Searchable fields and field codes

The default fields for keyword searches include authors, subjects, keywords, title info (including source title) and abstracts. The following list of field codes will help you locate information in a particular field.

Type the field code before your search terms to limit those words to the field you entered. For example, **TI education** will find records that contain the term “education” in the title field.

<table>
<thead>
<tr>
<th>Searchable tag</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Author(s) last name followed by his/her first name and a middle initial</td>
<td>AU Jefferson</td>
</tr>
<tr>
<td>TI</td>
<td>Searches all title information of the article</td>
<td>TI Education</td>
</tr>
<tr>
<td>DE</td>
<td>Searches the subject heading/s (Descriptor/s) that each article is given</td>
<td>DE Health insurance</td>
</tr>
<tr>
<td>SO</td>
<td>The source (Journal etc.) in which the given article was published</td>
<td>SO Daily Telegraph</td>
</tr>
<tr>
<td>AB</td>
<td>Searches the abstract summaries for keywords</td>
<td>AB Jupiter</td>
</tr>
</tbody>
</table>

More field codes are available in **Advanced Search**.

For more search tips, click **Help** or 📘 on any screen or ask your librarian.

For information on how to obtain a DEC username and password see your library staff or student administration.

**How to access the databases**

The EBSCOhost databases can be accessed 24x7 from any PC where you have internet access. Connect to:  
http://www.nsi.tafensw.edu.au/libraries

Under Key eResources click on eResources Portal. At the Portal select ‘E’ for EBSCOhost and then click the link. Log in with your DEC username and password.  

Make sure the box next to the database/s you wish to search in is ticked. Then click on Continue.  

**Basic search tips**  

Enter your search term in the Search field and select any limiters (e.g. full text) or expanders from the page below that you may want to apply to your term.

**Search modes**  

**IMPORTANT:** If you have ticked Search modes: Boolean/Phrase you must use **Boolean operators** as listed below or the database will presume you wanted to enter the words as a phrase. Click **Search** and your search results are displayed.  

Ticking **Find all of my search terms** – adds **AND** automatically between all search terms e.g. web **AND** accessibility.  

Using **Find any of my search terms** – adds **OR** automatically between all search terms e.g. **web** **OR** accessibility. Learn more about Using **Boolean operators**  

**AND** - combines search terms so that each search result contains all of the terms. For example, **hotel accommodations** **AND** **Europe** finds articles that contain both terms.  

**OR** - combines search terms so that each search result contains at least one of the terms. For example, **college** **OR** **university** finds results that contain either college OR university.  

**NOT** - excludes terms so that each search result does not contain any of the terms that follow it. For example, **television** **NOT** **cable** finds results that contain television but NOT cable.

**Wildcards/Truncation**  

Wildcards allow you to match  
- both the singular and plural forms of a word  
- words that begin with the same stem  
- words that can be spelled in different ways

You can use the **asterisk** * symbol to truncate your search term. For example: **Australian** will retrieve Australia, Australian, Australasian, etc.  

The **question mark** ? symbol stands for exactly one character. For example, **analyse** will retrieve results with spellings analyse and analyze.