



# Database Guide: Design and Applied Arts Index (DAAI)

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## Database Guide: Design and Applied Arts Index (DAAI)

### What Is Design and Applied Arts Index (DAAI)?

Design and Applied Arts Index (DAAI) is the leading source of abstracts and bibliographic records for articles, news items, and reviews published in design and applied arts periodicals from 1973 onwards.

An indispensable tool for students, researchers, and practitioners worldwide, DAAI covers both new designers and the development of design and the applied arts since the mid-19th century. As of February 2010, DAAI contains more than 212,000 records, with around 1200 new records added in each monthly update.

DAAI was founded in 1987 by Chris Mees. In 2003 ProQuest (formerly CSA) acquired the database from Chris, who continued to produce it on our behalf until April 2004. It has been available in a variety of formats, including print, CD-ROM, and of course the Internet. In February 2004 ProQuest added the database to its popular Internet Database Service, which became Illumina in spring 2005.

### Subject Coverage

Advertising	Design history	Glass	Metalsmithing
Architecture	Design management	Graphic design	Packaging
Book design	Education	Illustration	Retail design
Ceramics	Fashion and clothing	Interior design	Sustainability
Computer aided design	Furniture	Jewellery	Theatre
Computer graphics	Garden design	Landscape architecture	Vehicles

For a complete list of subject coverage and further information, visit <http://www.csa.com/factsheets/daai-set-c.php>.

### Selection Policy

One of our foremost projects is to increase the international journal coverage. Essentially, if a journal focuses on architecture, design and crafts from the mid-19th century onwards, it is of interest to us for coverage. We currently cover journals that are published in the following languages: Dutch, English, German, Italian, Japanese, Norwegian, Russian, Spanish and Turkish.

We believe that developing our journal coverage is best achieved by closely listening to our customer base. We monitor demands in the field and listen to recommendations from librarians and other subject specialists. We always welcome suggestions from our users. If you would like to suggest a journal, please write to the editor of DAAI, Alison Knight [[Alison.Knight@proquest.co.uk](mailto:Alison.Knight@proquest.co.uk)].

## Sample Record



The screenshot shows a ProQuest record page for the article "Facts on the ground: urbanism from mid-road to ditch". The page includes navigation links, search options, and detailed metadata for the record.

**Database:** DAAI: Design and Applied Arts Index

**Title:** Facts on the ground: urbanism from mid-road to ditch

**Author:** [Vanstiphout, Wouter](#); [Provoost, Michelle](#)

**Source:** Harvard *Design* Magazine, no. 25, pp. 36-42, Fall 2006-Winter 2007 Fall 2006-Winter 2007

**ISSN:** 1093-4421

**Subject/Artist:**  USA  Netherlands  Exhibitions  Modernism  Urban *Design*  Architecture

**New Search Using Marked Terms:**  Use AND to narrow  Use OR to broaden

**Abstract:** Discusses the exhibition 'Newer Orleans - A Shared Space' at the National Building Museum in Washington, D.C. (April 2006), which featured urban *design* plans for New Orleans by Dutch designers. The authors consider the Dutch designs as a form of 'ditch urbanism', comment on similar projects led by architects such as Rahul Mehrotra and Jeanne van Heeswijk, and detail the modernist assumptions of this type of city planning.

**Features:** 6 illus.

**Language:** English

**Publication Year:** 2007

**Publication Type:** Journal Article

**Update:** 20070622

**Accession Number:** 00501735

**Journal Issue:** 25

## Searchable Field Codes

Field Name	Label	Search Examples & Explanation
Abstract	AB	<p>AB=millennium dome</p> <p>The vast majority of abstracts are provided by Editorial staff. They are written to emphasize how the article at hand relates to the scope of DAAI. It is very focused and its length can vary from one sentence to several paragraphs. Abstracts are available from 1973.</p>

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Accession Number	AN	AN=123456  This field states the unique record number, which can be used to quickly refer back to a particular record. Please note that accession numbers were assigned in 2004 and while representing a unique number they do not necessarily reflect the order of indexing.
Author	AU	AU=billings, scott or AU=billings s or AU=billings scott  Author names will generally be indexed as shown in the original article. The standard format is Last Name, First Name. We do recommend that you use the Author Name Index for searches (Search Tools > Indexes) to ensure a comprehensive result set.
Descriptors	DE	DE=Chairs  Descriptors are subject terms taken from the DAAI controlled vocabulary (Thesaurus). They describe the content of a document and aid your search allowing for comprehensive results.
Features	FE	While searchable, it is difficult to do so in a meaningful way. It contains information on the document at hand, i.e. the number of illustrations, number of colours used, availability of maps or bibliographies  <i>Example: (from AN=00359415)</i>  24 illus. (8 colour) + map, bibliog
ISSN	IS	IS=1069-8825  The International Standard Serial Number (ISSN) is used to uniquely identify any serial publication worldwide. If known, it can be the quickest and most accurate way to search for records stemming from a particular journal. Not all journals have an ISSN.
Journal Issue	JI	JI=12  The journal issue field displays as part of the source information.
Journal Name	JN	JN=design report  This field contains the journal name of a periodical, it displays as part of the source information. This field is word indexed allowing for easy retrieval. You may wish to consult the Journal Name Index (Search Tools > Indexes) for a comprehensive list of journal names.

## Database Guide: Design and Applied Arts Index (DAAI)

Field Name	Label	Search Examples & Explanation
Journal Pages	JP	JP=121  The journal pages field displays as part of the source information. You can search in this field using either the start or end page number.
Journal Supplement	JS	JS=annual*  The journal supplement information displays as part of the source field.
Journal Volume	JV	JV=23  The journal volume field displays as part of the source information.
Keywords	KW	KW=modern architecture  The keywords field is used to search the Title (TI), Subject/Artist (SA), and Abstract (AB) field in DAAI simultaneously.  In other Illumina databases Keywords might search additional fields; please check with the database guide or factsheet for the appropriate database.
Language	LA	LA=Japanese  Denotes the language or languages of the main text body of the indexed article. Older records do not always show the language of the article.
Publication Type	PT	PT=journal article  There are 18 publication types in DAAI. A list of the main types can be found as an index in Illumina (Search Tools > Indexes). Publication Types are not exclusive of each other, e.g. <i>Journal Article</i> ; <i>Book Review</i> .
Publication Year	PY	PY=1977  A four digit number, which describes the year of publication of an item. The first year of publication for DAAI is 1973.
Publisher	PB	PB=Berg  Provides publisher information.
Source	SO	SO=metropolis near 2005  The source field contains Journal Name (JN), Journal Volume (JV), Journal Issue (JI), Pages and Publication Year (PY). Rather than searching these independently you can combine a search with a Proximity or Boolean Operator. If you are uncertain about the correct spelling of a Journal Name, consult the Journal Name Index (Search Tools > Indexes).

