One Search: Hints and Tips

**Search Library Resources**

![Search Library Resources]

**Search Tips**

**Truncation**
Type * at the point where word endings might vary.
Example: Type parent* to search for parenting, parental, parentless.

**Wild cards**
Type ? in the middle of phrase or word to search for any one-character variation on that combination.
Example: Type Ols?n to search for Olsen or Olson.

**Phrases**
Use quotation marks to search for word strings or phrases.
Example: Type "standardized test" to look for sites that use the words as a phrase.

**Boolean operators**
Use AND between keywords to narrow your search. Example: Type paint and wallpaper.
Use OR between keywords to broaden your search. Example: Type paint or wallpaper.

**NOT case sensitive**
Use any variation of capitalization.
Example: Searching "white house" and "White House" brings same results.

**Advanced Search**
Use the advanced search for options called Search Fields such as ISBN and Subject and additional rows for Boolean operators.

**Search History**
Rerun searches from the same session. Sign in to set up alerts and RSS feeds for favorite searches.

**Find eBooks only**
Use the left menu. Select Source Types/Show More. Scroll through the box to eBooks.

**Journal Title only**
Use the eJournal tab or the Library tab/Quick Links/Journal Finder.

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**What One Search does**

Searches simultaneously across the library catalog, 80-85% of our databases, e-reference works, archives, government documents

Can limit search to peer-reviewed materials and online availability and refine search through more than half a dozen types of filtering

Uses familiar database searching and layout

Can expand your search beyond our library

Can focus your search on a discipline

Provides MLA and APA citations

Saves items to export to RefWorks or email to yourself

Can save searches to keep current through RSS feeds or alerts through email

Provides a mobile version for phones (iPad uses full version)

Finds known materials when you have just partial information such as a DOI

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**One Search does not ...**

Search course reserves (Use the catalog instead)

Renew your books (Use My Library to renew books)

Evaluate your sources

Create a perfectly formatted bibliography

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**Additional Tips**

After you've run your search, the powerful left menu lets you refine, limit and filter.

Add the search to a folder. Grab a permanent link to your search. Set up a search alert.

See detailed record

Save to folder

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