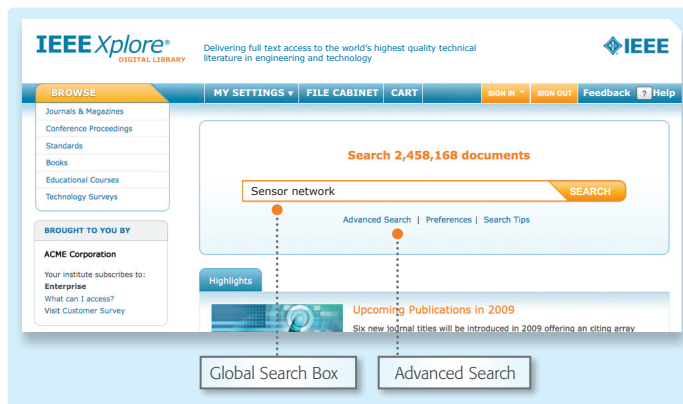


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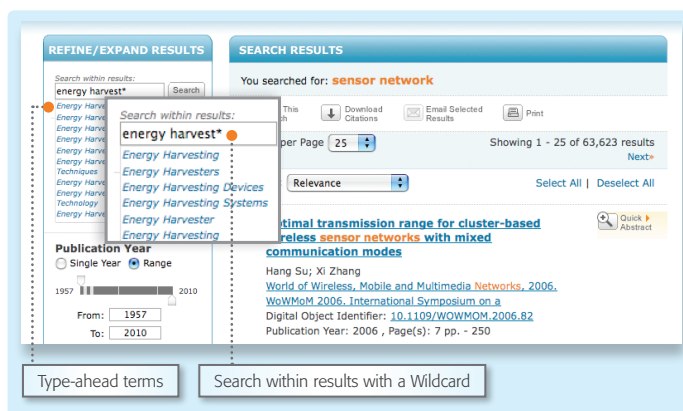
Start your search here

- Enter search terms in the **GLOBAL SEARCH BOX** on the home page.
- The new IEEE *Xplore* searches all words and ranks the results by relevance.
- Use quotes (" ") to search for an exact phrase.
- Use **ADVANCED SEARCH** for a more custom, free-text **COMMAND SEARCH** with Boolean operators and other functions.



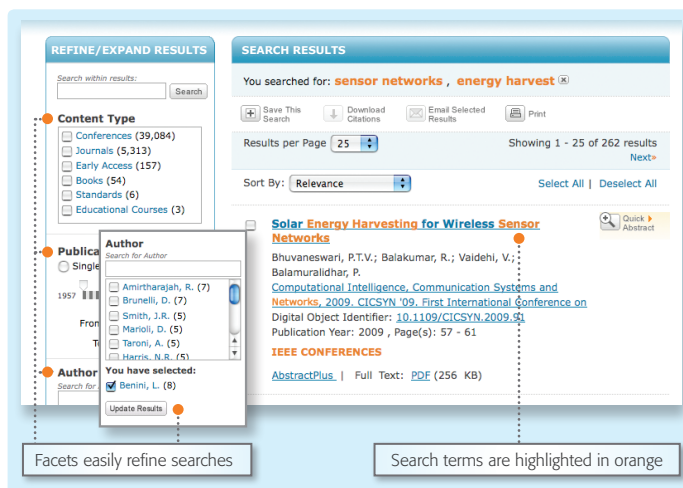
How to refine results

- On the results page, under **REFINE/EXPAND RESULTS**, use **SEARCH WITHIN RESULTS** to enter additional search terms.
- A **WILDCARD** asterisk (*) can be used to represent any or no characters. For example, harvest* will retrieve harvest, harvesting, harvesters, etc.
- The **TYPE-AHEAD** function suggests a list of commonly used search terms. When a term is clicked, a search is executed on the selected term.



Refine with facets

- The left side of the results page contains **FACETS**, such as Author. Facets allow further refinements to the search results.
For example, to limit your search to one or a few authors, select the author(s) then click **UPDATE RESULTS** to view refined search results.
- Within the search results, search terms will be highlighted in **ORANGE**.



