




# The Online Library

## Quick Start Guide- Academic Search Complete



Academic Search Complete is the worlds most valuable and comprehensive scholarly, multi-disciplinary full-text database, with nearly 9000 full-text journals, including more than 7,700 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 13,600 journals.

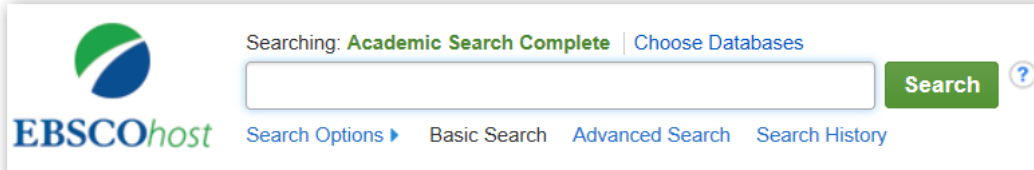
This guide is intended to help you start searching the database and to save, print or email articles you find.

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.

### Basic Search



Searching: **Academic Search Complete** | [Choose Databases](#)

[Search](#) 

[Search Options](#) [Basic Search](#) [Advanced Search](#) [Search History](#)

**Locating a journal article-** if you know the title of the article and author you can enter these details in the basic search box to retrieve the full text. Alternatively, Enter your search keywords into the basic search box. Under the search box, search options are given to allow you to make improvements to your search.



## Search Options

Search Options Reset

**1** 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

**2** Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication

Number of Pages  All

References Available

Published Date  Month  Year:  - Month  Year:

Publication Type

All

Periodical

Newspaper

Book

Image Quick View

Image Quick View Types

Black and White Photograph

Color Photograph

Graph

Map

Chart

Diagram

Illustration

Search

### 1. Search modes and expanders

- **Boolean/Phrase** – Supports the use of AND, OR and NOT and also allows you to use quotation marks for an exact phrase.
- **Find all 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** - 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.
- **Also search within the full text of the articles** - select this to look for your terms in the whole article not just the abstract and citation.
- **Apply equivalent subjects** - Make your search more precise by matching your search terms to known subject keywords.



# The Online Library

## 2. Limit your results

Make your search more precise by placing limits on it. Some of the most useful options are:

- **Full Text** - If you only want to view items where the full text is available
- **Scholarly (Peer reviewed) Journals** - Limits to journals reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.
- **Publication** - to only show results from a specific publication title.
- **Published Date** - Use this option to search for articles within a specified date range.
- **Publication Type** - Select whether the results come from journals, newspapers, books etc.

The **Advanced Search** feature contains additional search limiters such as by Document Type and Language.

Select the  icon within the database for further help with searching.

### Browsing

Select '**Publications**' from the top menu to view an alphabetical list of the all the titles within the database. The entry for each journal contains information about whether the full text is available, and whether this is in PDF and/or HTML format.



Or you can **search the list of publications**

A search interface for 'Publications'. It has a title 'Publications' and a subtitle 'Browsing: Academic Search Complete -- Publications'. Below the subtitle is a search input field and a 'Browse' button. At the bottom, there are three radio button options: 'Alphabetical', 'By Subject & Description' (which is selected), and 'Match Any Words'.

- **Alphabetical** – This search type finds journals beginning with the letters entered. Results are displayed in alphabetical order.
- **By Subject & Description** – This search type allows users to simultaneously search the subject, description and title fields of a journal.
- **Match Any Words** – This search type finds publications containing one or more of your terms.



## Printing, saving and emailing your results

From your results list click on the title of the article you wish to print.  
The full text of the article below is available in 2 different formats (please note that not all articles in the database are available in both formats).  
Select on **HTML Full Text** or **PDF Full text** to open the file.

The screenshot shows a library record page. On the left, there are links for 'Detailed Record', 'MARC Record', 'HTML Full Text', and 'PDF Full Text (1.4MB)'. The 'HTML Full Text' and 'PDF Full Text' links are highlighted with a red box. Below these is a 'Find Similar Results' button. The main content area displays the article title 'FROM THE STOREROOM TO THE BOARDROOM.' and various metadata fields: Authors (Larkin, Howard), Source (H&HN: Hospitals & Health Networks, Oct2004, Vol. 78 Issue 10, p64-68. 4p. 3 Color Photographs), Document Type (Article), Subject Terms (\*HOSPITALS -- Risk management, \*MEDICAL personnel -- Malpractice, \*MEDICAL errors -- Prevention, \*MEDICAL technology, \*RISK managers), NAICS/Industry (423450 Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers), Codes (339113 Surgical Appliance and Supplies Manufacturing, 339112 Surgical and Medical Instrument Manufacturing), Abstract (Discusses the role of risk management in preventing health care malpractice...), Full Text Word Count (1883), ISSN (1068-8838), and Accession Number (14860097). On the right, a 'Tools' menu is highlighted with a red box, containing icons for 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', 'Share', 'Listen', and 'Translate'.

### HTML Full Text

**Save-**select 'Save' from the right hand menu

**Print-** select 'Print' from the right hand menu

### PDF Full Text

**Save-** Open the PFF and click on the Save icon

**Print-** Open the PDF and click the Print icon



**The Tools menu** on the right hand side of the page

- **Add to folder-** saves the citation of the article so you can export it to reference management software
- **Print-** Print's citation information and the full text HTML where available. To print PDF's see above
- **E-mail-** send the article by email. If there is a PDF this can be attached to the email.



# The Online Library

## Help and Support

If you need any help whilst using Academic Search Complete click on the question mark icon.

Or please contact the Online library Enquiry Service:

By **Telephone**: +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT)

By **email** at: [OnlineLibrary@shl.lon.ac.uk](mailto:OnlineLibrary@shl.lon.ac.uk)

By submitting the **Enquiries Form** at:

<http://onlinelibrary.london.ac.uk/about/contact-us?>