

'DISCOVER' IN FIVE MORE STEPS

This is a guide to using the advanced features of the university's resource discovery tool, DISCOVER: it searches UoB's book and journal collections, plus our research repository.

1. Advanced search

- The default setting is for the **Basic** search but you can switch to the **Advanced** to access more features and define where you want your search terms to appear.

Searching: **Discover for University of Bedfordshire**

Keyword ▾ Enter any words × Search ?

[Search Options](#) ▶ [Basic Search](#) [Advanced Search](#) [Search History](#)

- To create a targeted search use the **Subject Terms** option from the drop down menu. This will only retrieve results with "critical thinking" in their subject list (ie it does not search the full text).

Searching: **Discover for University of Bedfordshire**

"critical thinking" SU Subject Terms ▾ Search ?

AND ▾ Select a Field (optional) ▾ Clear ?

- If you are looking for a known item use the required fields (eg title and author)

2. Folders

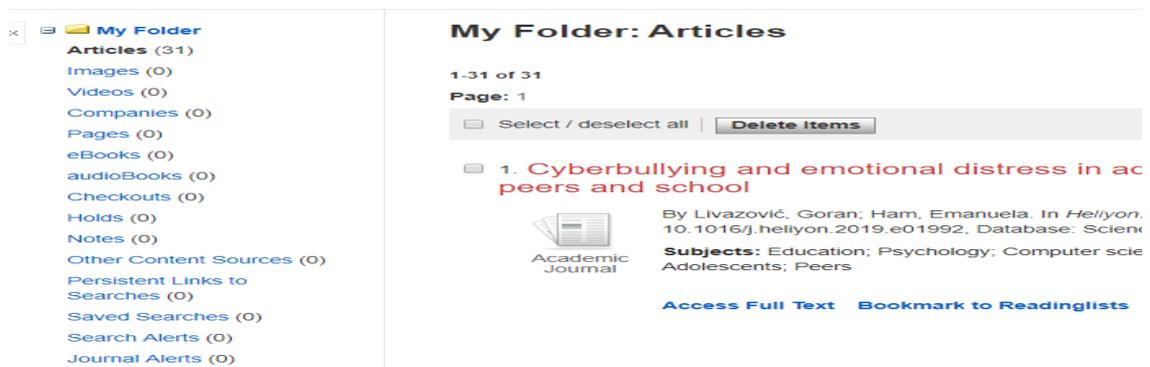
- You are automatically signed into your folder when you login to **DISCOVER**. The folder allows you to save items and store them for future use. All items you save remain in your folder until you remove/delete them.
- Add items to your folder in any of the following ways:
- **Add one item** by clicking the folder icon  located to the right of the article title. When the article result is added to the folder, the folder icon will change from blue to yellow . Clicking this icon will remove the result from your folder.

- **Add all items on the page** by clicking on the **Share** link and then click **Results (1–50)** link at the top of the menu. This adds all items listed on the page to your folder.



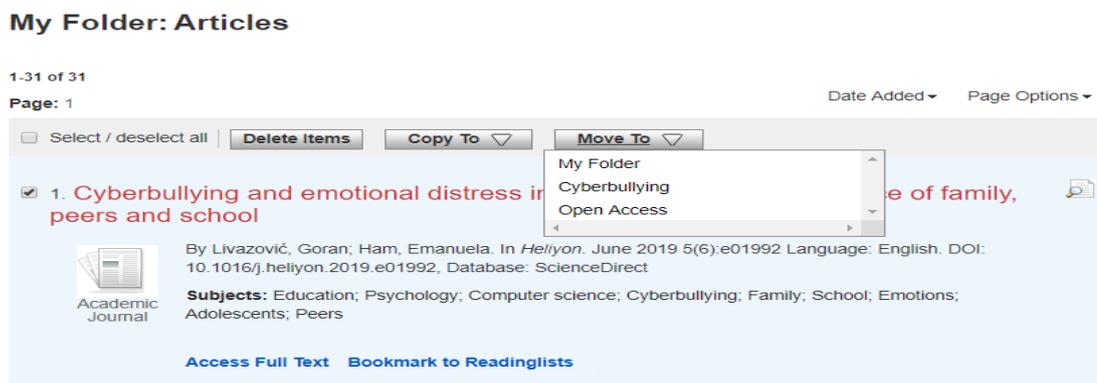
2.1 Viewing contents of your folder

- Click on the **Folder** link at the top of the page 
- Your folder contains links to your saved items in groups such as Articles, Images, Journal Alerts, Saved Searches, etc.



2.2 Creating named folders and saving items to a specific folder

- Click on the **Folder** link at the top of the page 
- Choose  **New** from the  **My Custom**  option on the left, give your folder a name and save.
- Select the item/s you want to move to a specific folder and from the drop down menu **Move To**, select the required folder.



