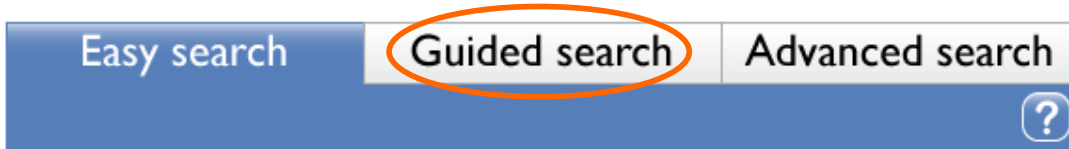


Help Crib Sheet 3 Guided search

1. After logging in, navigate to the Guided search page. If this is not set as your default search screen, but you can select Guided search from another search screen or the Results page by clicking on the Guided search tab.



2. There are four fields or groups of fields that can be used for searching in Guided search:


A: Free text

This behaves very much like Easy Search (see Help Crib Sheet 2), except that the search can be focused on specific fields (Abstract or Article Title) in addition to All Fields by clicking on the appropriate radio button.

Select the field to search and enter your search terms using the same syntax as Easy search.

All Fields
 Abstract
 Article Title

(wheat OR oats) AND (beer OR ale)

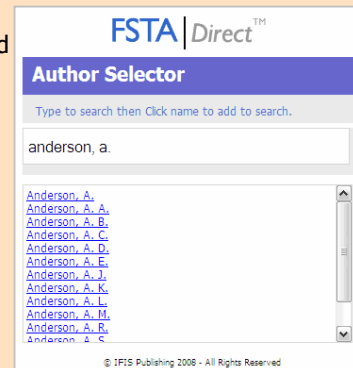
Greek symbols  [Clear](#)

B: Author

Browse and search an online index of all the authors, inventors and corporate authors in FSTA.



1. Click on the Authors button to launch the Author Selector
2. Start typing the author's name in the Selector
3. Click on the desired author's name when it appears
4. Repeat as required



FSTA | Direct™

Author Selector

Type to search then Click name to add to search.

anderson, a

[Anderson, A.](#)
[Anderson, A. A.](#)
[Anderson, A. B.](#)
[Anderson, A. C.](#)
[Anderson, A. D.](#)
[Anderson, A. E.](#)
[Anderson, A. J.](#)
[Anderson, A. K.](#)
[Anderson, A. L.](#)
[Anderson, A. M.](#)
[Anderson, A. R.](#)
[Anderson, A. Q.](#)

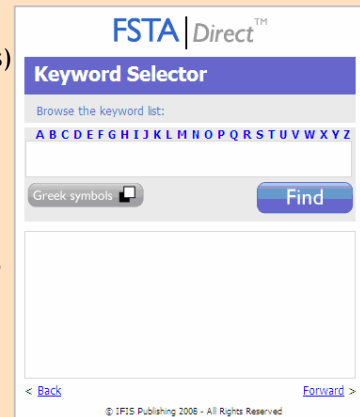
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C: Keyword

Browse and search an online index of the keywords (or descriptors) used to index records in FSTA.



1. Click on the Keywords button to launch the Keyword Selector
2. Either click on a letter or enter all or part of a keyword in the top panel and click Find
3. Select a keyword from the list
4. Click on Add to add the selected keyword to the search
5. Repeat as required



D: Source

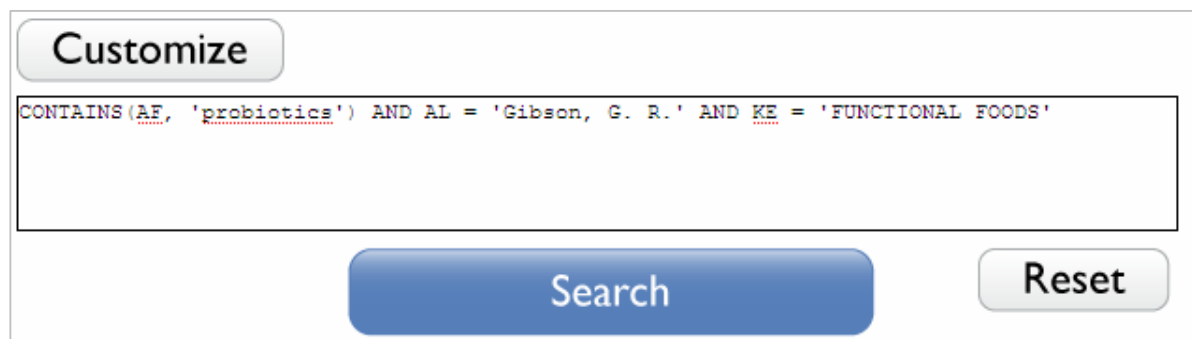
Browse and search an online index of all the journals, patent offices and other sources in FSTA.



1. Click on the Sources button to launch the Source Selector
2. Start typing the source's name in the Selector
3. Click on the desired source name when it appears
4. Repeat as required



3. Any or all of these groups can be used to construct a search, and once you have set up your query click on the Search button at the bottom of the screen. If more than one group is used they will be combined using AND logic.
4. Use the Customize button to change the choice of operator or to set precedence using brackets. Clicking this button takes you to the edit box on the Advanced search screen where these changes can be made.



5. Click on the Search button when you are ready to run the revised search.