

SEARCH GUIDE: SCOTTISH RETAILING BIBLIOGRAPHY

- Simple Search
- Advanced Search
- Search Results

Simple Search

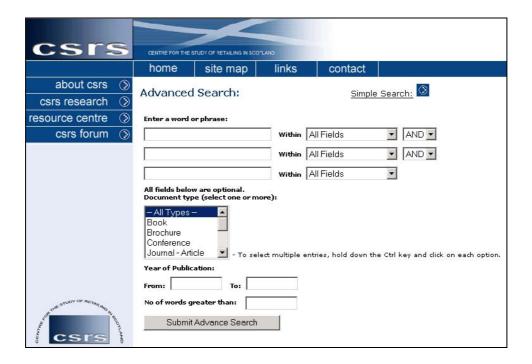


- 1. Select a **search type** from the drop down list provided (All Fields, Abstract Description, Author, Title, Journal Title)
- 2. Enter search word or phrase in the box provided
 - You cannot type a list of words or connect words with Booleans (AND, NOT, OR). Use the 'Advanced Search' for this type of search.
 - Truncation is implied (e.g. the word *shop* will return results including *shop*, *shops*, *shopping*)
 - Invert author names (e.g. Sparks, Leigh)
- 3. Click the search button to begin

Submit Simple Search

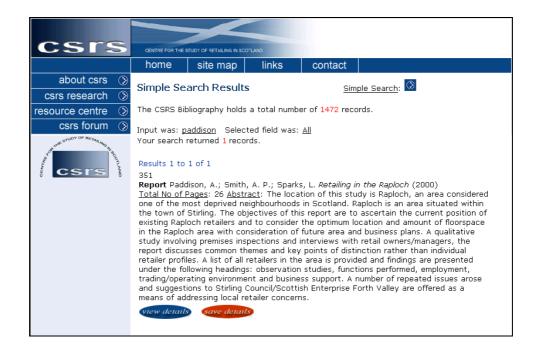


Advanced Search



- 1. Enter search word(s) or phrase(s) in the box(es) provided
 - Truncation is implied (e.g. the word *shop* will return results including *shop*, *shops*, *shopping*)
 - Invert author names (e.g. Sparks, L)
 - Select a Boolean operator (AND, OR, or NOT) to combine search terms
- 2. Select a **document type** from the drop down list provided (All Fields, Abstract Description, Author, Title, Journal Title)
- 3. **Narrow your search** by typing further search terms, and selecting search types and Boolean operators
 - You can also narrow your search by typing in year(s) of publications.
 - Word number boundaries can be imposed to limit your search results. However this is only available for searches in newspaper or trade periodicals.
- 4. Click the **search button** to begin Submit Advance Search

Search Results



- 1. The number of records produced by your search is listed followed by the search results presented in document type order with 10 results to a page.
- 2. An **overview** of the record is listed. This includes the Document Type, Author, Title, Year, Total No of Pages and Abstract (where available).
- 3. You can view all details for a record by selecting



4. You can save details for a record in *.html or *.txt format by selecting

