**Step 1 – Main Search Page**
Type a word or phrase in the search box.

**Search**

**Subject Search**
Map Term to Subject Heading is checked.

**Step 2 – Mapping Display**
Select Subject Heading using available checkbox.

**Explode (optional)**
Check this box to include your term and all of its more specific terms.

**Focus (optional)**
Check this box to make your term the major point or focus of articles. **NOTE:** May eliminate relevant articles.

**Step 3 – Subject Heading**
Check the box beside a subject heading to include it in your search.
- **Recommended:** Click on the Subject Heading to view the “tree” (hierarchy) for broader/narrower terms.
- **Recommended:** **Scope** - Click on the $ to see more information about a term.

**Search as Keyword (optional)**
Check this box to include your term as a keyword (.mp)

**Boolean OR**
Use OR when you have specific variations of a term in mind. Use parentheses around OR statements. **Ex:** (colon OR colons OR colonic)

**Boolean AND**
Use AND to combine different concepts. You can type your entire strategy at one time. **Ex:** colon AND biopsy AND perforation

**Truncation (optional)**
Use a $ after a word stem to account for word variations. **Ex:** colon$

**Step 4 – Subheading Display**
Select appropriate subheadings using the available checkboxes.

**Step 4 – Include All Subheadings**
Check this box to search all of the subheadings available for a term.

**Search**

**Step 5 – Return to Step 1**
Repeat the process for each term in your strategy. **Recommended:** If subject headings are not quite right for a topic, try a KEYWORD Search.

**Step 2 – Return to Step 1**
Repeat the process for each term in your strategy. **Recommended:** If results are too unfocused, try a SUBJECT Search.

**Final Step** - Once you have created a search set for each of your terms, use the set numbers to combine the sets to create your final search strategy. **Ex:** 1 AND 2 AND (3 OR 4)