# One stop search help sheet



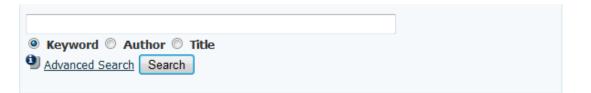
## Search

You can search across many of our electronic resources using One stop search including,

- Cambridge University Press
- Emerald
- IEEE Explore
- JSTOR
- Oxford University Press
- PsycINFO
- Sage
- ScienceDirect
- Scopus
- Springer
- Taylor & Francis
- Web of Science

However it is important to remember that not all resources can be searched in this way. To perform other specialist searches e.g. for images, newspapers, standards, legislation please look at our <u>Library Resources</u> pages.

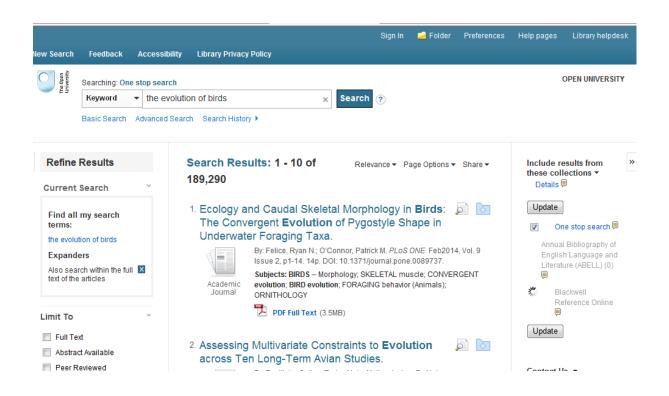
Like Google, the search is not case sensitive and when you search for the plural term (e.g. birds) it will also search for the singular term (e.g. bird). **Keyword** is the default option but you can select to restrict your results to an **Author** search or a **Title** search.



The **Advanced Search** option will allow you to improve your search by narrowing to Full Text availability (selected as default for students), the date published, a specific Journal or eBook or a specific Author. The Advanced Search allows you to use multiple search boxes and use AND, OR and NOT options to improve your searches and see your **Search History**.

## Results

Your results screen will be divided into three panes with your current search displayed above these.





### Subject

- books -- reviews (8,803)
- birds (8,150)
- nonfiction (7,433)
- evolution (6,632)
- research (4,200)
   phylogeny (3,551)
- \_\_\_\_

Show More

On the left hand pane you will see the **Full Text** available option which ensures that you will be able to access the full text of all your results. If you uncheck this box, your results may contain the details of articles which you will not be able to read in full text.

**Peer Reviewed** journals are articles from the journal which are reviewed by experts, prior to publication.

You can also use the slide bar to narrow the results to a range of publication dates.

Below this section you will see a number of limiters. These will differ according to your search results.

If you click on one of these limiters, e.g. Subject, further options to refine your search will appear.

This feature is helpful if you want to discover the major subject groups for your topic without having to browse multiple pages of results, or checking individual articles to see if they are relevant. Clicking on the **Show More** option will provide you with the full list of optional Subjects, along with the number of results found. Tick the box of your chosen subject and click on the **Update** button.

New Search Feedback A	Subject	Х	Help pages Library helpdesk OPEN UNIVERSITY
₹5 Keyword ▼	■ Name ÷	Hit Count 🔻	
Basic Search Ac	■ Name ≑	Hit Count 🔻	
	Dirds	9,878	
« Refine Results	books reviews	8,816	Include results from *
Current Search	evolution	7,520	Details 🗏
Find all my search	nonfiction	7,444	Update
terms: the evolution of birds	research	4,379	One stop search 🗐
Expanders	phylogeny	3,824	English Language and Literature (ABELL) (0)
Also search within the full text of the articles	evolution (biology)	3,224	
	animal	3,056	Blackwell Reference Online
Limit To	ecology	2,850	Update
Full Text	m	•	opulate
<ul> <li>Abstract Available</li> <li>Peer Reviewed</li> </ul>	Update Cancel		Contact IIs -

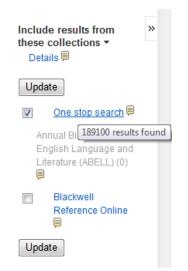
On the right hand pane you will see **Include results from these collections.** Results from the collections in this panel are not automatically included in your results list.

