



Advanced Searching

How do I do an advanced search using Discover@Bolton or a subject database such as CINAHL FT?

Most search engines such as Discover@Bolton or academic databases have advanced features which you can use.

These include features such as:

- Refining your search by the type of information you require e.g. Journal
- Saving your search- you can set up an account with the provider to do this
- Refining to full text sources only e.g. instant access
- Using Boolean Logic – see the search strategies video for more information
- and much more

You can also export your results into a bibliography!

Where do I start?

Click on the Advanced Search button in Discover@Bolton or the database you are using. It'll give you more options. You can either start, expand or refine your results here.

To start your search you can enter your keywords in the boxes and use the options to meet your search needs.

Refining by type of information and date are the essential fields or you may get thousands of results. Don't forget to use the drop down boxes too.

To manage your research we recommend setting up a personalised account. Just click on RefWorks log in or if you are using another database, it may be called something like My Account and sign up. If in doubt, just ask at the Library Help Desk, contact us online, or most resources have a Help Button.

Top Tip: By setting up an account you can then export your results into a bibliography. This is a great timesaver. It's also useful to keep a permanent record of what you have used.

Watch the search strategies video to find out more about search techniques and check out our Help Guides and other videos for more advice and guidance.

Access LEAP Online at: www.bolton.ac.uk/leaponline