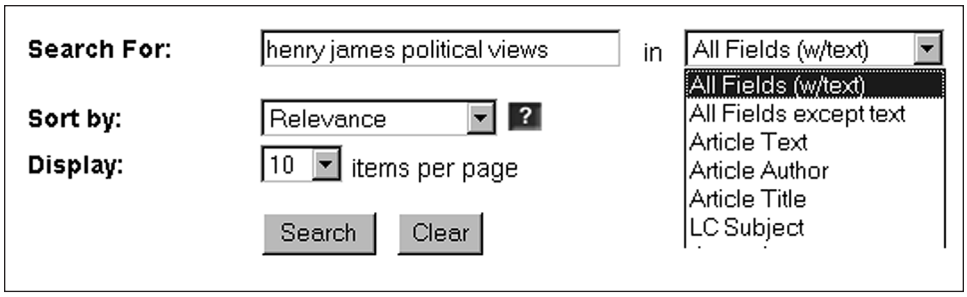
# Searching in Project MUSE®

Project MUSE offers two search screen options to suit different searching preferences: "Basic" and "Advanced."

## When to Use Basic Search

Use Basic Search when you need to search within only one "field," or search category, at a time. You can search one or more keywords or phrases ("") in Basic for quick, simple searching, or enter complex "Boolean" searches (AND, OR, NOT).

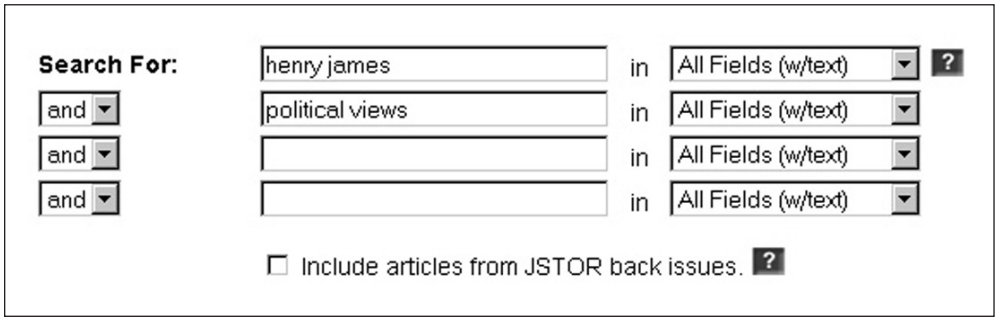
**Basic Search Screen:**




## When to Use Advanced Search

Use the Advanced Search when you want to search in more than one "field" at once using the multiple search boxes, or to select options to make your search more specific by type of document, by date, by journal title or by MUSE-defined subject categories of journals. Advanced search is especially useful when you need to narrow down your search. You can also select the option to search articles from back-files of selected MUSE journals available through JSTOR. To access the articles in the back-files in JSTOR, an institution must also have a subscription to JSTOR.

**Advanced Search Screen:**

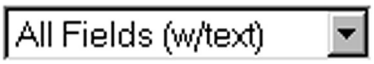



**Tip:** Get help by clicking on the ? icon that displays in several areas on the Search screens.

Project MUSE® Scholarly journals online http://muse.jhu.edu

# Getting the Most Out of Your Project MUSE Searches

## Use search fields to get better results.




**All Fields (w/text)** – Will search for terms anywhere in all fields including anywhere in the article's full text. Start with this field for topical searching, but note that using very general or commonly used terms might yield results that are too broad.

Narrow down larger search sets by searching in these other fields:

**All Fields except text** – Searches for terms in all fields but not in the article's full text. Use this field to narrow down your search, especially to title, author and subject terms.

**Article Author** – Searches for terms in the name of the article's author.

**Article Title** – Searches for terms in the title of the article.

**LC Subject** – Searches for terms in Library of Congress subject headings that were assigned to the article. Can be author, title or topic words. Use the subjects displayed in the results to find terms to get fewer, more focused results.

## Searching Tips

- Use Basic Search to start out with general searches; use Advanced to refine broad results retrieved in Basic.
- Use quotation marks ("") to search for phrases (words together in exact order).
- If you are not sure of the complete spelling of a word, or to retrieve any words beginning with the same root, use an asterisk (*) at the end of your search terms.

  For example:
  - Weimar, k* will retrieve Weimar, Klaus
  - histor* will retrieve history, historical, etc.
- You can use Boolean operators (AND, OR, NOT) but these are not required.
- When terms are combined with Boolean operators, the search engine automatically reads the terms from left to right. Use parentheses to tell the search engine which words to combine together first.

  For example:
  - identity and (gender or sex) will retrieve articles with "identity" AND either "gender" or "sex," or both

## Changing Your Results Display

You can change the way you'd like your results to display from both the Basic and Advanced search screens, as well as from the page listing your results.

