From the Library’s homepage, click on the Databases link.

Click on the “M” button to quickly jump to MasterFILE Premier.

Click on the link to open the database.

For this example, I am looking for articles on the teaching profession.

In the first search box, type in your first search term, such as “teachers”.

To narrow the focus, I am going to type “profession” in the 2nd search box.

Notice by default, the operator "AND" is used to link the first and 2nd boxes.

This means the search will retrieve records that include BOTH terms “teachers” and “profession”.

You can see that this search produced 4,776 results.

Oftentimes, you will want to expand or limit your results.

Perhaps you don’t find enough relevant articles on the teaching profession.

One search technique is to expand your search by using the operator “OR”.

Using the “OR” operator will retrieve records that include at least one of the words in the search string.

Since there are other synonymous words for “profession," I am going to include them in the 2nd search box to see if it will retrieve new articles.

If I start typing “or” after “profession”, notice that this database actually predicts your search technique and offers helpful suggestions for additional search terms.

You can select one that they suggest, or create your own custom one.

I will select the first option.
Now when I conduct this search, the database will retrieve results that have the word “teachers” AND at least one of the following words: profession, occupation, or career.

Now you’ll see 18,946 articles retrieved.

Oftentimes, you will want to limit your search results to Full Text only articles. To do so, simply click the box “Full Text” in the Limit To section.

You may also want to limit the results to articles published in the last 2 years. Simply slide this horizontal bar to capture the years you want to retrieve.

Now notice our search results have been narrowed to 808 articles.

Let’s say you would like to use this first article in the results list. Click on the Article title.

Be aware that sometimes the full article is listed on this page, and other times you will actually need to click the PDF Full Text link on the left side to retrieve the article.

All the articles will include a list of Tools on the right hand side.

Click on the “Cite” tool to pull up a list of citation styles specific to this article.

For example, if you are using MLA, scroll down to MLA and you can now copy the citation and paste it into a Bibliography.

You also have the ability to export directly to a citation generator software such as EasyBib.