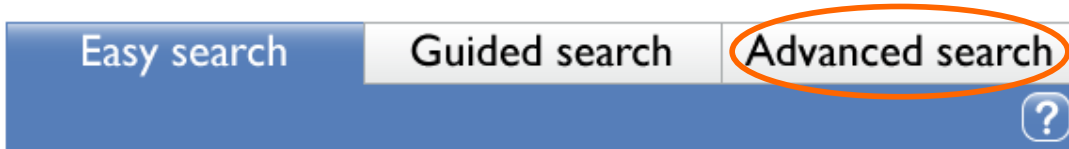
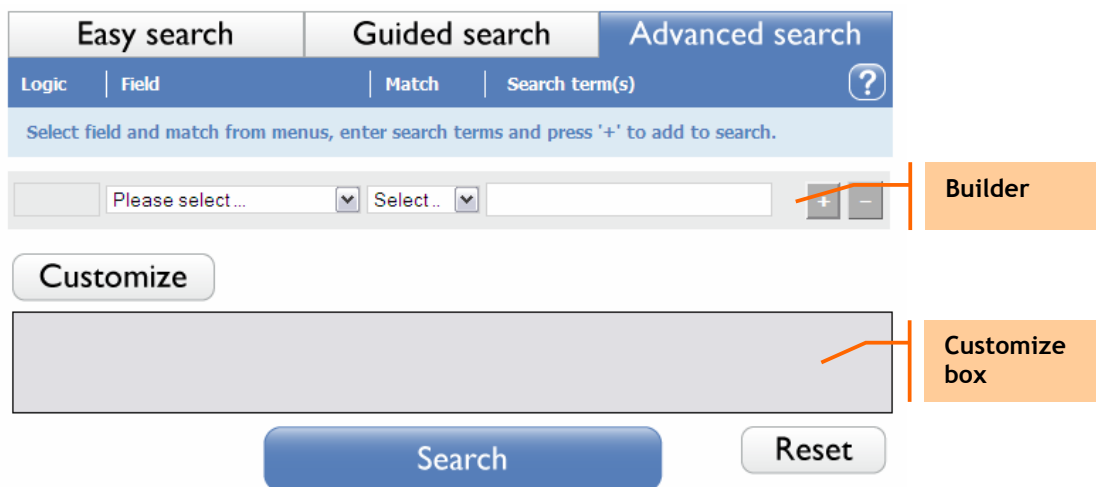


Help Crib Sheet 4 Advanced search

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

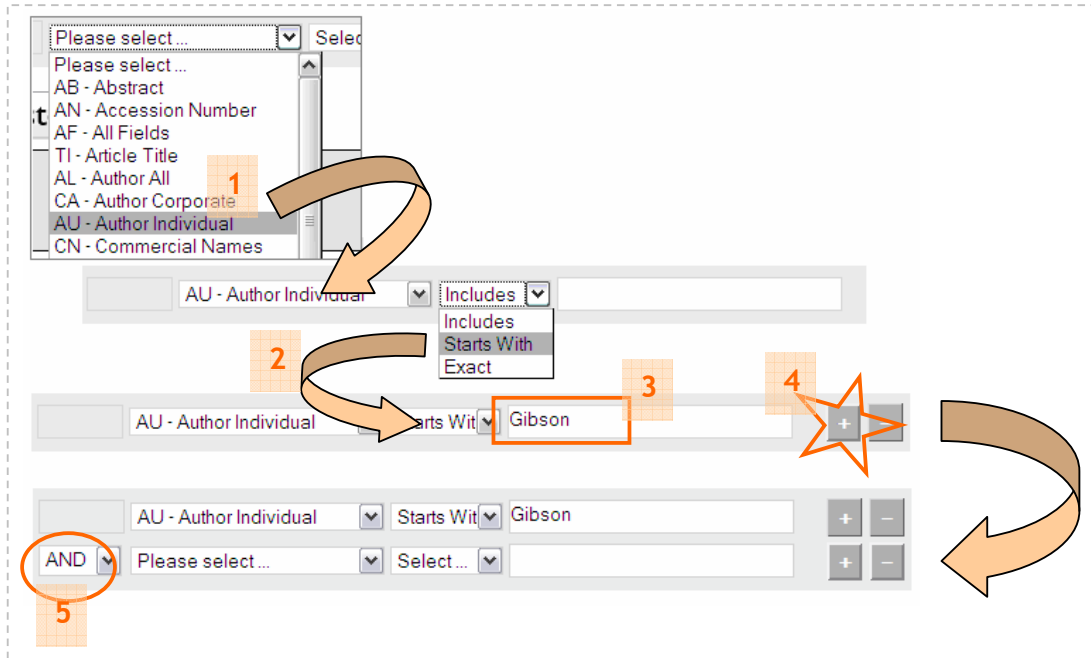


2. The Advanced search screen comprises two parts – the Builder and the Customize or edit box. Use the Builder to assemble your search query element by element and use the Customize box to make adjustments or changes to the query. If you are familiar with the syntax for Advanced search, click on Customize and enter the query directly here.

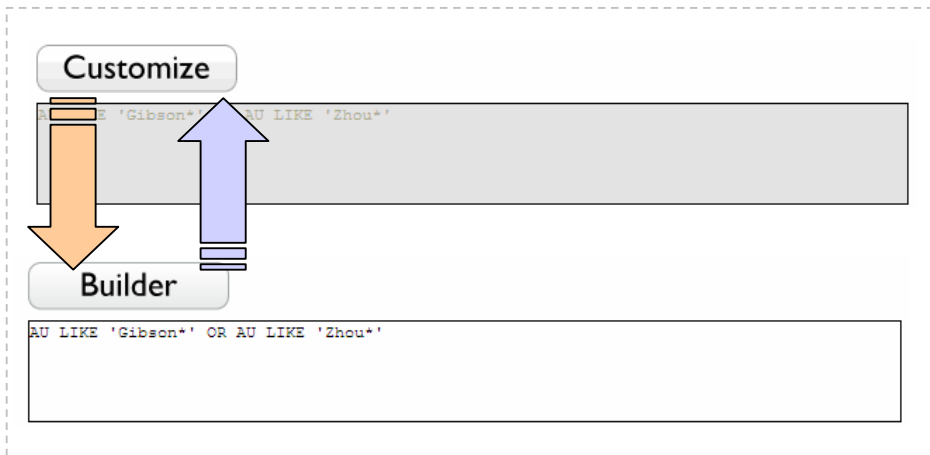


- When your query is finished, click on the Search button to run it.
3. The Builder is used to select **fields** with selected **match** operators to search for **terms** entered in the box; queries are built one field at a time and for second and subsequent fields a choice of combining **logic** (AND OR NOT) is available.
 - Click on the Field selector
 - Select the Field you wish to search in
 - Click on the Match selector and choose your match conditions
 - Enter your search terms
 - Click on '+' to confirm this element of the search (click on '-' to delete it)
 - When a search element is confirmed by clicking on '+' a new row is presented and the next element of the query can be built by repeating the procedure
 - For second and subsequent queries the combining logic can be changed by clicking on the logic drop down menu and choosing a different operator

Schematic summary of the main procedure in Advanced search



Moving from Builder to Customize



If no changes are made in the Customize box you can return by clicking on Builder