3. Saving searches

- Run a search and view your search results. Click on the **Search History** link underneath the search box and then click **Save Searches/Alerts** link.

Searching: Discover for University of Bedfordshire

"critical thinking" SU Subject Terms Search

AND Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search **Search History**

Search History/Alerts

Print Search History Retrieve Searches Retrieve Alert **Save Searches / Alerts**

Select / deselect all Search with AND Search with OR Delete Searches Refresh

Search ID#	Search Terms	Search Options	Actions
<input type="checkbox"/> S4	SU "critical thinking"	Limiters - Available in Library Collection Expanders - Also search within the full text of	<input type="checkbox"/> View Results (62,166) <input type="checkbox"/> View Details <input type="checkbox"/> Revise Search

- Enter a name for the search and description if required.
- In the **Save Search As** field, select one of the following, then save and continue on next page:
 - Saved Search (Permanent)
 - Saved Search (Temporary 24 hours)
 - Alert - see below.
- Your saved searches will appear in your folder where they can be retrieved and rerun.

4. Alerts

4.1 **Search Alerts** save valuable research time, and can be set up to provide automatic e-mail notification whenever new search results become available.

- Follow the steps from the **Saving searches** above and choose **Alert** or select **E-mail Alert** from the share menu.

Searching: Discover for University of Bedfordshire

"critical thinking" SU Subject Terms Search

AND Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History

Refine Results

Current Search

Find all my search terms:
SU "critical thinking"

Expanders
Also search within the full text of the articles
Apply equivalent

Search Results: 1 - 50 of 62,166

1. **Critical Thinking Is a Noble Endeavor—A Response Question: An Invited Essay.**

(includes abstract) Finn, Patrick; American Annals of the Deaf, 2000, 145(4), 0002-726X, Database: CINAHL Plus with Full Text

Subjects: Critical Thinking Evaluation

Relevance Page Options Share

Add to folder :
Results (1-50)

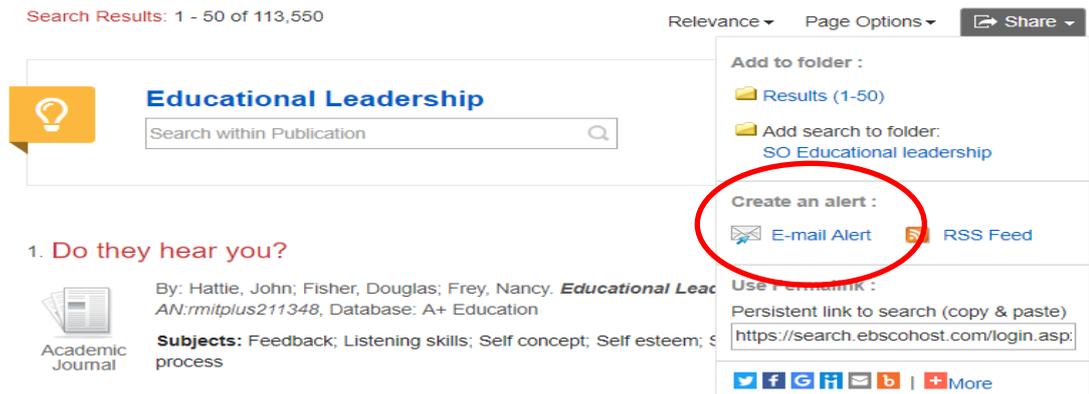
Add search to folder:
"critical thinking"

Create an alert :
 E-mail Alert RSS Feed

- Set your **Alert** parameters (frequency, format and date of published articles) and save.

4.2 **Journal Alerts** can be set up to provide automatic e-mail whenever a new issue of a particular journal becomes available.

- Find the journal you want to set up an alert for by searching for the journal title. Click on the **e-mail alert** from the **Share** menu.



- The Journal Alert window appears, with the *Subject* and *E-mail from* address automatically filled in.
- Set your **Alert** parameters (to view all available alert parameters, use the **Advanced Settings** link). Click **Save Alert**.

5. Linking out to other databases

DISCOVER does not search all of our databases and sometimes you may prefer to search the native interface of a particular database for more precise searching/results. There are two ways of doing this.

- Undertake a search and on the right hand side of the results page, click on one of the other sources listed.
- Your search will be performed and a set of results will appear.
- Alternatively, click on the **Subject guides** link from the toolbar. Choose your subject area and navigate to the databases/resources links.



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The **Help** link gives more advice on how to use DISCOVER. If you need further help, please contact the Academic Liaison Librarians, librarians@beds.ac.uk.