**"Sort by"** – Change the order in your results display. Sort by the following criteria:
- Relevance (occurrences of terms)
- Date, Latest First or Earliest First
- Journal, A-Z or Z-A

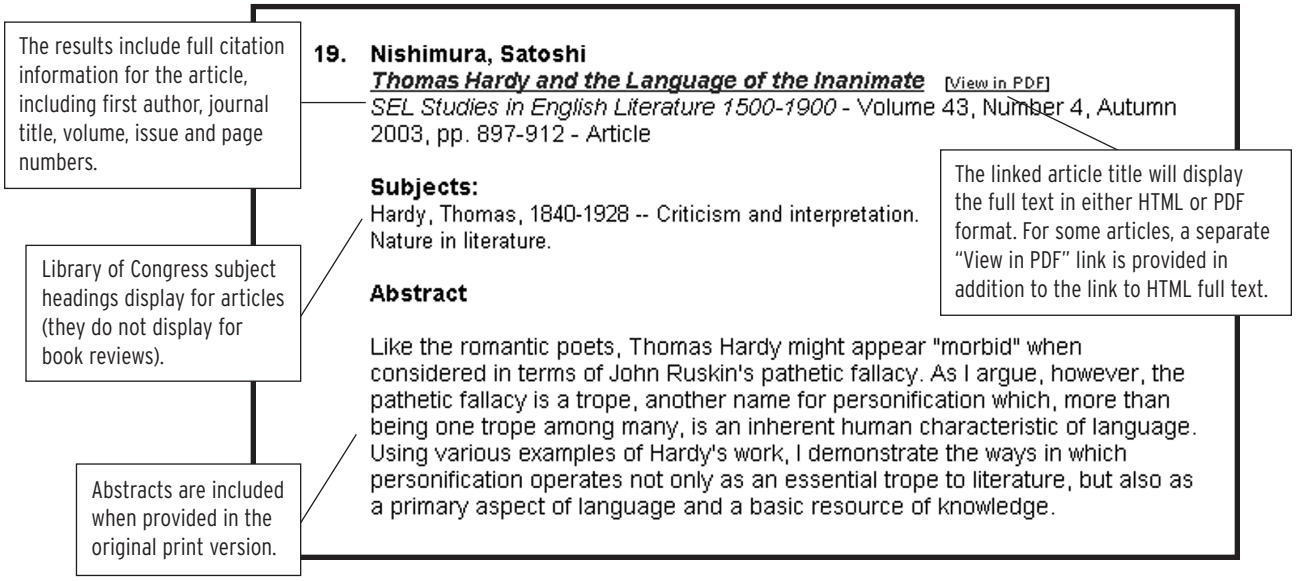
**"Display"** – Change how many search results you want to see at a time:
- 10, 20, 50, 75, or 100 results on a page

# Working with Your Search Results in Project MUSE

This guide outlines the different functions you can perform with your search results in Project MUSE, including e-mailing and exporting citations.

## Reading and Organizing Your Search Results

Re-sort and change the number of search results displayed on a page by using the pull-downs located at the top of the Results page.




## Not Satisfied with Your Results?

From the top of the Results page, choose from two options to change your search:

**Modify Search** - Go back to your search screen and change the terms and options you selected.

**Search Within Results** - Narrow the results you've obtained from your current search. Enter terms in the "Search Within Results" box, select a search field option if desired and click on "Refine."

## Viewing Previous Searches

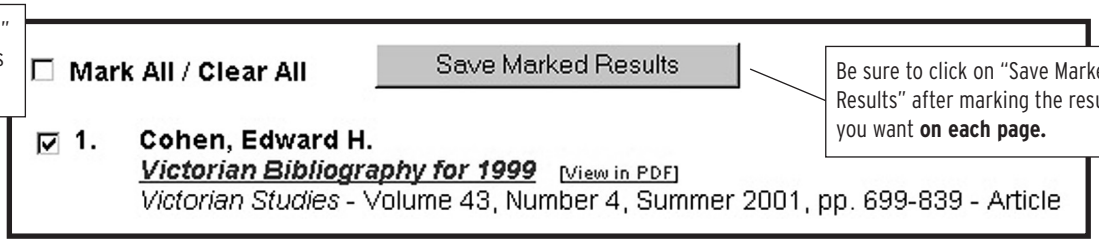
To view your previous searches, click on Search History from any Search page. From here, you can view the results or modify the search criteria from a previous search.

# E-mailing, Downloading and Exporting Your Results

· Mark and save the results you'd like to e-mail, download or export on each results page.

**Note: your marks will be erased if you do not save before going onto the next page.**

The "Mark All / Clear All" box selects or deselects all results on a page.

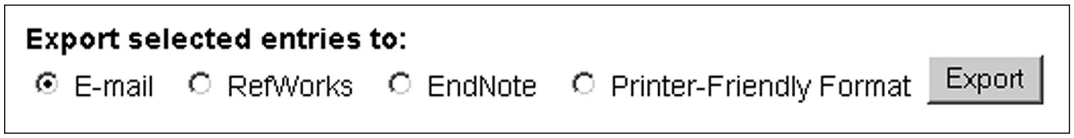



Be sure to click on "Save Marked Results" after marking the results you want **on each page.**

· Go to next or previous results pages using the linked numbers provided at the top and bottom of the screen.

· Click on the "E-mail/Export Saved Results" link to view the "Saved Results" page listing all of the results you've saved during your current session with MUSE. Unmark any results you do not want to e-mail or export. (Hint: To remove citations completely from your "Saved Results" list, use the "Remove Marked Results" button.)

· To e-mail or download your results, select either E-mail, RefWorks, EndNote, or Printer-Friendly Format, then click on "Export."




> Use the "E-mail" option to send results containing links to the full-text article to yourself or to others.

> Choose "Printer-Friendly Format" to display your saved results in text-only format for printing or downloading.

> Export citations directly to the EndNote or RefWorks citation management program. Selecting EndNote will launch your EndNote program and prompt you to save to a library. Selecting RefWorks will open up the RefWorks site and import the results.