Subject/Artist	SA	SA=Colani Luigi  SA=calligraphy  The Subject/Artist field is used to describe the content of a document in a controlled manner. Illumina offers you a searchable index (Search Tools > Indexes) of designers names, the names of design firms, and subjects to aid your search and allow for comprehensive results.
Summary Language	SL	SL=German  Denotes the language of the abstract/summary published in the original document
Title	TI	TI=Models: fashion muses.  The Title field in DAAI contains both the original title and the English translation. Translated titles will appear in square brackets, while translations offered by the journal will be separated by a slash.  Doppelte Leidenschaft [A shared passion]  <i>Freie Hand haben.../Given a free hand...</i>
Update	UD	UD=200711*  The update field consists of an eight digit date in the format YYYYMMDD. The database is updated monthly, thus you could use this field to search for a specific update by truncating the day, e.g. UD=(200711*).

## Publication Types

In the whole of DAAI there are 18 publication types describing documents, though our indexers today mainly use Journal Article, Exhibition Review and Book Review. Selections in this field are not exclusive and it is quite common to see two publication types indexed for a document, e.g. *Article; CD-ROM Review*.

Please refer to the Publication Type Index (Search Tools > Indexes) to select the appropriate document type. The most common publication types found in DAAI are journal article, exhibition review and book review. The figures reflect the number of records as of February 2010.

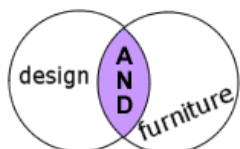
article (212927)	book review (7249)	exhibition review (1879)	illustration (13332)	journal article (193184)
---------------------	-----------------------	-----------------------------	-------------------------	-----------------------------

Before ProQuest took full control of DAAI, a very small number of records were assigned a publication type that is not descriptive of their content. Thirty-two records are marked as “book”, while they are actually book reviews. Four records are marked as “exhibition catalogue”, while they are in fact exhibition catalogue reviews.

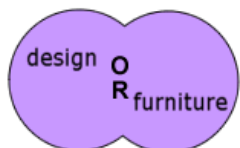
From the above you will also find that there are two very similar sounding publication types: “article” and “journal article”. “Article” is no longer used by indexing staff. As the field is however word-indexed we recommend you search for pt=article, which will retrieve both publication types and allows for comprehensive results.

## Boolean Operators and Other Search Tools Supported by Illumina

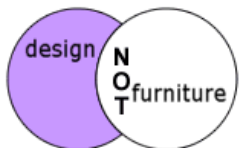
**Boolean operators help define the relationships between words or groups of words.**



Use **AND** to narrow a search and retrieve records containing all of the words it separates, e.g. **design and furniture** will only find records containing both these words.



Use **OR** to broaden a search and retrieve records containing any of the words it separates, e.g. **design or furniture** will find records containing design only, furniture only, or both words.



Use **NOT** to narrow a search and retrieve records that do not contain the term following it, e.g. **design not furniture** will find records that contain design, but will not contain the word furniture.

( )

Use parenthesis to group words or search expressions when applying Boolean logic, also use to show the order in which search expressions are to be executed.

**Proximity operators identify the number of words to come between the search terms.**

WITHIN “X”

Use to narrow a search by specifying a proximity relationship of fewer than “X” words between search terms, e.g. **design within 3 furniture**

NEAR

Use to narrow a search by specifying a proximity relationship of fewer than 10 words between search terms, e.g. **design near furniture**

**Special symbols can expand the scope of your search**

\*

Truncate using an asterisk. This expands a search term to include forms of a root word, e.g. **design\*** retrieves design, designer, designed, etc.

\*

Find an unlimited number of characters within a word, e.g. **colo\*r** retrieves color and colour

?

Find alternative spellings. The ? represents any single character; ?? represents two characters and so on. Use within or at the end of a word, e.g. **customi?e** finds customize as well as customise, **theat??** will find theater and theatre

Notes:

Search queries containing several operators are executed in the following order ( ), NEAR, NOT, AND, OR.

## Quick, Advanced, or Command Searching

Now that you have an understanding of what DAAI is and how the searchable field codes and search tools function, you are ready to search the database through Illumina.

Clicking on „Help & Support’ at any time in Illumina will direct you to a context-specific help page.

On Illumina, search strategies can be applied using one of three approaches.

**Quick Search:** Executes an “anywhere” search, across all of the available fields in a record. Multiple words entered into the search field, will be treated as a phrase. You can use truncation and wildcards and nested Boolean searches, if you wish.

Searches are **not** case sensitive.

