Searching screenshots

by

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1. Find This page (Databases A-Z) in the IoE library webpages (see URL or breadcrumb trail)

2. Click on EF (as we want ERIC)

Finding a database
Browse the A-Z lists above for links to databases and other online resources in education and related social sciences subjects.

You can also search in this guide to locate a specific database. Type the name of the database in the search box above, e.g., BEI, IBSS, Web of

Featured Resource - British Education Index

The British Education Index (BEI), compiled by staff at the University of Leeds is the major education index covering the UK. It indexes and provides abstracts of journal articles from over 300 education journals. Search British Education Index on the Proquest platform now. For help you can look at this user guide for BEI.

You can use BEI to search for articles on education topics. If the IOE Library has access to the full text articles online (e-journals) you will be able to read, print or download the article
Click on ‘Thesaurus’ (this is your guide to the database’s controlled terms)
1. Enter a synonym for your first concept
   (In this example I’m running a search on literacy and computer aided learning in school children)

2. Then click on ‘Find’, for the thesaurus to find controlled terms for this synonym
1. Tick the relevant controlled terms*

2. Notice the ‘explode’ box is unticked (this instructs the database NOT to also add ‘narrower’ terms in the search)

3. Click on ‘Add to search’

4. This is an overly simple search. You can often select more than one term for the same concept from this page (scroll up/down)

5: click on notes for each controlled term’s meaning and ...
1. For example, clicking on ‘literacy’ allows me to then select only the narrower terms that suit my needs.

2. Clicking on ‘view’ allows me to see all of the terms I have selected before I click on ‘Add to search’ (there’s no screenshot of this here as this document is getting too big).
1. Here is the search I created (with selected controlled terms for literacy)

2. To run this search, click on ‘Search’ (searches can take a while to run)
1. Tempted to look at your results? Here they are (citation/abstract gives >info).
But this set can also be looked at later in your session!

2. To continue a systematic search, click on Advanced search again, then on the thesaurus, and then look for terms for concept no. 2.
1. I’m now being shown the search I have built for concept no. 2. (If you cut and paste these strings into a word document it acts as a back-up of your work. Useful in case of a crash, or if you delete something by mistake)

2. My search for concept 1 is saved here, under the ‘recent searches’ tab, but...

3. I’m staying systematic, and will run my concept 2 search
Here are the searches for concept 1 and concept 2.

If you can’t see something like this, try clicking on ‘Recent searches’ in the tab header.

Clicking on the numbers or terms to the left will take you to the results (at last, you say...).
Use the Advanced Search page to combine searches.

To combine my sets of controlled terms for concepts 1, 2 and 3, I’ve cleared the search boxes first and then typed in ‘S2 AND S3’

Then I’ll need to press ‘Search’ again
If you click on an individual record you will find the controlled terms used by that database for that study.

Look for and use these controlled terms as they can help you build a more specific search.
Here is a ‘free text’ search for one of my concepts.

See how the database is being instructed to look both in the Title of a record and then in the abstract.

This kind of search will find you records that a controlled search will miss (ones the database indexers have missed/misclassified). It is essential when your concepts are not widely recognised, but you will always need to budget for the extra irrelevant studies found.
Here’s how to save your searches and save your sets of search results.

See Proquest’s HUGE help files for further assistance.