

# The Online Library

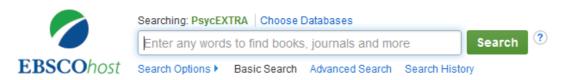
Senate House Library, University of London



Produced by the American Psychological Association (APA), PsycEXTRA is a bibliographic and full-text companion to the scholarly PsycINFO database. The document types included are technical, annual and government reports, conference papers, newsletters, magazines, newspapers, consumer brochures and more.

This guide is intended to help you start searching the database and to save, print or email articles you find. You can get further help by clicking on this icon while you are in the database.

### Searching



There are Basic and Advanced Search options. Take a few moments to have a look at these different screens, and see which works best for you and the research you are doing.

#### The Basic Search Screen

Search Modes and Expanders	
Search modes ?  Boolean/Phrase Find all my search terms Find any of my search terms SmartText Searching Hint	Apply related words  Also search within the full text of the articles  Apply equivalent subjects

#### **Search Modes**

Within the Basic search screen you can conduct your search in different ways using the search modes. Click the icon within the database for further help.

**Boolean/Phrase** – If this is selected you can use AND, OR and NOT in the search box to refine your search. It also allows you to use quotation marks for an exact phrase.

**Find all of my search terms** – adds AND to all search terms entered (e.g. web AND accessibility).

Find any of my search terms – adds OR to all search terms entered (e.g. web OR accessibility).

**SmartText Searching** - You can copy and paste chunks of text (up to 5000 characters including spaces) to search for results.

**Apply related words** - includes synonyms (words with the same or a similar meaning) and plurals of search terms.



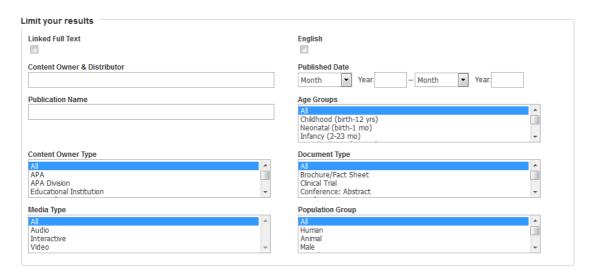
## The Online Library

Senate House Library, University of London

**Also search within the full text of articles** - select this to look for your terms in the whole article not just the abstract and citation.

**Apply equivalent subjects** – when your search term matches a known concept, the search is expanded to include that concept. For example if you search 'workplace injury', the search will also include results for 'work-related injuries' and 'occupational injuries'.

#### Limit your results

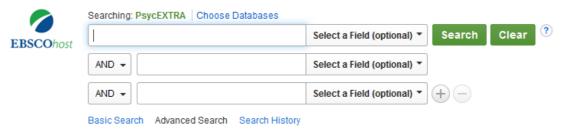


You can narrow down your search by placing limits on it.

- Linked Full Text select if you want to search the texts of articles in other EBSCO databases
- Publication Name if you want to limit your results to a specific journal, put the name of the journal
- English select if you only want materials in English
- Published Date use if you want to search a specific time range

Select from the drop down menus and hold down the 'Ctrl' key to select more than one. Use these to tailor your search to fit the topic you are studying, for example you can search for studies or articles about a particular age group and using a certain methodology.

#### **Advanced Search**



Advanced Search allows you to narrow or expand your search results more easily by using AND, OR or NOT. You can also select a field, such as title, author or keywords. Click the + symbol to add more rows.

As with the Basic Search you can use the 'Search Modes' and the 'Limit Your Results' feature.

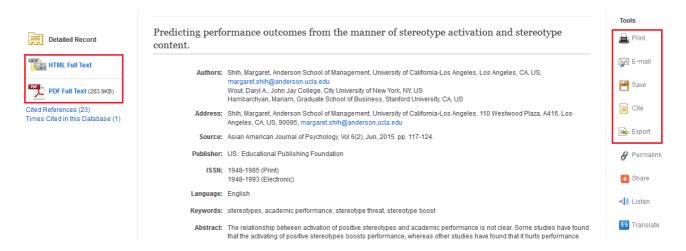


## The Online Library

Senate House Library, University of London

### Viewing, printing and saving

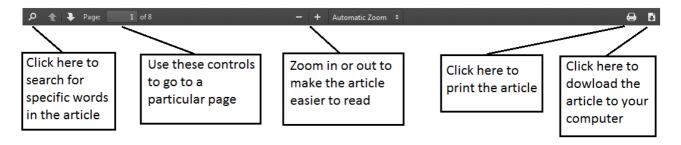
From the results list click the title of the article you want to print. The article below is available in 2 different formats. Click on **HTML Full Text** or **PDF Full text** on the left side of the page to open the file.



On the right side of the page there are several tools you can use, such as printing, emailing and saving the article. Click on **Cite** to see how to cite the article according to different referencing systems. Click on **Export** to export the citation of the article to reference management software such as EndNote. Click on **Add to Folder** to add to your personal folder of articles on EBSCO.

#### **PDFs**

Once you have opened the PDF you should see a toolbar at the top of the page.



## **Further help**

If you need any help whilst using PsycARTICLES click on the question mark icon or you can also access help on the top right hand of the screen



Or please contact the Online Library on +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT), by email on

OnlineLibrary@shl.lon.ac.uk
or by the enquiries form at
http://onlinelibrary.london.ac.uk/about/contact-us