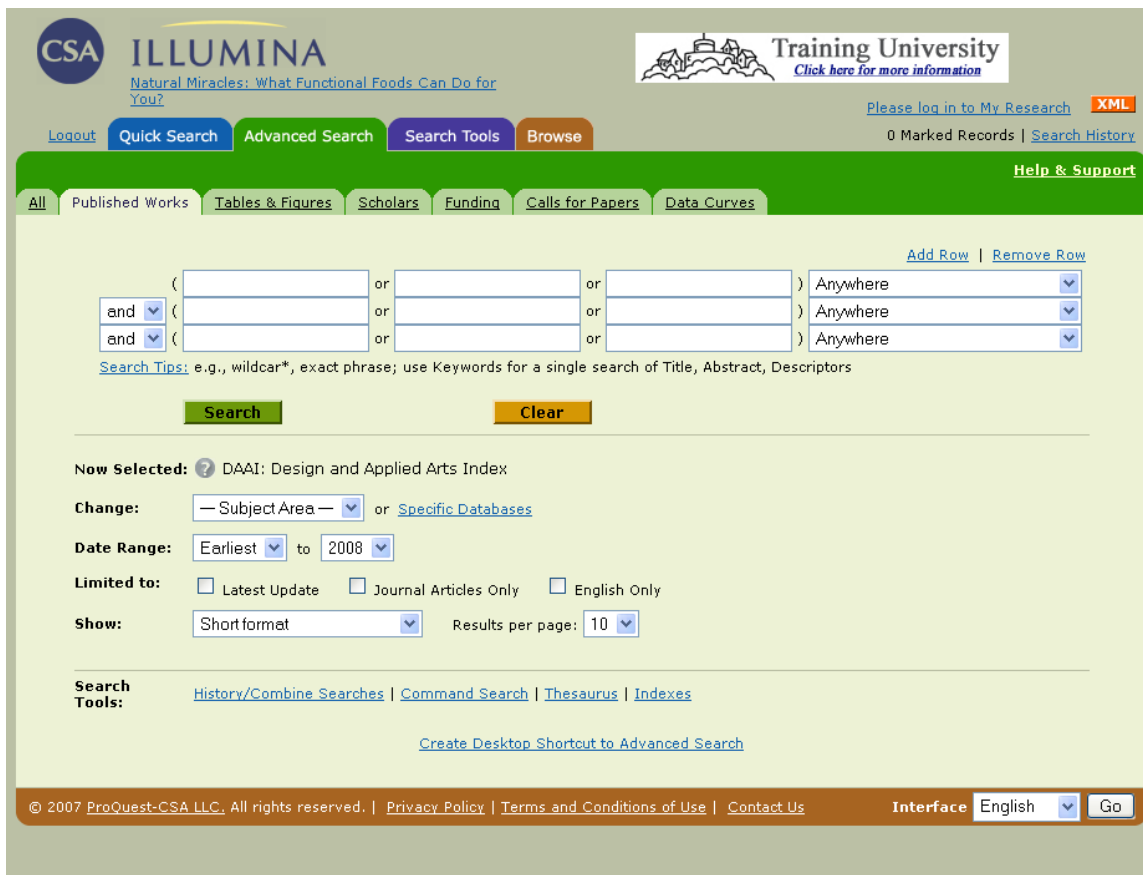


The screenshot shows the Illumina search interface. At the top left is the CSA logo and the text "ILLUMINA Natural Miracles: What Functional Foods Can Do for You?". To the right is the Training University logo with the text "Click here for more information". Below the logos are navigation tabs: "Logout", "Quick Search" (highlighted in green), "Advanced Search", "Search Tools", and "Browse". On the right side, there are links for "Please log in to My Research" and "XML", and a status indicator "0 Marked Records | Search History". A blue bar at the top right contains the text "Help & Support". The main search area features a text input field, a "Search" button, and a link for "Search Tips: e.g., wildcard\*, exact phrase". Below the search bar, it says "Now Selected: ? DAAI: Design and Applied Arts Index". There are two dropdown menus: "Change: - Subject Area -" and "Date Range: Earliest to Current". A link "Create Desktop Shortcut to Quick Search" is located below the dropdowns. The footer contains copyright information: "© 2007 ProQuest-CSA LLC. All rights reserved. | Privacy Policy | Terms and Conditions of Use | Contact Us" and a language selection dropdown set to "English" with a "Go" button.

**Advanced Search:** Gives you the advantage of being able to select any of the 22 field codes from a pull-down menu. The list of available field codes will vary if you select more than just one database for your search.

You have the ability to add or remove rows from Advanced Search. The three search boxes in each row are connected with a Boolean OR operator. Each of the search boxes can accept a nested Boolean search of its own.

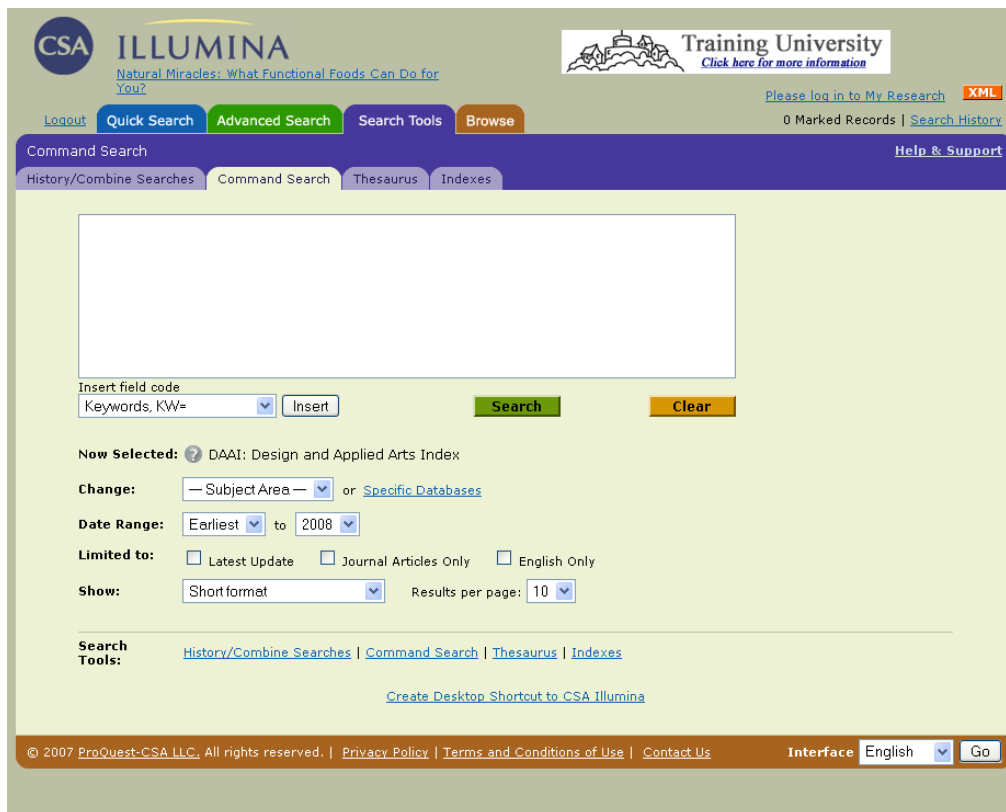
The individual rows can be combined with AND, NOT, OR and you have the ability to select Search Limits to narrow down your search.



