

## SEARCH TECHNIQUES

A simple guide to searching *FSTA Direct*<sup>TM</sup>.  
There are two ways to search:

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Also:

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## Quick Search

The simplest way to search, Quick Search allows you to search on free text (i.e. any words you choose), specified Keyword(s) from a list provided, or a combination of both free text AND Keywords. You

can use a date limit on Quick Search – the default is a search for records added in the last 12 months. Use the **date range** field to select the time range over which you wish your search to run.

### ▼ Sample Quick Searches ▼

1 Free text search on *chocolate flavour*

Type *chocolate flavour* in the **free text** box

Next, select what you wish to **find**

*All Words* searches for both *chocolate* AND *flavour*

*Any Word(s)* searches for *chocolate* OR *flavour* OR *both*

*Exact phrase* searches for the phrase *chocolate flavour*

Then, specify which fields you want to find the words **in**

Select *abstract*, *title*, or *all fields* (the default)

Specify the **date range** over which the search is to run

Click *Run Search*

2 Keyword search on *dough*

Find the term *dough* using the **Keyword Selector** (see 'Advanced Search')

Next, specify the **date range** over which the search is to run and add to search

Click *Run Search*

3 Combined Keyword and free text search on *dough* as a keyword **and** *bread flour* as free text. This search will find all records where both the Keyword and the free text phrase are found.

Type *bread flour* in the **free text** box

Next, select what you wish to **find**

Select *Exact phrase* to find only those records containing the phrase *bread flour*

Specify which fields you want to find the words **in**

Select *abstract*, *title*, or *all fields* (the default)

Type *dough* directly into the **keyword** box or find the term using the **Keyword Selector**

Next, specify the **date range** over which the search is to run

Click *Run Search*

Please see [Advanced Search](#) (page 3) for tips on using **Greek Characters** and **Keyword Selector**.

## Search Options

You can choose **default** and **session** settings for your searches.

### Default Settings

To choose the default settings, select your preferred value using the drop down list next to the field you want to change.

For example –

Select Records per page – highlight 100

Click *Update*

Default changes do not take effect until next time you log into *FSTA Direct™*

### Session Settings

To choose the session settings, select your preferred value using the drop down list next to the field you want to change.

For example –

Select Default view – highlight bibliographic

Click *Update*

Session changes take effect on the next search that you run. The settings will revert back to the default settings when you log out of the current session.



**For more help with searching**, please refer to the online Help screens accessed via the Help menu option on the left hand side of the *FSTA Direct™* screens or via the large blue question mark on each individual screen.

## Advanced Search

A more flexible search option which allows you to build searches with specified criteria for any field and, if required, connect them with the operators – AND, OR, NOT. You can use keywords and free text or a mixture of both in your searches.

It is recommended that those new to *FSTA Direct™* use the **Search Builder** function to construct an Advanced Search. Experienced searchers, with knowledge of the search syntax required, have the option of typing searches directly into the **full search** box.

When building searches, for all but your first criterion, use the logic radio button to select the **Logic** operator (AND, OR, NOT) to connect it to the previous criterion.

AND – finds records that contain both of two terms

OR – finds records that contain either or both of two terms

NOT – finds records that contain one term but not the other

Click on the **Build Search** button to transfer the criterion to the Full Search box

### ▼ Sample Advanced Searches using the Search Builder ▼

1 Free text search to find patent records

Type *patent* in the **Search for** box

Select the field to search for this term using the **In** drop-down list

Select *Document Type (DT)*

Select the **Match** operator from the drop-down list

Select *Exact* (all patent records have word *Patent* in their DT field)

Next, click on the **Build Search** button – the criterion will be transferred to the **Full Search** box

Click *Run Search*

2 Free text search to find records with an author with the name Jones

Type *Jones* in the **Search for** box

Select the field to search for this term using the **In** drop-down list

Select *Author – All*

Select the **Match** operator from the drop-down list

Select *Includes*

Next, click on the **Build Search** button – the criterion will be transferred to the **Full Search** box

Click *Run Search*

3 Search to find all patent records with an author with the name Jones

Type *Jones* in the **Search for** box

Select the field to search for this term using the **In** drop-down list

Select *Author – All*

Select the **Match** operator from the drop-down list

Select *Includes*

Next, click on the **Build Search** button – the criterion will be transferred to the **Full Search** box

**Now add the second criterion:**

Type *patent* in the **Search for** box

Select the field to search for this term using the **In** drop-down list

Select *Document Type (DT)*

Select the **Match** operator from the drop-down list

Select *Exact* (all patent records have word *Patent* in their DT field)

Now click the **Logic** radio button **And** to set a search which will retrieve patent records with Jones as an author

Next, click on the **Build Search** button – the criterion will be transferred to the **Full Search** box

Click *Run Search*

### Using Greek Characters

For all searches, you can add a **Greek Character** to any word you type. Simply click on the **Greek Character** button on your search screen and select the character you need.

### Using the Keyword Selector

*FSTA Direct™* records are indexed by a list of **Keywords** chosen to indicate the key points each covers. When used as search terms, **Keywords** help ensure that the most relevant records are retrieved. Free text searches will retrieve more records than those using **Keywords**, and can be a good starting point, but using **Keywords** will help to find the most appropriate records.

The **Keyword Selector** arranges keywords in hierarchies of broader, narrower and related terms. **Keywords** can be 'exploded' so a search also returns records that are

indexed with the keyword's narrower terms. **FOR EXAMPLE**, an exploded search for fibre will retrieve records indexed for *fibre* or its narrower terms, in this case *crude fibre*, *dietary fibre*, *oat fibre*, *roughage*, or *wheat fibre*.

To find a **Keyword** on the selector either click on one of the letters at the top of the screen to get a list of **Keywords** starting with that letter or enter text into the Search box and click on find.

From the list, click on the **Keyword** you want and it will be displayed with any narrower, broader or related terms.

To add a **Keyword** to your search, click the link beside it. In an Advanced search you will then be offered the choice of adding the **Keyword** as an exploded search, and offered a choice of logic options. You can select as many **Keywords** as you want making sure the box at the bottom of the window shows them all – click on Return to go back to the main search screen to run your full search.