Select databases

Learn how to select databases available to users in FirstSearch.

List All Databases screen

The List All Databases screen displays a merged list of databases in all topic areas. To see databases listed by individual topic area, click the List by Topic link in the Navigation menu.

The database list is displayed in five columns. Use the Select and Clear buttons at the top or bottom of the list to effect changes to the entire list. Click Select to select from 1 to 3 checked databases and go to the Search screen. Click Clear to clear all previously selected databases. Use the scroll bar to scroll through the database list.

<table>
<thead>
<tr>
<th>COLUMN NAME</th>
<th>INFORMATION OR ACTION DISPLAYED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Note: When you access the List All Databases screen, the first column may have some databases preselected.</td>
</tr>
<tr>
<td>Database</td>
<td>Displays the name of the database in one of the following formats:</td>
</tr>
<tr>
<td></td>
<td>• linked - OCLC database</td>
</tr>
<tr>
<td></td>
<td>• linked* - this database does not yet have all FirstSearch features enabled</td>
</tr>
<tr>
<td>Description</td>
<td>Displays a short description of the database.</td>
</tr>
<tr>
<td>Info</td>
<td>Click the information icon (ℹ️) for detailed information on any listed database.</td>
</tr>
<tr>
<td>COLUMN NAME</td>
<td>INFORMATION OR ACTION DISPLAYED</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Full text</td>
<td>The full text icon (📖) is displayed if online full text is available.</td>
</tr>
</tbody>
</table>

### Select a database

1. Click **Clear** to clear all previously selected databases.
2. Review the information on the available databases and determine which would return the most meaningful results for your search terms.
3. If you need assistance choosing a database, click the **Suggest Best link** in the Navigation menu to go to the Suggest Best Databases screen. FirstSearch will scan all available databases for your search term(s) and report the estimated number of matches in each database. You can then select the databases that contain the highest estimated number of matches for your search term(s).
4. To search in just one database, click the **database title** in the database list.
   To search in up to three databases simultaneously, click the **selection checkbox** in front of the database names and then click **Select**.

### Suggest a database

Many databases focus on a specific topic area. Thus, not all databases will produce results for a given search term or phrase. FirstSearch can help you locate the best database before you perform your search by scanning all available databases and reporting the estimated number of matches in each.

1. Click the **Suggest Best link** in the Navigation menu.
2. At the prompt Must contain, enter a **keyword** or **phrase** related to your search topic.
3. Select an index by clicking the corresponding radio button.
   Note: The Keyword index is selected by default.
4. At the prompt Limit to topic, select the subject heading that most accurately defines your search topic. Click the **down arrow** at the right side of the display box to view the drop-down list of subject headings. The General heading is selected by Default.
5. Click **List**. FirstSearch displays a list of the estimated number of results in each available database. The number is displayed in the far left column of the database list.

### List Databases by Topic screen

The List Databases by Topic screen displays databases grouped by topic area.

### Select a database

1. Select a **database topic area** from the Show databases related to: drop-down list. Click **Change** to refresh the database list for the chosen topic. General topic databases are displayed by default.
2. Click **Clear** to clear all previously selected databases.
3. Click the selection checkbox in front of each database you would like to search. You can select up to 3 databases at a time.
   Note: The Keyword index is selected by default.

4. Click the **title of the database** only if you are searching in a single database.

**Suggest a database**

Many databases focus on a specific topic area. Thus, not all databases will produce results for a given search term or phrase. FirstSearch can help you locate the best database before you perform your search by scanning all available databases and reporting the estimated number of matches in each.

1. Click the **Suggest Best link** in the Navigation menu.
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   Note: The Keyword index is selected by default.
4. At the prompt Limit to topic, select the subject heading that most accurately defines your search topic. Click the **down arrow** at the right side of the display box to view the drop-down list of subject headings. The General heading is selected by Default.
5. Click **List**. FirstSearch displays a list of the estimated number of results in each available database. The number is displayed in the far left column of the database list.

**Change the current topic area**

The List Databases by Topic screen displays databases by individual topic area. General topic databases are displayed by default. Use the Change Topic function above the database list to see databases from a different topic area.

1. Click the **down arrow** to the right of the Show databases related to: drop-down list.
2. Select a topic area from the list. The chosen topic area name displays in the Show databases related to: box. The list of databases remains unchanged until you complete step 3.
3. Click **Change**. The list displays databases from the chosen topic area.

To see a merged list of databases in all topic areas, click the **List All link** in the Navigation menu. For assistance in selecting a database, click the **Suggest Best link**.