The screenshot shows the ProQuest search interface for the Design and Applied Arts Index (DAAI). At the top, there are logos for CSA ILLUMINA and Training University. Navigation tabs include 'Quick Search', 'Advanced Search', 'Search Tools', and 'Browse'. A search bar contains three input fields with 'and' operators and 'Anywhere' location dropdowns. Below the search bar are 'Search' and 'Clear' buttons. The 'Now Selected' section shows 'DAAI: Design and Applied Arts Index'. The 'Change' section has a 'Subject Area' dropdown. The 'Date Range' is set to 'Earliest' to '2008'. The 'Limited to' section has checkboxes for 'Latest Update', 'Journal Articles Only', and 'English Only'. The 'Show' section has a 'Short format' dropdown and 'Results per page: 10'. At the bottom, there are links for 'History/Combine Searches', 'Command Search', 'Thesaurus', and 'Indexes', along with a 'Create Desktop Shortcut to Advanced Search' link. The footer contains copyright information and an 'Interface English Go' dropdown.

**Command Search or Professional Search:** May be preferred by advanced users who are comfortable with entering search strategies without aid of a template. You can select the required field tags from a list at the bottom of the form. The search is not case sensitive, so you can enter field tags in capital or lower case (e.g. PT= vs. pt=)

Below the search form, you have access to various limits again and quick access to the other search tools available to you.



CSA ILLUMINA  
Natural Miracles: What Functional Foods Can Do for You?

Training University  
Click here for more information

Please log in to My Research XML  
0 Marked Records | Search History

Logout Quick Search **Advanced Search** Search Tools Browse

Command Search  
History/Combine Searches Command Search Thesaurus Indexes Help & Support

Insert field code  
Keywords, KW=

Now Selected:  DAAI: Design and Applied Arts Index

Change:  or [Specific Databases](#)

Date Range:  to

Limited to:  Latest Update  Journal Articles Only  English Only

Show:  Results per page:

Search Tools: [History/Combine Searches](#) | [Command Search](#) | [Thesaurus](#) | [Indexes](#)

[Create Desktop Shortcut to CSA Illumina](#)

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## Limits

Search strategies may be refined by using the following limits (available in Advanced Search and Command Search):

- **Latest Update** limits your results to include only those records most recently added to the database. DAAI is updated once a month.
- **Journal Articles Only** limits the search to only include the publication type of journal articles (Article / Journal Article).
- **English Only** limits retrieval to only those records relating to publications available in English. DAAI currently indexes source publications in 9 languages. For non-English documents, titles are translated into English, and, whenever possible, an abstract is provided as well. Users wishing to limit their search results to a language other than English are advised to use the Language (LA) field in their search, e.g. *LA=(German or French or Italian)*. A small number of older records (about 5%) do not have the language indexed as part of the record
- **Date Range** limits your results to those records, whose Publication Year (PY) field falls within the range selected.

## Sorting

The sorting features give you the opportunity to order your results based on the publication date or relevancy.

- **Most Recent First** displays the records in reverse chronological order, beginning with the most recent.
- **Relevance Rank** displays records in order based on relevancy. Relevancy is determined through a rating system that weighs the records based on the number of times the term(s) appear in the record and where they appear.

## Showing Records

Select how to display records from the „Show’ pull-down menu. Options include displaying the short format, full format, full format-no references, and custom format.

The „de-dupe’ feature automatically removes any duplicate records that appear in your set of results, which is especially useful when you are cross-database searching. You can also use the „Show Duplicates’ feature to display the duplicates.

When viewing records on Illumina, the descriptor (Thesaurus) terms, the author name and the Subject/Artist terms are hyperlinked; clicking on the hyperlink will search the database for each occurrence of the selected descriptor, author or Subject/Artist.

## Printing, Saving, & E-Mailing Records

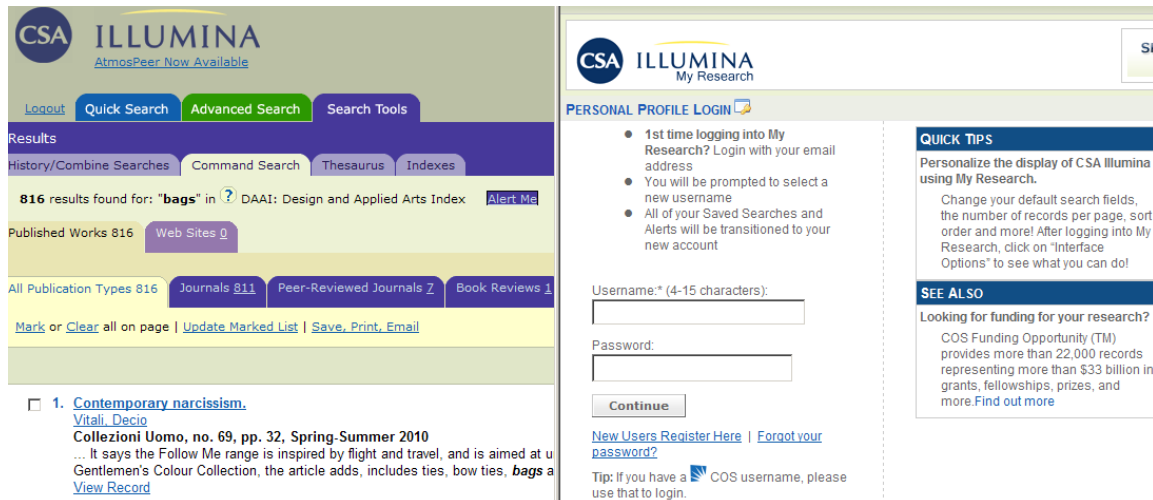
Printing, saving, and e-mailing records can be done by using the „Save, Print, E-mail’ function. This function also includes a direct exporting feature to RefWorks, an online bibliographic management tool. In addition, you can quickly format a bibliography by using QuikBib.

## MY Research

### *Alerting Service for Illumina*

An „Alert’ can be set up from the Results page, following the link „Alert me’ ([Alert Me](#)).

Clicking the „Alert Me’ link or clicking on „Please go in to My Research’ will open a separate window and take you to „My Research’.



The screenshot shows the CSA ILLUMINA website interface. On the left, there are search options like 'Quick Search', 'Advanced Search', and 'Search Tools'. Below that, it displays search results for the term 'bags' in the DAAI: Design and Applied Arts Index, showing 816 results. A list of results is visible, starting with '1. Contemporary narcissism' by Vitali Decio. On the right side, there is a 'PERSONAL PROFILE LOGIN' section with a 'My Research' account. It includes a list of instructions for new users, a 'QUICK TIPS' section, and a 'SEE ALSO' section with a link to 'Looking for funding for your research?'. There are also input fields for 'Username' and 'Password', and a 'Continue' button.

If you are a new user, you must register first, the simple registration procedure has three steps:

1. Set your username and password
2. Tell us more about yourself (country, status and your role at your institution). If you have an existing profile with Illumina, enter the e-mail address associated with that profile, and we will transfer any information we have to your new My Research account.
3. Review your profile, and click „Save & Continue“.

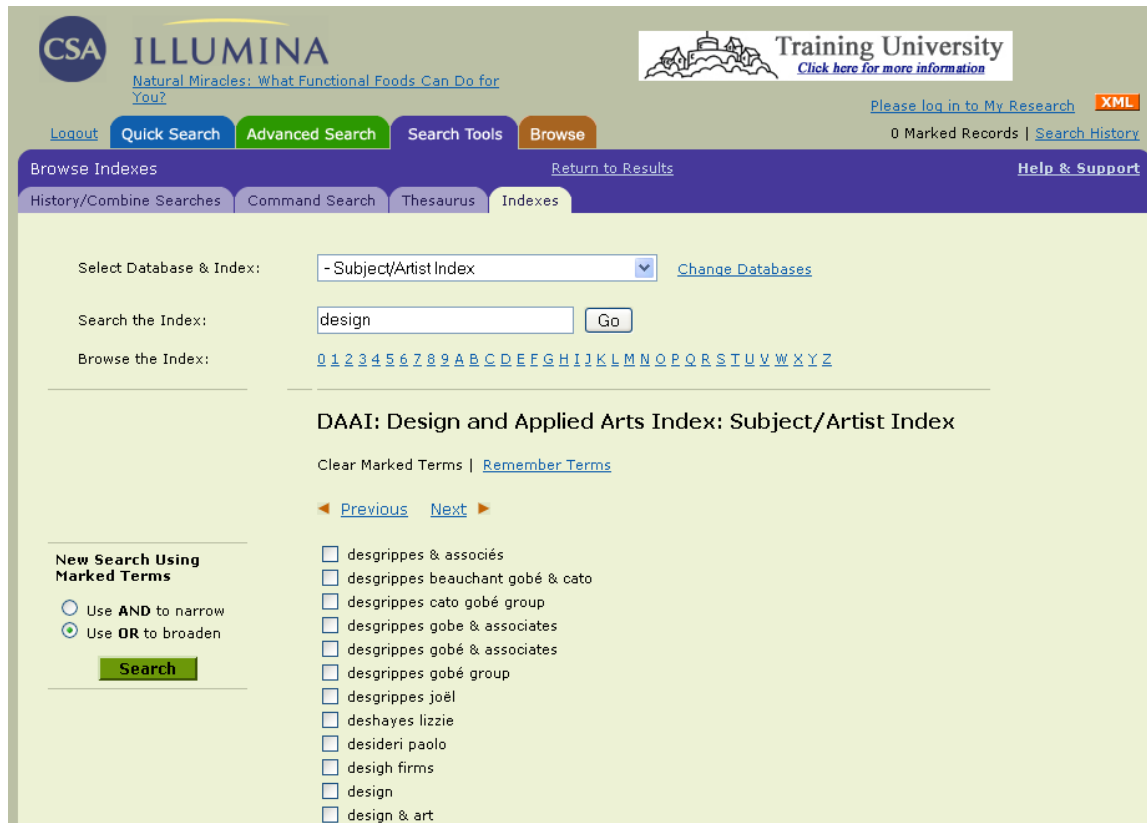
Now you have set up your account, continue setting up your alert, by adding a comment (optional), setting the expiration date for your alert (optional, default is six months from today), and choosing how you would like to receive this alert (eMail or RSS Feed). You can also save your search for use later on by selecting „no delivery“. Click on „Go“.

Your newly saved alert is displayed at the top of your list of saved searches and alerts.

Illumina offers a number of value-added features to help with the search process and maximize the relevancy of search results.

## Browse Indexes

Searches may be activated through four browsable indexes: Author, Journal Name, Publication Type, and Subject/Artist Index.



The screenshot shows the ProQuest interface for the Design and Applied Arts Index (DAAI). At the top, there are logos for CSA ILLUMINA and Training University. Navigation tabs include 'Quick Search', 'Advanced Search', 'Search Tools', and 'Browse'. The 'Browse Indexes' section is active, showing a dropdown menu for 'Subject/Artist Index' and a search box containing the word 'design'. Below the search box is a 'Go' button and an alphabetical index from 0 to Z. The main content area displays the title 'DAAI: Design and Applied Arts Index: Subject/Artist Index' and a list of search terms, each with a checkbox. On the left side, there is a 'New Search Using Marked Terms' section with radio buttons for 'Use AND to narrow' and 'Use OR to broaden', and a 'Search' button.

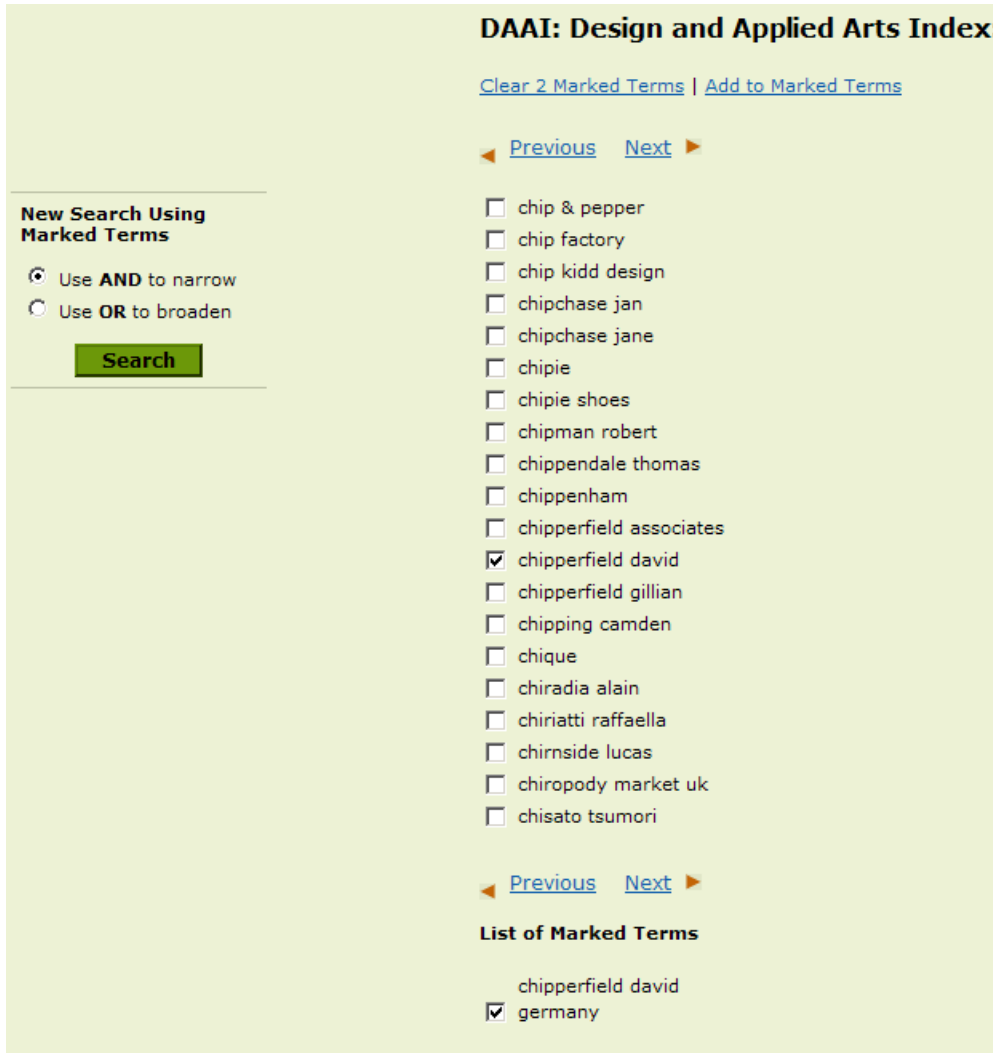
The Subject/Artist index is a compilation of all indexing terms used in the over 212,000 database records in DAAI. It is updated with every database load and consists of artist or designer names in the format Last Name, First Name (e.g. Foster, Norman) and subject terms describing articles in a controlled manner.

Since ProQuest (formerly CSA) took over the production of this database, we have been working on a more controlled application of terms, allowing even better retrieval of relevant items. This is now available for searching as the DAAI Thesaurus.

You can select the interactive Subject/Artist Index from a drop-down list by going to Search Tools > Indexes. You can either browse the index by alphabet, or type a word (or part thereof) into the search box and submit it. You will then see a list of all terms beginning with the word you've entered.

A 'Marked Terms' feature allows you to save a term and continue with your search until you have selected all relevant terms (e.g. you might first search for *Chipperfield David*, mark the appropriate entries and select 'Marked Terms', and then continue to add *Germany* to your search for more detailed results). You submit the search either by using OR or AND on the left side of the screen followed by the green 'Search' button.

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**DAAI: Design and Applied Arts Index:**

[Clear 2 Marked Terms](#) | [Add to Marked Terms](#)

◀ [Previous](#) [Next](#) ▶

**New Search Using Marked Terms**

Use **AND** to narrow  
 Use **OR** to broaden

**Search**

- chip & pepper
- chip factory
- chip kidd design
- chipchase jan
- chipchase jane
- chipie
- chipie shoes
- chipman robert
- chippendale thomas
- chippenham
- chipperfield associates
- chipperfield david
- chipperfield gillian
- chipping camden
- chique
- chiradia alain
- chiriatti raffaella
- chirnside lucas
- chiropody market uk
- chisato tsumori

◀ [Previous](#) [Next](#) ▶

**List of Marked Terms**

- chipperfield david
- germany

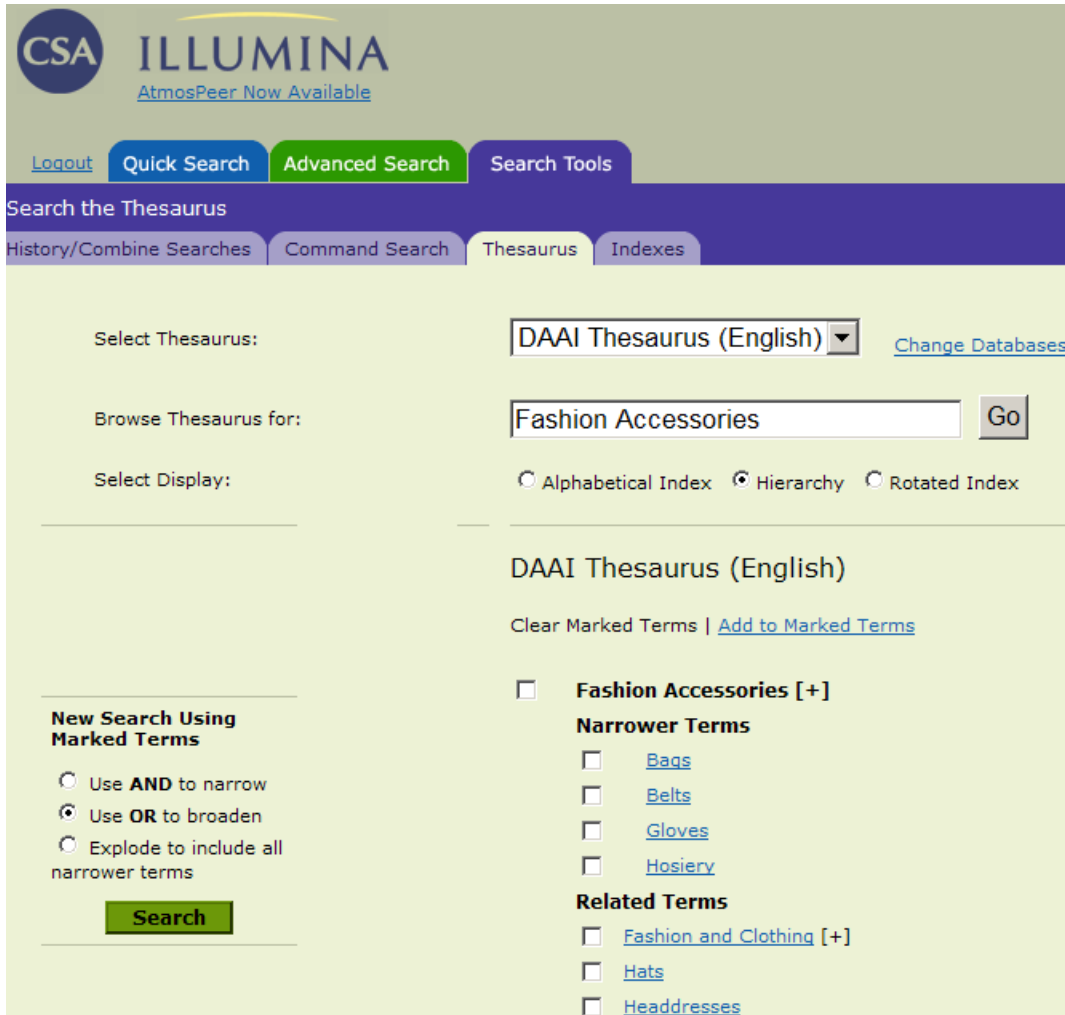
Subject/Artist Index terms can also be used for a search from a database record:

In the result summary, you will find that Subject/Artist terms are hyperlinked to allow for lateral searching. Simply click one to execute a search.

In the full record view, you will see that each Subject/Artist term has a check box next to it. Simply select all terms relevant to your search, make your choice between AND or OR and click the „Go’ button. This way of making use of the Subject/Artist Index is particularly useful, when you know of a relevant work or to further narrow down a search.

### New: DAAI Thesaurus Search

A Thesaurus provides a standard language or set of terms with which to describe a topic. Use Thesaurus terms to help retrieve the maximum number of relevant documents.



CSA ILLUMINA  
AtmosPeer Now Available

Logout Quick Search **Advanced Search** Search Tools

Search the Thesaurus

History/Combine Searches Command Search **Thesaurus** Indexes

Select Thesaurus: DAAI Thesaurus (English) [Change Databases](#)

Browse Thesaurus for: Fashion Accessories

Select Display:  Alphabetical Index  Hierarchy  Rotated Index

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DAAI Thesaurus (English)

[Clear Marked Terms](#) | [Add to Marked Terms](#)

**Fashion Accessories** [+]

**Narrower Terms**

- [Bags](#)
- [Belts](#)
- [Gloves](#)
- [Hosiery](#)

**Related Terms**

- [Fashion and Clothing](#) [+]
- [Hats](#)
- [Headdresses](#)

---

**New Search Using Marked Terms**

- Use **AND** to narrow
- Use **OR** to broaden
- Explode to include all narrower terms

## DAAI can now be searched directly from the Thesaurus.

- Select „Thesaurus’ from the Search Tools tab
- Thesauri and term lists appear in a drop-list
- Browse for terms via an Alphabetical Index, a Thesaurus Hierarchy, or Rotated Index. Alphabetical Index displays an alphabetical list without regard to hierarchy. Select Hierarchy to navigate the Thesaurus through the hierarchical relationships between terms. Rotated Index searches for a single word regardless whether the word is the first, second, etc. word in a term.
- Mark the box next to the terms you wish to search. Combine terms using OR or AND.
- When the „Search’ button is clicked, the Descriptors field is then searched.
- You can also use the „Marked Terms’ feature in Thesaurus Search in the same way as for Browse Indexes.

## Relationships between descriptors

You may have noticed that some descriptors have [+] next to them this means that the descriptor has narrower terms attached to it. The relationships you will find in DAAI are:

Broader Terms (terms higher up the subject tree)

Narrower Terms (terms lower down the subject tree)

Related Terms (terms that are similar but not directly related)

USE, and Use For: where one term is used in preference to another, for example:

DAAI Thesaurus (English)

[Clear Marked Terms](#) | [Add to Marked Terms](#)

**Boats**  
**Use For**  
Catamarans  
Cruise Ships  
Dinghies

DAAI Thesaurus (English)

[Clear Marked Terms](#) | [Add to Marked Terms](#)

**Boats**  
**Use For**  
Catamarans  
Cruise Ships  
Dinghies

DAAI Thesaurus (English)

[Clear Marked Terms](#) | [Add to Marked Terms](#)

**Garden Structures [+]**  
**Broader Terms**  
 [Landscape Architecture](#) [+]  
**Narrower Terms**  
 [Fences](#)  
 [Follies](#)  
 [Grottoes](#)  
 [Pavilions](#) [+]  
 [Water Features](#) [+]  
**Related Terms**  
 [Garden Design](#)  
 [Garden Ornaments](#) [+]

## The Research Process

### I) How to begin the electronic research process

A. Determine your goals:

1. State your research question:

**“What journal articles deal with Sir Norman Foster’s designs?”**

2. Set parameters for your search.

**“Be specific – building, bridge, interior, bathroom fixtures design?”**

- Let’s assume we are particularly interested in his buildings.

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“Any buildings in particular? Swiss Re, Reichstag, London City Hall, Great Court at the British Museum, etc.?”

- Let's assume all of his works in London are of interest.

“What time frame is important?”

“Just the designer or are references to his company important?”

