



EXPANDED ACADEMIC ASAP

Expanded Academic ASAP is a very large database that indexes popular magazines and scholarly journals. It includes full-text articles from over 900 of these titles.

START:

- From workstations in the library, click on the *Montgomery College Libraries* icon. Click on **on-campus**.
- From on-campus Internet workstations, type the URL: <http://www.montgomerycollege.edu/library/>. Click on **on-campus**.
- For off-campus Internet access, type the URL: <http://www.montgomerycollege.edu/library/>. Click on **home or work**. The user name is your last name only and the password is your student i.d. number.
- Do not use MyMC to access online databases. Go directly to the Library Web page using the URL listed above.
- Select **Expanded Academic ASAP** located first in the list of databases and click on it.
- You will be presented with the search screen.

SEARCH:

ASAP offers four methods of searching: To choose a search method, click on one of the four methods located in the blue box on the left side of the screen. You will then see a search screen.

- Type your search in the narrow, long white box in the middle of the screen.
- Set limits as appropriate.
- Click on the gray search box.

Subject Guide Search: Find articles by topic.

- It is best to search for only one or two words.
- Do not use AND, OR, or NOT.

Relevance Search: Find articles by matching words in titles, citations, and abstracts, or in entire text. The result list starts with the best matches according to how and where the words occur in articles.

- Use double quotes (" ") around terms to indicate a phrase - *"eating disorders"*
- Use a plus sign (+) before a required term - *+television (Matching articles must contain the word television)*
- Use a minus sign (-) before an excluded term - *-headache (Matching articles must not contain the word headache)*
- You do not need to combine keywords with the Boolean terms AND, OR, or NOT.

Keyword Search: Find articles by matching words in titles, citations, and abstracts, or in the entire text. The result list runs from newest to oldest.

- Use double quotes (" ") around terms to indicate a phrase - *"civil war"*
- To find similar words with different endings, truncate your term with an asterisk (*) - *caus** (*Will find cause or causes*)
- Use AND to retrieve fewer terms. - *"eating disorders" AND causes* (*The search will find fewer records because the system will retrieve only articles that contain all these words*)
- Use OR to find more articles because the database interprets OR to find any of these words
 1. Use OR to search for synonyms - *"eating disorders" OR anorexia OR bulimia*
 2. Use OR to search for related terms - *television OR radio*
 3. Use OR to search for alternative spellings - *color OR colour*
 4. Use OR to search for abbreviations - *tv OR television*
- Use NOT to eliminate terms from your search - *"eating disorders" NOT "book reviews"*. (The search eliminates book reviews from your results)

Advanced Search: Find articles by using any of several indexes, alone or in combination.

- Choose an index from the menu and enter one or more words
- Allows the use of AND, OR, or NOT
- The History section at the bottom of the page displays search results. Click **View** to see citations.

LIMITING SEARCH:

Limiting a search lets you impose specific controls on the search result to produce a smaller result set that is more precisely focused on what you want. The following are ways you can limit your search:

- To articles with full-text
- To articles from refereed (peer-reviewed) publications
- To articles published within a date range
- To articles from particular journals (publications)

VIEWING RESULTS:

ASAP will display a list of citations. Beneath each citation you will see Text or PDF. Click on that link to retrieve the article. If you see Citation beneath a title and citation information, the article is not available full text.

PRINTING AND E-MAILING ARTICLES:

- If you retrieved the article by clicking on Text, you will be able to print out the article by scrolling to the bottom and choosing either **Browser Print** or **Acrobat Reader**. Clicking on **Browser Print** will reformat the article to text only and display a print box. Click print. Clicking on **Acrobat Reader** will reformat the article as it appears in a magazine or journal with pictures, graphs, and diagrams. Once you click **Acrobat Reader** and the article is reformatted, click on print icon located above the article.
- If you clicked PDF, the article will reformat as it appears in a magazine or journal with pictures, graphs, and diagrams. Click print icon located above the article.
- To **E-Mail** the article to yourself, follow the directions located at the bottom of the screen underneath **E-Mail Delivery**.

Need more help? Ask at the Reference Desk

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301-353-7853

Montgomery College Libraries
Rockville Campus
301-251-7130

Takoma Park Campus
301-650-1536