GETTING STARTED

Select Search Mode

- Proceed by choosing to conduct a Quick Search or Advanced Search.
- From either search method, select a database from the pull-down menu. Databases are grouped within four broad common subject areas: *Arts & Humanities*, *Natural Sciences*, *Social Sciences*, and *Technology*.

Desktop Shortcut

To create a convenient way to return to CSA Illumina for further research, you can create a desktop shortcut for the database or databases that you've selected to search. This shortcut will log you into CSA Illumina using your currently selected search mode and databases.

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 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.

Help

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

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. h*ophilia retrieves haemophilia and hemophilia, and behavi*r retrieves behaviour and behavior.
?	**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.

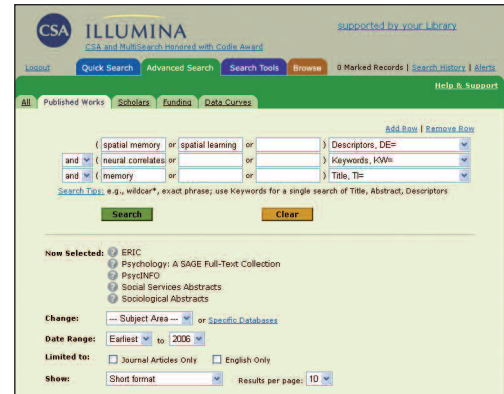| Use:	To:
AND	Narrow search and retrieve records containing **all** of the words it separates
OR	Broaden search and retrieve records containing **any** of the words it separates
no operator	Find words as a phrase, e.g. life stage transitions retrieves records containing the three words immediately adjacent to one another and in the same order.
NOT	Narrow search and retrieve records that do not contain the term following it.
( )	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 *n*	Narrow a search by specifying a proximity relationship of fewer than *n* words between search terms, e.g. technology within 5 art.
NEAR	Narrow a search by specifying a proximity relationship of fewer than 10 words between search terms, e.g. housing near crisis.

8/06

QUICK SEARCH

Use Quick Search to build and execute a simple search.
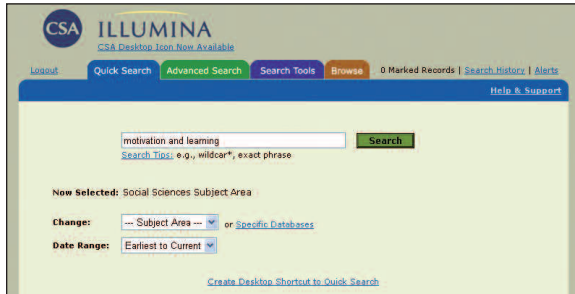
- Choose the subject area you want to search from the databases pull-down menu, or choose *Specific Databases* for an alphabetical listing of available databases.
- Enter the terms you want to search in the query box. *Note: Quick Search defaults to an anywhere search, looking for words in any field of the database record including full-text.*
- 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.

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.

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 menu, or choose *Specific Databases* for an alphabetical listing of available databases.
- Indicate desired publication date using the *Date Range* pull-down menu.
- Search results may be limited by Latest Update, Journal Articles Only, or English Only. Some databases have additional limits.
- For users whose subscription package includes Community of Scholars or other non-bibliographic resources, some additional Advanced Search options are offered. Click one of the tabs above the search rows to find additional limit options that apply to each resource.
- 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.

8/06

SEARCH TOOLS

Thesaurus

Use this feature to search for controlled vocabulary terms in a database.
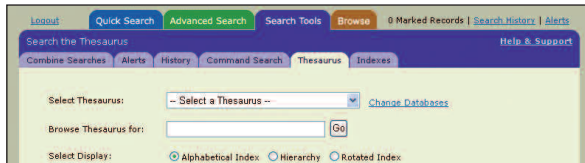
A thesaurus provides a standard language or set of terms with which to describe a topic. Use thesaurus terms to help retrieve the maximum number of relevant documents.

