1. Go to the library guide
2. Click on the articles tab (if you want articles) https://guides.library.unt.edu/fye/articles
3. Click on the database listed: Academic Search Complete
   (Off campus, Enter your EUID and Password) – forgot it? Go to https://ams.unt.edu/
4. The basic search is the default. You can use this option and use AND in between search terms. For the purposes of our example, click on the advanced search option under the search box.

5. In the first box put in a brief search term which is the focus of your topic. Undergraduate (Notice as you are typing you get related concepts) -{ Image below for steps 5-8 }

   ![Search Interface](image)

   You have many results with the default “select a field” which is like a keyword

6. Scroll down and expand the Subject terms/thesaurus box on the left column.

   Stop: Is your term there? Does the database suggest a better term (Subject Term)?

   7. Looks like “undergraduate” is a Subject Term (preferred keyword) so go back to the top and add choose the scroll down option SU Subject terms

   8. Now you are searching undergraduates as a main SUBJECT. This is still too broad. Let us add another term that gets close to what you want to say about the subject of undergraduates. In BOX 2 next to AND type in achievement.

   9. You can stick with this or change it. Looking at the Subject Terms you may want to try “academic achievement” Click Search.

10. Limiters (left column of search screen) You can select “Full Text” for complete articles, and you can select “Scholarly (Peer Reviewed) items.

11. Still too broad? Try another search term. Example: United States to focus to a general geographic location.

   **TIP:** Need more SUBJECT SPECIFIC results? You can also get more results by selecting more databases in “Choose Databases” link. this topic, I would suggestion “Education Source” and, maybe “SOCiindex” – Click ok after selecting.
NOTE: EBSCOhost versus Academic Search Complete> (Connect to EBSCOhost). If you prefer to choose your databases at the beginning) Below image Choose Databases EbscoHost pop up --adding to current search.

*TRICKY PART: If you add database, it kicks you back to the default/basic search so you see one box. Just note you may want to reselect limiters like “Full Text” and “Scholarly” (Peer Reviewed) then click search again.

STOP: Now you can review the results, email items to yourself or add more terms. OR search again OR ask us!

Final screenshot: