Finding Content in IDEALS

Browsing in IDEALS

You can browse all content in IDEALS in the following ways:

- **Browse by Title** allows you to move through an alphabetical list of all titles of items in IDEALS.
- **Browse by Author** allows you to move through an alphabetical list of all authors of items in IDEALS.
- **Browse by Contributors** allows you to move through an alphabetical list of all contributors (such as advisors, doctoral committee chairs, and editors) to items in IDEALS.
- **Browse by Subject** allows you to move through an alphabetical list of all topical terms of items in IDEALS.
- **Browse by Date** allows you to move through a list of all items in IDEALS in reverse chronological order.
- **Browse by Communities** allows you to browse through the communities in alphabetical order and to see the subcommunities and collections under each.
- **Browse by Series (accessible at the collection level only)** allows you to browse through series at an issue level.

All of the browse functions are available in the left navigation bar: You can also browse the content in a specific community or collection. The browse functions are available both in the left navigation bar as well as on the right hand side of the screen.

When you browse, you are able to jump within the browse results to a specific letter or year.
Searching in IDEALS

To search all of IDEALS, use the search box at the top of the page on the right. This will search all metadata fields and the full text of any item that can be indexed by the software (most pdfs, powerpoint documents, word documents, plain text documents, etc.).

To limit your search to a specific community or collection, navigate to that community or collection and select "This Community" under the search box at the top of the page on the right.

Advanced Search

The advanced search page is available by clicking the link under the main search box. The advanced search allows you to specify the fields you wish to search, and to combine these searches with the Boolean "and", "or" or "not".

You can also restrict your search to a community by using the drop down menu. If you want your search to encompass all of IDEALS, leave the search scope set to "IDEALS".
Then select the field to search in the left hand column and enter the word or phrase you are searching in the right hand column. You can select the Boolean operator to combine searches by clicking on the arrow to the right of the “AND” box. For certain searches (language, date, type) you will need to use the controlled vocabulary or encoding scheme in use by IDEALS in order to get useful results. See the Metadata Policy page for these values.

Search Hints

Can I truncate a search term?

Use an asterisk (*) after a word stem to get all hits having words starting with that root, for example:

```
curat*  Search  Advanced Search
```

will retrieve items containing curate, curates, curating, curated, curator, curators, and curation.

In addition, the search engine automatically expands words with common endings to include plurals, past tenses, etc (stemming).

Can I search for an exact phrase?

To search using multiple words as a phrase, put quotation marks (") around the phrase.

```
"organizational changes"  Search  Advanced Search
```

Can I eliminate results with a specific word from a search?

Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use NOT (note capitalization). This can limit your search to eliminate unwanted hits. For instance, in the search

```
metadata -shrees
```
or

```
metadata NOT shrees
```
you will get items containing the word "metadata", except those that also contain the word "shreeses".

Does IDEALS support Boolean searching?

Yes, IDEALS does support Boolean searching. The following Boolean operators can be used to combine terms. Note that they must be CAPITALIZED.

**AND**: By default, if you search for multiple words in IDEALS they are joined together by an AND automatically. For example,

```
corn protein  Search  Advanced Search
```

will retrieve all items that contain BOTH the words "corn" and "protein".

**OR**: To enlarge searches to find items containing any (but not all) of the words or phrases, use OR. For example,

```
corn OR protein  Search  Advanced Search
```

will retrieve all items that contain EITHER the words "corn" or "protein".

**NOT**: To exclude items with a specific word(s) from search results, use the NOT operator before the word you wish to exclude. For example,

```
metadata NOT shrees
```

will retrieve items containing the word "metadata", except those that also contain the word "shreeses".

**Parentheses** can be used in the search query to group search terms into sets, and operators can then be applied to the whole set. For example,