- Select *Thesaurus* from the Search Tools tab after a database or subject area 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 an alphabetical index, a thesaurus hierarchy, or rotated index. *Alphabetical Index* displays an alphabetical list without regard to hierarchy. 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.
- Mark the box next to the terms you wish to search. Combine terms using OR or AND. Any term that has [+] next to it has 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
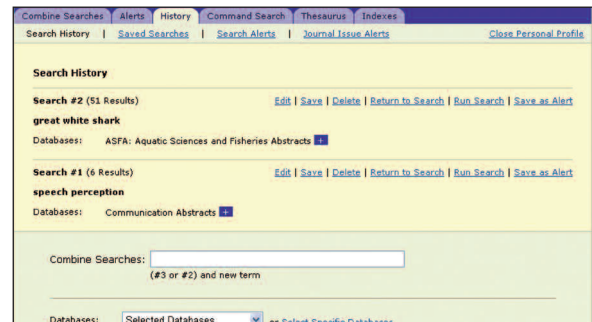
History displays a numbered list of all searches executed during a session. The searches can be:
- Edited
- Saved or Deleted
- Run (Return to Search displays the results without searching the databases again; Run Search searches the database again.)
- Saved as Alerts (Click *Saved Searches* to view searches already saved. Use the same email address and password for Search Alerts to log in.)

Saved Searches can be:
- Renewed at any time (Saved Searches expire after 6 months*) or Deleted
- 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 TOOLS *Continued*

Browse Tab

Use this tab to browse titles of journals and books hosted on CSA Illumina.
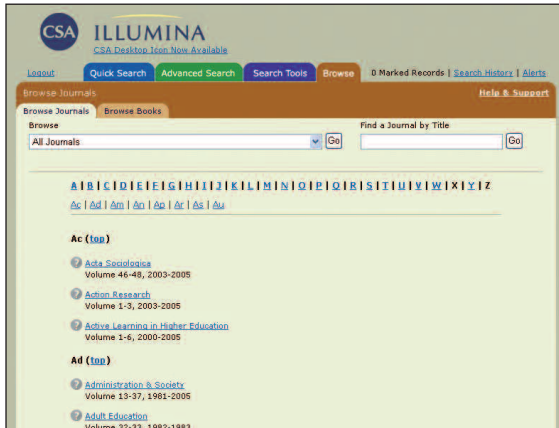
Journals hosted on CSA Illumina can be browsed by individual issues. After clicking the *Browse* tab, activate the pull-down menu to list your subscriptions to full-text collections. Selecting All Journals allows browsing of all your organization's journals on CSA Illumina.

After selecting a full-text collection or All Journals, a list of journal titles from the collection is displayed in alphabetical order. To find a specific journal, use the Find a Journal by Title box on the right. Typing any word from a journal title produces a list of titles containing that word, no matter where the word appears in the title.

Clicking on an individual title leads to a listing of available volumes and issues for that journal. Clicking on the link to a particular issue leads to the table of contents and links to full-text for that issue.

Clicking on the *Browse Books* tab allows *PsycBOOKS* subscribers to browse a list of books hosted on CSA Illumina. Clicking on an individual title allows users to view the table of contents for that book and access links to full-text.

SEARCH RESULTS

Review Results

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 display 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 retrieved records by data type. The types are arranged in two rows of tabs above the record display. The top row indicates the overall type of data retrieved, such as published works, illustrations, details about scholars, funding opportunities, Web sites, and even interactive data sets. The bottom row of tabs divides the published works into different publication types such as peer-reviewed journals, conference literature, books, etc.
• Click on one of the tabs to display your results by data or publication type.

