USER GUIDE for OCLC FIRSTSEARCH

Provides web access to over 20 databases on a wide spectrum of subjects. Information provides includes bibliographic data, statistics, reports and full text articles.

1. Selecting Databases

There are 3 ways to select databases:

1.1 List All Databases

1.1a. You can click List All Databases to see a full list of OCLC databases.

1.1b. Click here to choose the database(s). You can choose up to 3.

1.2 List Databases by Topic

1.2a. You can also click List Databases by Topic to see topic area e.g. Art & Humanities

1.2b. Select the topic area from the drop-down list.

1.2c. A list of databases on that topic area is displayed. You can then select up to 3 databases.

1.3. Suggest Best Databases

1.3a. Choose Suggest Best, type a search term, and pick a database category.

1.3b. The estimated number of matches in each available database will be displayed. You can then select up to 3 databases.
2. Basic Search

2a. Enter a search term in the Search Box, select where you want to look up the term and

2b. Click Search button.

3. Advanced Search

3a. Select a database from the drop-down list and go immediately to the Advanced Search screen for that database. e.g. Article First

3b. Enter a word or a phrase in the Search Box.

3c. Use the drop-down menu to select where you want to look up the search terms.

3d. Click Index to see if the search term is indexed in the database.

3e. Select a Boolean operator (and, or, not)

3f. Set other limits and ranking.

3g. Click Search to start a search.
4. Expert Search

4a. Click Expert Search

4b. Enter search statements including Boolean operators and appropriate field labels.

4c. A list of indexes is provided in a single drop-down list.

4d. Click Search to start a search.

4d. Set other limits and ranking

5. View Search Results

Click here to email/print/export a list of search results or marked records.

Click here to mark/unmark records for email/print/export.

Click the title to see the detail of a record.

Click here to search HKIEd library holdings.
6. **E-mail, Print and Export Records**

6.1. To E-mail records, click **Button**:

6.1a. Select the records numbers, record details and the record format.

6.1b. Enter e-mail address and press **Send** button

6.2 To print records, simple click **Button**, and press OK to confirm.

6.3 To export records, Click **button**

6.3a. Select the records numbers, export and

6.3b. Select the export format

6.3c. Press Export button.