When the search of each of these collections is complete, hovering your mouse pointer over the collection titles in blue will let you see how many results are available in that collection.

When a tick box appears next to the collection name, this means that One stop has found what it thinks are relevant results in this collection.

These results can then be incorporated into your results list by selecting the tick box and clicking on the **Update** button at the bottom of this section.

If you wish to see *only* the results from these separate collections you can un-tick the One stop search box at the top of the **Include results from these collections** section and **Update** the results again.





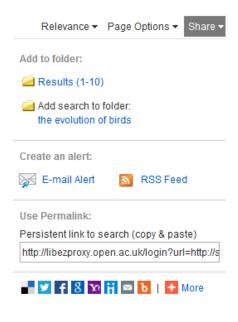
## Library helpdesk

Below the Include results from these collections section you will see links to the Library Helpdesk and Webchat. You can use this to email a request to the OU Library helpdesk or chat online to a Librarian if you have any problems using One stop.

From the bar at the top of the middle pane you will be able to sort your results in terms of **Relevance** and change the layout of your results page (including the number of results displayed per page) using the Page Options drop down box.

Email: The Helpdesk is open seven days a week including certain Bank Holidays.

Webchat: Chat to a <u>Librarian</u>



The **Share** drop down box allows you to save the entire page of results to your folder and create a search alert via E-mail or RSS Feed.

You can create a **Permalink** of your results, which you can then share with others. You can also share your results via various social media including Twitter and Facebook.

Page: 1 2 3 4 5 Next •

You can search through the pages of results using the bar at the bottom of the page.

By clicking on the title for each result you can view more article information such as the Abstract, add the result to your folder (for later use), print, e-mail or export citations to reference management software (such as Refworks or EndNote). It will also give you a citation in various referencing formats, a permanent link to the page, and the option of sharing the page using a variety of social media.

Detailed Record	Convergent Evo	idal Skeletal Morphology in <b>Birds</b> : The slution of Pygostyle Shape in Underwater	Add to folder
(3.5MB)	Foraging Taxa.		E-mail
	Authors:	Felice, Ryan N. <sup>1,2</sup> rf273509@ohio.edu O'Connor, Patrick M. <sup>2,3</sup>	E Save
Find Similar Results using SmartText Searching.	Source: Document Type:	PLoS ONE. Feb2014, Vol. 9 Issue 2, p1-14. 14p. Article	Cite
	Subject Terms:	*BIRDS Morphology *SKELETAL muscle	💫 Export
		*CONVERGENT evolution *BIRD evolution *FORAGING behavior (Animals) *CRNITHOLOGY	Create Note
	Author-Supplied Keywords:	Anatomy and physiology Animal evolution Biology Biomechanics	• Share
		Biophysics Bone Comparative anatomy	
		Convergent evolution Evolutionary biology Flight mechanics	
		Fight mechanics Forms of evolution Musculoskeletal anatomy Musculoskeletal system	
		Ornithology	*

🌀 Find it at OU

You may also see the **Find it at OU** button in place of a Full Text link. Clicking on this button checks the entire collection of the OU Library and takes you to the Full Text, if it is available.

## **Other features**

Sign In 🛁 Folder Preferences Help pages Library helpdesk

The first time you click on **Sign In**, you can **Create a new Account** to set up a personal profile, with sign in details chosen by you. You can then sign in during future sessions to save your searches or create RSS feeds of your searches. Please be aware that the Library will not have a record of your login details.

The results of your searches can be added to your **Folder**. From your Folder you will be able to print, e-mail, save the article references or export them to reference management software.

The **Preferences** menu allows you to customise the appearance of your search results screen.

The **Help pages** provided by EBSCO help you to improve your searches e.g. explaining the limiters you can apply to your searches and the function of the Boolean search operators.