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.
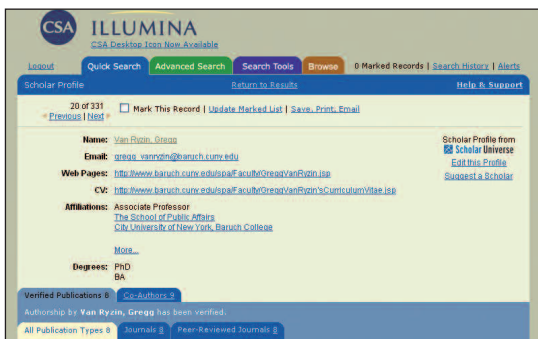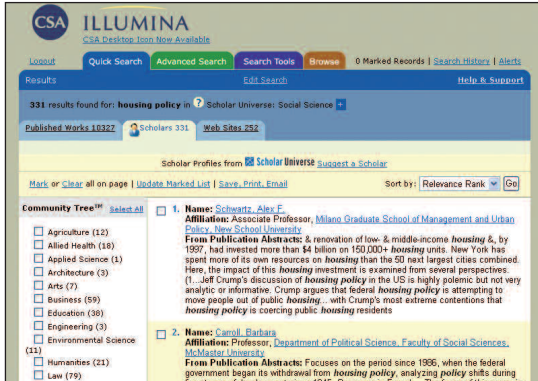
Refining Your Search Strategy

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*.

8/06

SEARCH RESULTS *Continued*

Scholar Profiles

For users whose subscription package includes Community of Scholars, profiles of active academic scholars are provided as an additional resource to enhance your research. Profiles include current contact information, educational background, Web site, link to CV, research interests, and verified publication lists, as available.

- Click on the *Scholars* tab in the top row of resources across the top of your search results to access scholar profiles.

Save, Print, Email, Export Results
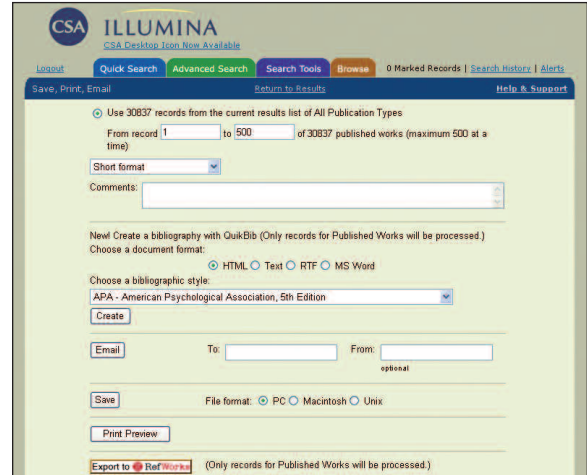
Use the Save, Print, Email function to output your records. You can output your marked records, or choose a complete range of up to 500 records.

- From the results list, click on *Save, Print, Email* your records.

QuikBib

You may use QuikBib to create a bibliography of your records.

- Choose a document type and then choose a bibliographic style.
- Click on *Create*.

Export to RefWorks

Export to RefWorks

- Export your records to RefWorks, an online research management, writing, and collaboration tool.

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.

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

OpenURL Resolver — Retrieve Electronic Full-Text from Multiple Databases
This feature allows you to connect, with one click, to all your local library's sources in order to locate specific documents. These sources can include library catalogs, full-text repositories, and other Web resources and services.

ILL Request — An Interlibrary Loan Request
This feature provides an email form or link requesting the document via your library's ILL system.

Order — Acquire Through Document Delivery
This feature provides links to commercial document delivery services.

8/06

SEARCH TIPS

Below are listed a few of the ways to search so that the results are more focused and relevant. Understanding that the data may vary in its format from database to database is important in order to get complete results. Using the Indexes under Search Tools is the way to see all listings of variant entries of authors, journals, and publications types. Additional Indexes may be available depending on the database.

Author Name
Author names may appear in the following ways:

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

The best way to search for an author is to use the Author Name index (see "Indexes).

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

Source Journals
Again, using the Indexes feature under Search Tools, select 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.

Publication Types
Publication types differ from database to database, use the Indexes feature to search for a publication type specific to that 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.

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

Also, multiple spellings of a word can be retrieved by using "?" or "*", e.g. **col*r** retrieves color or colour

Field Codes and Names
Databases can be searched using specific field codes, e.g. Title is TI= (do not put a space after the field code before the equal sign). Some databases have unique field codes that can also be searched, e.g. in some of the Technology and Research Databases, Classification is CL=, which can produce very focused search results. When searching in the Advanced Search screen, a pull-down menu displays all of the searchable Field Codes for that particular database. Also, the database Factsheet will give you a complete listing of searchable Field Codes.

8/06