

BASIC LEGAL RESEARCH SERIES Searching in FirstSearch

What is FirstSearch?

FirstSearch is an electronic resource for locating articles and books from 25 databases in a wide range of subjects.

How do I access FirstSearch?

Open your browser to the Law Library's homepage at www.law.fsu.edu/library. (1) Select **Research Resources** from the middle menu bar. (2) Click on **Databases by Title** under Interdisciplinary Research Databases. (3) Type in **FirstSearch** in the textbox under Search for a Database. (4) Click on either **ERIC (First Search)** or **MEDLINE (First Search)**. You are taken to the Advanced Search screen. (5) Click on **Home** on the top-left corner to select a database or multiple databases to search.

How do I search in Basic mode?

Select one database to search or several at one time.

A. To search one database, select the database from the **Select a Topic or Database** drop-down menu. Enter search terms and then click Search.

The screenshot shows the search interface with a search box labeled "Search for:" and a dropdown menu labeled "In: - Select a Topic or Database -". Below the search box are "Search" and "Clear" buttons. At the bottom, there is a "Jump to Advanced Search:" dropdown menu with the text "- Select a Database to Search -".

To search one database, click down arrow and select database from the drop-down menu.

B. To search multiple databases simultaneously from one topic area, select the topic from the Topic or Database drop-down menu. Enter search terms and then click Search. From the database list, select up to three databases. Then click the Select button. Click Search.

The screenshot shows the search interface with the "In:" dropdown menu open, displaying a list of topics and databases including "Conferences & Proceedings", "Consumer Affairs & People", "Education", "Engineering & Technology", "General", "General Science", "Life Sciences", "Medicine/Health, Consumer", "Medicine/Health, Professional", "News & Current Events", and "Public Affairs & Law".

To search multiple databases from the same topic, select topic from the drop-down menu.

The screenshot shows the search interface with the "Topic area:" dropdown menu set to "Public Affairs & Law". Below the search box is a table of databases with checkboxes for selection.

Select	Est. Results	Database	Description	Updated	Full Info Text
<input checked="" type="checkbox"/>	340	WorldCat	OCLC catalog of books and other materials in libraries worldwide	2005-02-16	i
<input type="checkbox"/>	140	AltPressIndex	Indexes journals covering cultural, economic, political & social change	2005-02-14	i g
<input checked="" type="checkbox"/>	430	FactSearch	Facts and statistics on topics of current interest	2005-02-08	i g
<input checked="" type="checkbox"/>	100	International	Database chronicling global public policy and social issues	2005-01-27	i g
<input type="checkbox"/>	30	Florida	OCLC catalog of books and other materials in Florida libraries		i
<input type="checkbox"/>	30	ERD	ERIC collection of scholarly journals (Browse Journal Titles)	2005-02-14	i g
<input type="checkbox"/>				2002-12-10	i
<input type="checkbox"/>				2005-02-09	i

Then, select up to three databases to search simultaneously.

- C. To search multiple databases simultaneously from the entire list of FirstSearch databases, select **List All Databases** or select **Databases** on top. Select up to three databases and click **Select**. Enter keyword, author, or title keywords in textbox. Click **Search**.



To select multiple databases from entire list of databases, click **LIST ALL DATABASES**.

Search for:

In:

Jump to Advanced Search:

Select up to three databases by marking check

Select	Database	Description
<input type="checkbox"/>	AHSerch	Arts and Humanities Citation Index
<input checked="" type="checkbox"/>	AltPressIndex	Indexes journals covering cultural, economic, political & social change
<input type="checkbox"/>	AltPressIndexArchive	Index of journals (1969-1990) covering cultural, economic, political & social change
<input checked="" type="checkbox"/>	ArticleFirst	OCLC index of articles from the contents pages of journals
<input type="checkbox"/>	BasicBIOSIS	Basic information about biology and other life sciences
<input type="checkbox"/>	BusDateline	Regional information vital to businesses

How do I search in the Advanced mode?

Search for:

In:

Jump to Advanced Search:

- To access the Advanced search screen, first **Select a Database to Search** from the scroll down list under **Jump to Advanced Search**.
 - To select one or more databases, use same strategy as in Basic mode. See above.
- Enter your search term(s) in the **Search for** dialog box. Use one dialog box for each concept.
- Click on the down-arrow beside the field box and select the field you wish to search. If you do not select a field to search, it will default to the keyword search that generally searches the subject, title, abstract, and notes fields.
- Select the Boolean operators (AND, OR, or NOT) in the drop-down menu box.
- If desired, limit your search to date, document type, language, or library.
- Click **Search** button.

Search Tips:

WILDCARDS (OR TRUNCATION)

- To search on part of word, use a question mark (?) as a truncation indicator. (E.g. *immigra?* will bring up records with the key term *immigration*, *immigrant* or *immigrants*.)
- Use the plus sign (+) when you want to search the singular and plural word forms (e.g. *refugee+*).
- Use an asterisk (#) to search for variations of key terms. (E.g. use *wom#n* to find *women* or *woman*.)

SEARCH OPERATORS

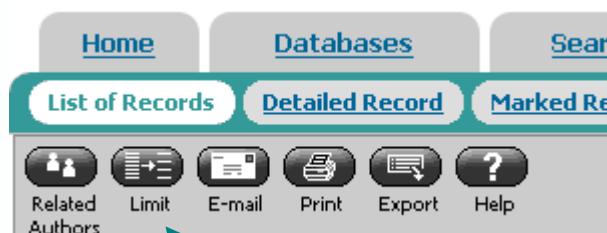
- Choose the operators AND, OR, or NOT in either the Basic or Advanced Search screens to combine two or more search terms to expand or narrow a search. For further assistance in using search operators, click the Help button and select *Combining Search Terms*.

RANKING RESULTS

- To rank your search results, choose the Relevance or Date option in the drop-down menu. Ranking by relevance displays results by most relevant record at the top of the list. Ranking by date sorts your results in reverse chronological order, newest items first.

Search Results

- Your search results will include all the records in the WorldCat database that match your search criteria. Click the title to see full bibliographic information.
- The  icon may indicate if a FSU library owns the item. If no icon appears, users will nevertheless want to check WebLuis' online catalog for holdings.
- You can limit (refine) your search results by clicking on  on top of search results and select library, author, year, etc.



Printing/E-Mailing/Saving

- Mark the check box next to each desired item or the Mark All box.
- Select the Marked Records in the top menu.
- Use the icons at the top of the page to either print, email, or save your marked records.