**Basic Search in IEEE Xplore**

The Global Basic search box is found on nearly every page in IEEE Xplore. When entering keywords or concepts in this box, you should know that the search engine will automatically AND your words together and search the metadata for all documents in the database.

Metadata includes fields such as: document title, abstract, index terms, author names, etc.

So when you enter in a string of words, like **wind energy conversion**, the search engine will find papers who match all three of the words, but they won’t necessarily be in a phrase or even the same field. The search engine will automatically look for plurals, different verb tenses and British and American spelling variations, so you won’t need to worry about that.

If you want to force an exact phrase match, use quotation marks around your term. **“Wind energy conversion”** brings back that exact phrase in that order and doesn’t stem or add any endings.

IF you’d like to use a Boolean operator, you can do it right here in the global search box. Adding **NOT induction** to my search string means that the search engine will not return papers with the word induction in the metadata. You can also use AND or OR operators here, but they must be in all capital letters. If you don’t add any operators, remember that the default is AND.

On the search results page, I can now view over 1700 results. I’d like to limit my set a bit, so I’ll refine by content type or the facets on the left hand side of my screen. To limit to the last few years of journal papers, I would choose **Journal & Magazines** and **Early Access Articles**. Early Access are papers that have been peer reviewed and accepted for future publication but not added to an actual issue yet. After clicking on **“Apply”** I will also use the year range slider to select a few recent years and clicking on “**Apply.”**

You can also refine by facets: Author, **Affiliation, Publication title**, **publisher** etc.

The **open lock icon** indicates full-text access through your IEEE Xplore subscription. To view the full-text, just click HTML or PDF. You can also select up to 10 documents and download them all at once. Click on the checkmark boxes to the left of the papers you would like and use the **Download PDFs** feature.

If you are interested in capturing the results data, use the **Export** function. You can download your data into CSV for spreadsheets or other file formats for citation management tools.

**Set Search Alerts** and **Search History** are covered in other IEEE Xplore video tutorials.

Your list of search results are automatically sorted by relevance, but you can change that to Newest First, Oldest first, Most Cited by Papers, Most Cited by Patents, etc. To view the results with the most cited at the top of the list, change the sort. Now I can quickly see the top cited papers for this subject.

This has been **Basic Searching in IEEE Xplore**. Please view the Advanced Searching video tutorial for more complex queries, such as fielded searching or searching within the full text.

Thanks for watching