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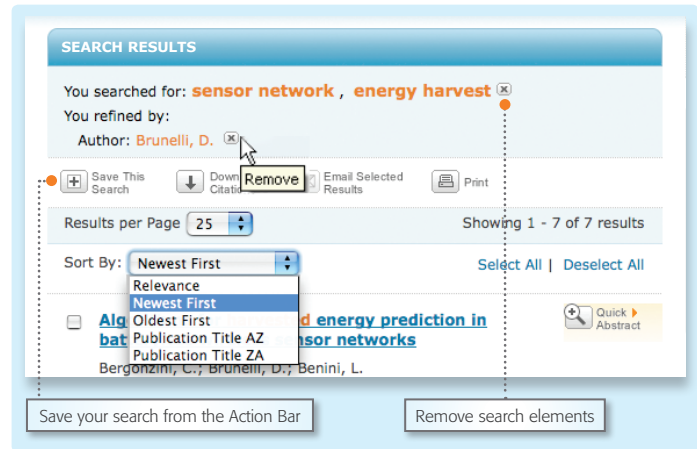
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Editing and sorting search results

- To remove elements from the **SEARCH RESULTS** display, click "X" next to the item.
- Use the drop-down menus to change the **RESULTS PER PAGE** and the **SORT BY** order.

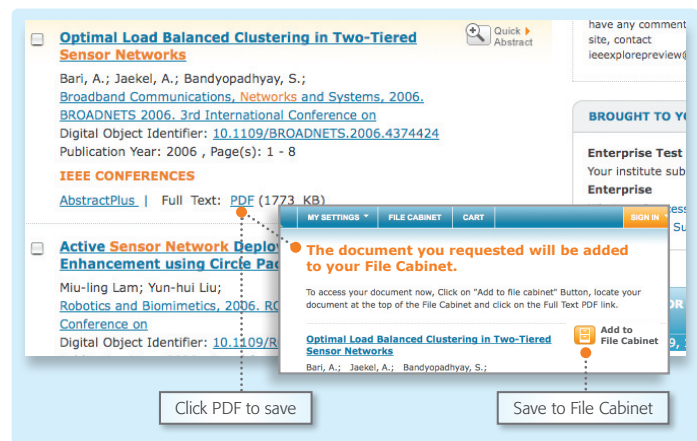
Save your search

- Click **SAVE THIS SEARCH** to save up to 15 custom searches.
- Each saved search can be set as an **EMAIL ALERT**. An email will be sent each time new content is added that matches the saved search.



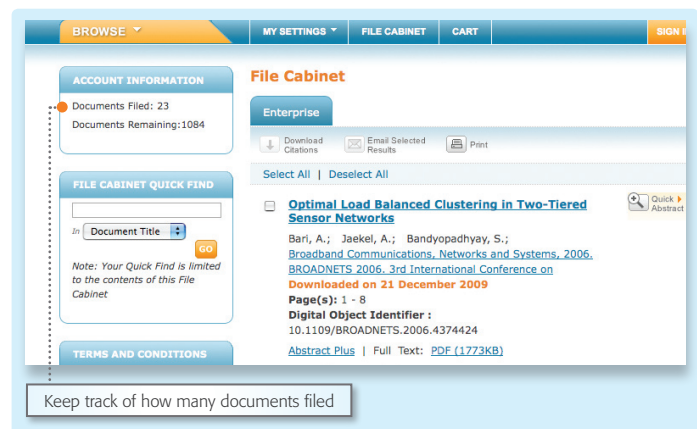
Saving a document to File Cabinet

- From a search result, click **FULL-TEXT PDF** for a prompt to **ADD TO FILE CABINET**.
- Click **ABSTRACT PLUS** to view abstract and other features.
- Once a PDF has been saved to your file cabinet, it is "unlocked" for viewing by your organization. You can now open and view the PDF.



Using File Cabinet

- Click **FILE CABINET** on the top navigation bar.
- Appropriate tabs will display for your subscription.
- **ACCOUNT INFORMATION** shows document information.
- Note: Your subscription type determines the number of documents you can file.



Tools, tips and training for IEEE *Xplore* at the IEEE Client Services Web site: www.ieee.org/go/clientservices