

Use CrossSearch: Tips

SEARCH:

You can use either Simple or Advanced search.

You can search up to 10 resources simultaneously.

To select the resources you wish to search simultaneously, you can use

- Quick Sets

OR

- Your own selection from the list of databases

OR

- A list of your favourite databases that have been saved using My Space > My Databases (if you create your own list, when you log in to CrossSearch, you will first see this list instead of Quick Sets)

1. Quick Sets:

These are collections of full text resources that have been pre-selected by liaison librarians and grouped together by subject.

2. Select you own resources:

From the **Identify Database** drop-down menu, select **Subject Category** to find all resources in your subject area. OR select **Locate** to find a type of resource, such as database, theses, conferences, in your subject area.

Not all the resources are cross-searchable, ie cannot be searched simultaneously. Those which are cross-searchable, are indicated by a box next to their title. Click the boxes next to databases to search them together. You can place your favourite resources in My Databases (See instructions under My Space). Once you do this, when you log in to CrossSearch, you will see this list instead of Quick Sets.

FIND A DATABASE:

Click on **Find Database** link.

You can find a database by:

- ⇒ Title (if you know what you are looking for)
- ⇒ Locate (type of resource)
- ⇒ Category (subject)


FIND A JOURNAL/ARTICLE:


Click on **Find an eJournal/Article** link.



In the **Find a Journal** search box, type the title of the journal.

In the **Find an Article** search box, type the article details.

My Space

EShelf: Use the  Add to Basket button shown next to each reference in the results page to store articles you wish to keep.

My Databases: Your favourite databases can be selected using the  Add to My Sets button. Use the Advanced button to file away the databases in folders in groups.


Saved Searches: After you perform a search, you can click on Previous Searches to see all the searches you have performed in that session. If you want to permanently save a search, click on the  button. To see saved searches, go to My Space > Saved Searches. You will see a  button next to each search. This enables you to create an alert to have the search run at specified times and the results emailed to you.

Preferences: You can customise the way the results are displayed, and choose the number of records per page.


RESULTS:

You can perform the following for the results of your search:

⇒ Save records or send records to EndNote

- Add records to your eShelf by clicking on the  button.
- At eShelf, select each record you want.
- Click on **Selected** button.
- Click on **Save**.
- On Record Format, either choose Save or Citation Manager to send records to EndNote.

⇒ Email



- Add records to your eShelf by clicking on the  button.
- At eShelf, select each record you want.
- Click on **Selected** button.
- Click on **Send**.

⇒ Set up Alerts

Alerts are searches you can schedule to run automatically in CrossSearch and email you the results. You can have them run every day, or every week or every month.

You can create as many alerts as you want to. They are saved in your 'Saved Searches' file.

To set up a new alert, follow these simple steps:

- First create and run a search. (This will be logged in 'Previous Searches')
- Click on 'Previous Searches'
- Save the search that you wish to form the basis of your alert. Simply click on the 'Add to saved searches' icon  for the relevant search
- Click on 'My Space'
- Click on 'Saved Searches'
- Find the search of interest. Click on the 'Alert' icon  for that particular search.
- Enter details in the pop-up form, such as an alert name, your email address, how often you want to run your alert, and if you want to receive a message even if there are no new records for your alert.
- Click Submit.

You will receive an email message every time your alert is run and has found new records. [If there are no new records, you will only receive an email alert if you clicked YES to the question: "Do you want a message even if there are no new results?"]