B. Identify general concepts:

1. Which general terms relate to your search?

“Norman Foster”; “design”; “architecture”; “buildings”; “London”

C. Choose the appropriate database:


1. Are there specific journals that specialize in the building design/architecture?

**Blueprint; Building Design; The Architectural Review; World Architecture**

2. Are any of these journals covered in DAAI?

II) Build your search strategy:

A. Quick search:



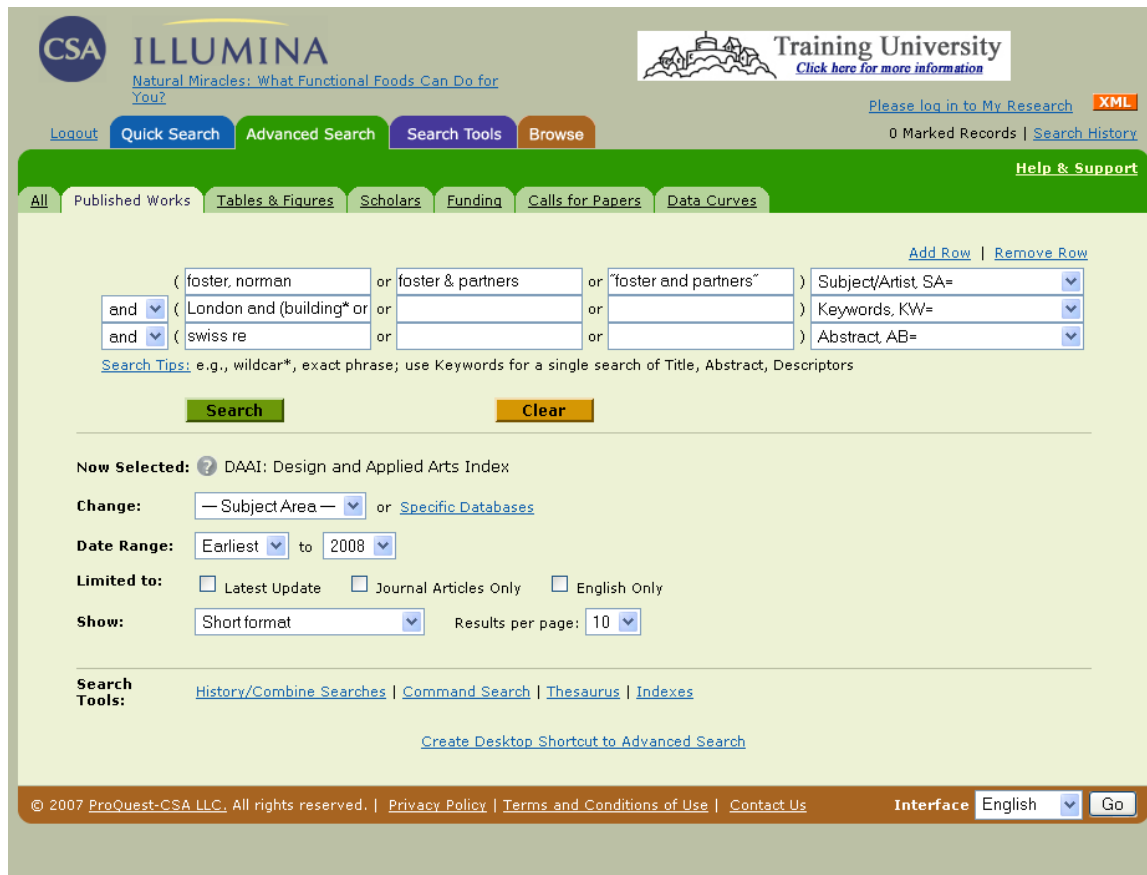
The screenshot shows the ProQuest search interface. At the top, there are logos for CSA ILLUMINA and Training University. Below the logos are navigation tabs: Logout, Quick Search, Advanced Search, Search Tools, and Browse. A search bar contains the text "Foster Norman and (building\* or architectur\*)" and a green Search button. Below the search bar, there are options to change the database (currently set to "DAAI: Design and Applied Arts Index") and the date range (set to "Earliest to Current"). At the bottom, there is a footer with copyright information and a language selection dropdown set to English.

1. Enter phrase or multiple search terms separated by Boolean operators AND to link terms, OR to link similar words or synonyms, and remember to use parenthesis to group terms or expressions.

**(Foster Norman or Foster & Partners or Foster “and” Partners) and London and (building\* or architectur\*)**

*Note: Consult Subject/Artist Index for proper use of terms. For example, use “foster norman” instead of “Norman Foster”; use both “Foster & Partners” and “Foster and Partners” for the company name. Remember to place inverted commas around the “and” in “Foster and partners” to force a search on this term.*

## B. Advanced Search:



The screenshot shows the ProQuest Advanced Search interface. At the top, there are logos for CSA ILLUMINA and Training University. The search criteria are as follows:

- Subject/Artist SA= (foster, norman or foster & partners or “foster and partners”)
- Keywords, KW= (London and (building\* or architectur\*) and swiss re)
- Abstract, AB=

Below the search criteria, there are filters for:

- Now Selected:** DAAI: Design and Applied Arts Index
- Change:** — Subject Area — or Specific Databases
- Date Range:** Earliest to 2008
- Limited to:**  Latest Update  Journal Articles Only  English Only
- Show:** Short format Results per page: 10

At the bottom, there are search tools like History/Combine Searches, Command Search, Thesaurus, and Indexes. The footer includes copyright information for ProQuest-CSA LLC and a language selection dropdown set to English.

The drop boxes in „Advanced Search’ allow you to limit the search by any of the searchable field codes. You furthermore have the option to limit your search to certain publication dates, publication type or language.

### Example:

If I wanted to limit my search to records that also refer to the Swiss Re Building in the abstract, I could create my search as follows:

**SA= (foster, norman or foster & partners or “foster and partners”)**  
**and KW= (London and (building\* or architectur\*))**



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and AB= swiss re

**Note:** You don't need the comma in "Foster, Norman" – a Subject/Artist search for "Foster Norman" will retrieve the same results.

### III) Analyzing Results

A. Good results:

If results are satisfactory, then download them to a bibliographic manager such as RefWorks; alternatively, save, print, or email your records or output them via QuikBib.

B. If results are not on target:

1. Check spelling of search terms and use browsable indexes and/or use the DAAI Thesaurus to drop unnecessary or misleading terms.
2. Increase precision: for example, name a specific artist/designer or a specific work, if it is relevant to your work.
3. You may need to rethink whether the database you selected is appropriate for your search.

C. Too few/too many results:

1. Increase retrieval by using fewer ANDs and more ORs, consider truncating terms to find various forms.
2. Increase precision by using additional ANDs and fewer ORs (NOT can be used to exclude some terms).
3. Ask a librarian to help you. Be sure to bring the result of this section along.

### Where to find help

**Search our Support Centre:**

<http://www.proquest.com/support>

**To access product help and training documentation:**

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

**By phone**

**In North America:** 800-889-3358

**Outside North America:** 0880 220 710 (UK only)  
+44 1223 271 496 (Outside of UK)