Search and Save with Your File Cabinet

Start your search here

» Enter search terms, Boolean operators, and field searches in the BASIC, ADVANCED, or COMMAND SEARCH. Use ADVANCED or COMMAND SEARCH to search within the full-text.

» On the search results page, under REFINE RESULTS BY, use SEARCH WITHIN RESULTS to enter additional search terms.

» You can also refine by FACETS such as Year, Author, or Affiliation. For example, to limit your search to one or a few authors, select the author(s) then click APPLY REFINEMENTS to view refined search results.

File Cabinet

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Basic Search

Advanced Search
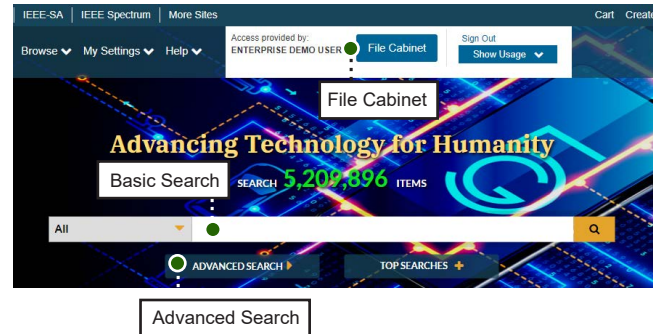
Saving a document to File Cabinet

» The add to File Cabinet link **+ File Cabinet** indicates which documents are available with your subscription and ✅ indicates which documents have been previously downloaded to your file cabinet.

» From a search result, click PDF or HTML to VIEW AND ADD TO FILE CABINET.

» Once a document has been saved to your file cabinet, it is unlocked for viewing by your organization. The document will open automatically.

Refine search results by File Cabinet
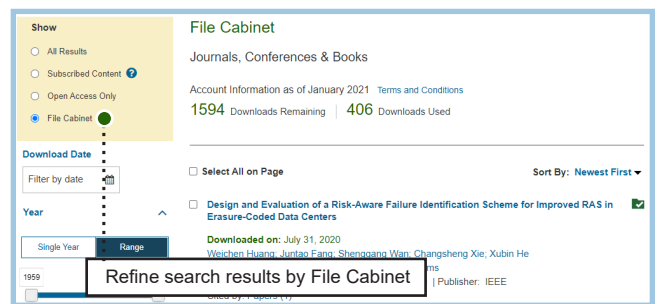
Using File Cabinet

» Click SHOW USAGE on the top navigation bar to see the number of documents remaining in your subscription.

» Click Go To File Cabinet to search and browse documents already in the File Cabinet.

» Or you can filter within search results to see what is in your File Cabinet.

» Note: Your subscription type determines the number of documents you can file.

See number of documents remaining in your subscription
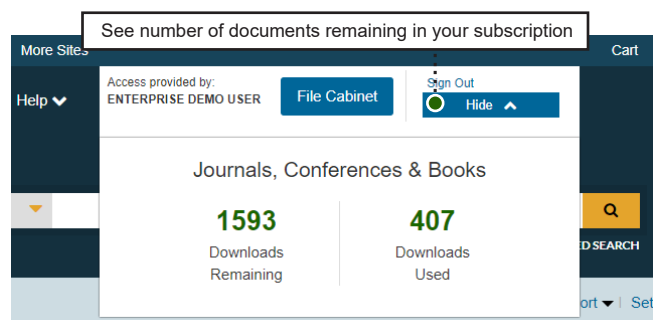
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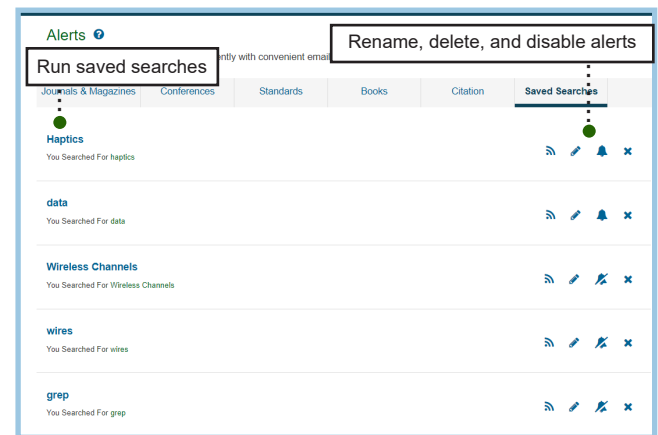
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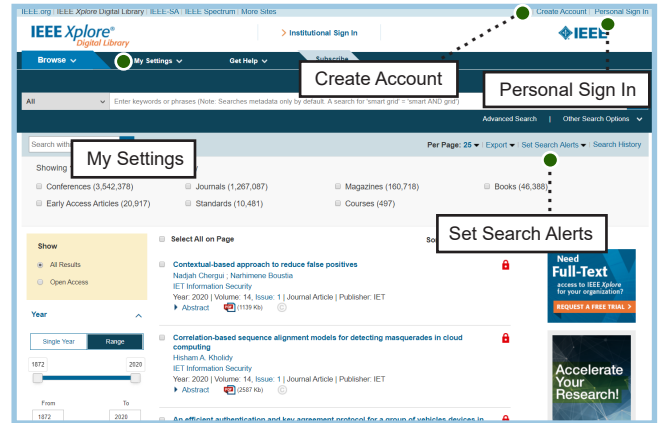
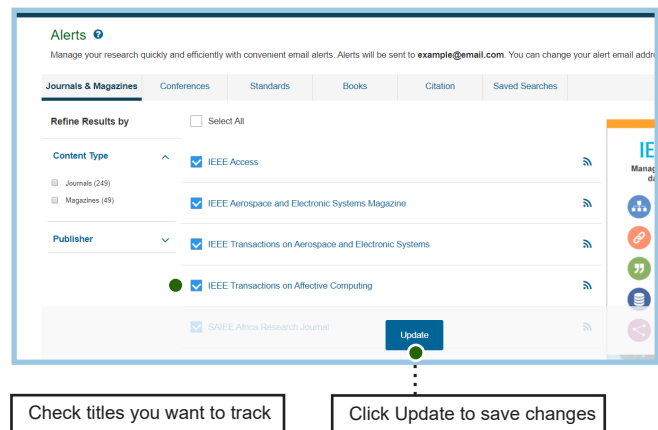## Manage Search Alerts

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