

# Guide to Searching *Academic Search Complete*

## Scope

This multidisciplinary database provides many full-text articles, abstracts, and bibliographic citations from scholarly journals, popular magazines and newspapers. Use Academic Search Complete to find articles when researching subject in nearly every area of academic study. Updated daily.

## How to Access

1. Go to the Library's homepage at, <http://www.oldwestbury.edu/library>
2. Click "**Online Databases**" on the left side of the page and then click "**Search Databases.**"
3. Click on the letter "**a**" and select "**Academic Search Complete.**"

## Advanced Search Screen

**1. Enter your search terms in the boxes.**

**2. Select which fields (exs. Author, Title, Subject Terms, Abstract, Geographic) to search from the drop-down menus.**

**3. Limit your results by Full Text, Scholarly Journals, Publication Type, Date and more, if you want.**

**4. Click on Search.**

The screenshot shows the Academic Search Premier search interface. At the top, there are navigation tabs: "New Search", "Publications", "Subject Terms", "Cited References", and "More". The search area contains a search bar with the text "Civil Rights Movement" and "United States" entered. Below the search bar, there are several drop-down menus for selecting search fields: "SU Subject Terms", "GE Geographic Terms", "Select a Field (optional)", "TX All Text", "AU Author", "TI Title", "SU Subject Terms", "AB Abstract or Author-Supplied Abstract", "KW Author-Supplied Keywords", "GE Geographic Terms", "PE People", "PS Reviews & Products", "CO Company Entity", "IC NAICS Code or Description", "DN DUNS Number", "TK Ticker Symbol", "SO Journal Name", "IS ISSN (No Dashes)", "IB ISBN", and "AN Accession Number". The "Search" button is highlighted in red. On the left side, there are "Search Options" including "Search modes" (Boolean/Phrase, Find all my search terms, Find any of my search terms, SmartText Searching) and "Limit your results" (Full Text, Scholarly (Peer Reviewed) Journals, Publication Type, Number of Pages, Image Quick View Types). On the right side, there are "Apply related words" and "References Available" options. The "Search" button is located at the bottom left of the interface.

## Search Results

Search results are displayed as a numbered list of citations containing titles, authors, publications, dates of publication, pages, etc.

**You can narrow results by Source Types, such as Academic Journals, Magazines, Newspapers, etc.**

**Narrow search results by Subject Term, if you want.**

**Click on PDF Full Text or HTML Full Text when available to get full-text articles.**

**Number of search results retrieved.**

**Click on a title or the magnifier to view an abstract (summary) of the article.**

**You can Limit your results to Full Text, References Available, Scholarly Journals, or use the date slider to change the date range of your results.**

The screenshot shows a search results page with a sidebar on the left for filtering by Source Types and Subject Term. The main area displays a list of search results. Callout boxes point to various elements: the number of results (1-30 of 722), the 'Sort by' dropdown menu, the 'Limit your results' panel with checkboxes for Full Text, References Available, and Scholarly Journals, and a date range slider. Red dashed arrows point from callout boxes to specific search results, highlighting the 'HTML Full Text' and 'PDF Full Text' options, and the 'ARTICLE LINKER Get it!' button.

## How to Obtain Full-Text Articles

There are several options for obtaining full-text articles.

- Click on **HTML Full Text** or **PDF Full Text** when available to get the entire article.

1. [Obama and a New Generation Come to Power.](#)

By: Graves Sr., Earl G., Black Enterprise, Mar2009, Vol. 39 Issue 8, p10-10, 1p; (AN 36830140)

[HTML Full Text](#) [PDF Full Text](#) (458KB)

[Add to folder](#)

- If **HTML Full Text** or **PDF Full Text** options are not available, click on the **Article Linker** button or **"Get it!"** to find out if the article is available in another Library database.

2. [Teaching African-American History in the Age of Obama.](#)

By: Millward, Jessica. Chronicle of Higher Education, 2/27/2009, Vol. 55 Issue 25, pB20-B20, 1p; (AN 36792494)

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[ARTICLE LINKER](#) [Get it!](#)

In this example the full-text article is available in the **LexisNexis** database.

360 Link

About Academics Admissio

**Search criteria:**

Article: Teaching African-American History in the Age of Obama.  
Author: Millward, Jessica  
Journal: The Chronicle of higher education  
ISSN: 0009-5982 Date: 02/27/2009  
Volume: 55 Issue: 25 Page: B20

**Content is available via the following links**

Coverage Range	Links to content	Resource
09/01/1997 - present	<a href="#">Article</a>	<a href="#">Journal</a> <a href="#">LexisNexis Academic</a>

- If the full-text article is not available in **Academic Search Complete** or another Library database, use **Article Linker** to search the Library's catalog for a printed copy, or to request to get a copy through Interlibrary Loan (ILLiad).