SUMMARY LIST OF FIELD CODES & NAMES

For a complete list see

www.csa.com/support/fields.php

Keywords (KW=)	Classification (CL=)	Patent Number (PN=)
Author (AU=)	Editor (ED=)	Publisher (PB=)
Title (TI=)	Environmental Regime (ER=)	Publication Type (PT=)
Abstract (AB=)	Identifiers (ID=)	Publication Year (PY=)
Descriptors (DE=)	Input Center (ASFA) (TR=)	Report Number (RP=)
Source (SO=)	ISBN (IB=)	Subfile (SF=)
	ISSN (IS=)	Summary Language (SL=)
Accession Number (AN=)	Language (LA=)	Target Audience (TA=)
Agency (AG=)	Material (ML=)	Update (UD=)
Author Affiliation (AF=)	Notes (NT=)	
Corporate Author (CA=)	Other Numbers (NU=)	
Conference (CF=)	Original Title (OT=)	