

**Welcome to eLibrary® Canada's Top Search Tips. The following tips were designed to provide you with special hints and information to optimize your searching experience on eLibrary Canada.**

### **Tip 1: Use Multiple Search Words**

When constructing a search, think of the most important concepts and terms for your search. For example, if you want to find information the key issues surrounding the modernized Indian Act, consider using alternative terms such as First Nations People, Aboriginal People or Indigenous People and government or treaty.

For help with synonyms use the Reference Desk feature.

### **Tip 2: Phrase Searching**

If your search is only two words it is not necessary to put the terms in quotation marks. The database will always assume that these two words are a phrase and look for them together. For queries of three words or more, it is a good idea to use quotation marks. Enclose phrases in quotes to indicate that the words need to appear next to each other. You can also try the Boolean Operator WITHIN. WITHIN will look for your terms within the amount of words that you specify. For example, ***Prime Minister Harper WITHIN 30*** will look for these three words within 30 words of each other (not including stop words). You can specify an amount that is appropriate for your search.

### **Tip 3: Use the Title or Publication Field**

This is an extremely effective way of improving your search results. Include search terms or an exact title in the *title field*. This is a more restrictive search, but is a useful technique for finding a few good items on a subject. If you are searching by the *title* or *publication fields*, it is a good idea to include at least one search term in the main search box as well, although it is not necessary. Both of these fields will operate as stand alone search fields and will accept Boolean operators (AND, OR, NOT in the Title field and OR, NOT in the Publication field).

### **Tip 4: Boolean Search**

Switch to a Boolean search and narrow the focus of your search. Unlike Natural Language searching, a Boolean search will find a document only if all the terms are present (or not) as you have specified. You can create fairly complex logical relationships among the search terms.

### **Tip 5: Lateral Searching**

At the bottom of each document that you retrieve, you will see two additional search options. *More Documents Like This* will link you to additional articles that are similar to the one that you are looking at. Below that you also have the option of looking at the *Document topics*. These topic trails highlight the topic terms found within your document. You may click on any of these links to run a lateral topic search.

### **Tip 6: My List**

*My List* will allow you to collect articles that are of interest to you in eLibrary Canada, while completing your research. You may add documents to your *MyList* from the results page or the document page by clicking on the + icon. At the end of your research session, click on the *MyList* link in the top navigational bar to email or print your list. The email function will allow you to email the entire list of full text documents to a personal email address. The print function will allow you to print the information as it appears on the screen, thus creating a working bibliography. Your *MyList* will be purged from eLibrary Canada when you log off.