Basic Library Searching with Discover

This guide will give you a basic introduction to searching the library for a specific topic, name or term.

On the 5th June 2012, the Daily Mail newspaper ran an article called “Global warming myth”.

This will be used as an example to show you how to find and then read the article. The same principles would apply if you were searching for text in a book, magazine, journal or one of the specialist databases.

Accessing the Library
To access the library website

1. From The Manchester College homepage, click on the Library link.
The Library homepage should now be shown.

Starting Your Search
You are now ready to start searching for entries that contain the word(s) you want find.

To start searching

1. Enter the word or words you want to find into the text field (e.g. “global warming”).

Starting Your Search
You are now ready to start searching for entries that contain the word(s) you want find.

To start searching

2. Either press Return or click on the Discover button.

Your Search Results
The next page shows your results screen.
Locating Your Article
Since there are far too many results *(in this case 64452)* to look through each one individually, they can be refined to help locate the one you want.

To Exclude Items within the Library Catalogue
If you want to concentrate on online resources and ignore the books or DVDs within the College Library Collection, it is a simple task to remove them.

*(Tip: Since most MOL Distance learners are unlikely to visit any of The Manchester College libraries, it would be advisable for them to perform this action each time.)*

To exclude the library collection/catalogue:

1. Click on the **X** icon beside *Available in Library Collection*.

2. The results list will then be automatically updated.

Refining Your Search

To refine the results

1. Since the article is from a newspaper, that can be used to help refine the search.
2. Under the *Source Types*, click on the **News** link.

3. Your results should now change to reflect the changes you have made.
4. If you accidentally clicked on the **News** checkbox instead, the rest of the window will now be greyed-out and the *Source Types* will now appear as a dialog box.
5. If you want to include (or exclude) others from the results, click on the appropriate checkbox.
6. If you want to see other options that are currently hidden, click on the **Show More** option.
7. Click the **Update** button to update your results list.

8. In this case, the article being searched for is number 5 in the list.
**Reading the Article**
With the article visible on-screen, you can now read it.

To read the article

1. Click on the **HTML Full Text** option to read the article within your browser.

2. Depending upon the article and where it was obtained from, you may have more than one display option (e.g. PDF). Click on the format that suits your needs or device.
Sources of Help
This guide was written to give you the basics of searching through Discover, but there are lots of other options and techniques that you could use to make your search more relevant and reduce the number of unwanted results.

For more detailed help

1. Click on the Help option in the top right hand corner of the results window.

2. The EBSCO help will then be displayed.

3. You should initially concentrate on:
   a. Searching
   b. Viewing Results
   c. Print/E-Mail/Save
   d. Saving Searches & Alerts
   e. Using Folders

A More Advanced Search
For example, rather than search for Global Warming and then narrowing the results specifically to newspapers (i.e. Daily Mail), these could have been combined as part of the initial search using Booleans.

Initial search criteria: (global warming)
Refined search criteria: (global warming) and myth and (daily mail)