

One Search: Hints and Tips

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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

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

Search Library Resources

One Search Catalog Website

Search

Searches articles, books, digital collections, and more. One Search, powered by EBSCO Discovery Service

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 search

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

After you've run your search the powerful left menus let 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