



# Wichita State University Libraries

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## InfoTrac Web

The InfoTrac Web service enables users to find citations and articles in both scholarly (“refereed”) and popular magazines. Many of these articles are available in full-text. The following databases are available through the InfoTrac Web service at the WSU Libraries:

- ***Business and Company ASAP (1980-present)***. Articles on business, corporate and financial topics.
- ***Expanded Academic ASAP (1980-present)***. Articles on the Humanities, Social Sciences, Arts and the General Sciences.
- ***Health Reference Center-Academic (1996-present)***. Articles on health-related topics and issues.
- ***National Newspaper Index (1997-present)***. Indexes these newspapers: *Christian Science Monitor*, *Los Angeles Times*, *New York Times*, *New York Times Book Review*, *New York Times Magazine*, *Wall Street Journal* and the *Washington Post*. (This index does not provide full-text access.)
- ***Informe! (Revistas en Espanol) (1997-present)***. Articles in Spanish on various topics.
- ***Computer Database (1997-present)***. Product previews as well as technology reviews and information.

### Starting a Search

- **Accessing InfoTrac Web:** Click on the blue "InfoTrac" icon at the WSU Libraries' home page (<http://library.wichita.edu>). There is also an InfoTrac Web icon on the desktop screen of each workstation in the Reference area. Due to licensing restrictions, this resource is only available 1) on workstations in Ablah Library or other WSU facilities or 2) through remote access using WSU's online service, Shocknet2.
- **Choosing a Database:** To choose a database, select one of the six available databases and click on the "Start searching" link.

### Search Strategies

InfoTrac Web offers four different search methods. When a database is initially selected, the system automatically defaults to a *keyword search*. To select an alternate search method, click on the desired method in the frame on the left side of the screen.

**Keyword Search:** At the keyword search, click in the search box and enter one or more terms. Then, click on the "Search" button. (For example, to search for "ovarian cancer", select *Health Reference Center-Academic* on the database screen. At the Search Screen, type *ovarian cancer* into the search box and click on "Search". The computer will then produce a result list for consideration.)

**Truncation:** Use the asterisk symbol (\*), question mark (?) and exclamation point (!) to truncate keyword searches.

- **An asterisk (\*)** stands for any number of characters, including none, and is especially useful when you want to find all words that share the same root. (For example, *pigment\** matches pigment, pigments, pigmentation, etc.)
- **A question mark (?)** stands for exactly one character and is especially useful when you are uncertain of a spelling. (For example, a search like *relev?nce* means you can match the word relevance even if you can't remember whether it's spelled with "ance" or "ence".)
- **An exclamation point (!)** stands for one or no characters and is especially useful when you want to match the singular and plural of a word but not other forms. (For example, *product!* matches product and products but not productive or productivity.)

**Boolean or Logical Operators:** The user can also refine keyword searches through the use of *and*, *or* and *not*. (These operators are not case sensitive.)

- **and** can be used to combine terms within a search. (For example *napoleon and waterloo*)
- **or** will allow the user to specify two terms and search for articles containing either one of them. (For example, *apples or oranges*)
- **not** will eliminate search results that are irrelevant to the larger search. (For example, to find articles on Henry V but not on William Shakespeare's play pertaining to him, then type *henry v not shakespeare* in the search box.)

**Subject Guide:** Allows the user to select from a menu of predetermined subjects for search terms. At the Subject Guide entry screen, click on the entry box, enter one or more words and click on the "search" button. If the search is successful, a page of the Subject Guide will appear. If no exact matches are found, this search will go through a series of fall-back steps to produce results.

**Advanced Search:** Allows the patron to search several fields at once. At the Advanced Search Screen, choose an index by clicking on the "Select Index" drop-down box and highlighting the desired index; click on the entry box (after the index abbreviation); enter one or more words, using boolean operators if desired; and finally, click on the "Search button". **Note:** Step 1 is optional. If an index is not chosen, the keyword index is

automatically searched. When an index is chosen from the menu, some choices will end with the word "List", such as "Journal List." The "List" choices will browse a list of all index entries matching the search, from which a desired result can be selected. Boolean operators can be used in the search expression except when browsing.

**Relevance Search:** Allows the computer to rank results by relevance to the search topic. At the Relevance Search screen, click on the entry box, enter one or more words and click on the "Search" button. If the search is successful, the first page of as many as 200 matching citations will appear, starting with the "best" matches. **Note:** Do not use boolean operators with this search.

## Limiting The Search

A search can be limited in these ways: *Full-Text Articles* (where only full-text articles are displayed), *Scholarly Research in Refereed Publications* (where only articles in scholarly journals are included in the results), *Date of Publication*, *Journal Titles*, and *Words contained in an entry*. To limit a search, select the desired option or options after entering search terms. Then, click on the "Search" button.

For example, to find an article on "ovarian cancer" from a 1995 issue of *JAMA*, follow these steps:

- Click in the "specific journal title" search box and type "JAMA"
- Click in the "date" box and type "1995".
- Click on the "Search" button.

## Using the Results List

- **Successful Search Results:** A successful search results in a list of citations for matching articles. The "view" line below each citation indicates the content of the full record: an *extended citation* (author, title and date information), an *abstract* (a citation with a summary) or the *"full-text and retrieval choices"* (the entire article). Each screen will list only 20 citations at a time. To see the next 20 results, scroll to the bottom of the page and find the two small blue circles in the right-hand corner. The first circle will provide the next 20 citations. The circle on the right will provide the last page of results.
- **Related Results:** At the end of a Results List, a list of related topics will appear. To search by a particular term, click on it. The search will be performed automatically and another results list will be generated.
- **No Results:** If there are no search results, a screen will appear informing the user. At this point, use the Back button on the browser's top left corner to return to the initial search page and modify the search.

## Printing/Emailing/Downloading Search Results

To save search results, click on the “*Mark*” option box in the upper-left hand corner of each article citation. When every desired citation has been selected, click on the “*View Marked List Option*” in the left frame. The “**Mark List**” screen should now appear. At this point, the user has several options.

- **Printing:** Scroll down to the bottom of the page. Click on the “*Reformat*” link. Once the article appears without the frames, click on the “*File*” option in the upper left corner of the screen. When the drop down menu appears, click on “*Print*”. Click the “*OK*” button inside of the dialogue box. For further directions, please refer to the “Printing Instructions” handout available at the Reference Desk.
- **E-Mail:** Select the *e-mail* option. Click in the box next to that choice and type in your email address. Click on the “*Submit*” button on the screen’s right side to send to your email address.
- **Downloading:** Insert a 3 1/2” disk into the computer’s disk drive. Scroll down to the bottom of the page. Click on the “*Reformat*” link. Once the article appears without the frames, click on the “*File*” option in the upper left corner of the screen. When the drop down menu appears, click on “*Save As*”. Inside of the dialogue box, click the arrow to the right of the “*Save In*” box and select “*3 1/2 Floppy (A:)*”. Click on the “*Save*” button.

## Locating Articles not Available in Full-Text Format

If an item does not appear as a full-text article in InfoTrac Web, please look up the journal title in the Wichita State University Libraries Online Catalog (<http://libcat.wichita.edu>) to see if we own the journal. For more information, please refer to the Wichita State University Libraries Online Catalog handout. If we do not own the journal, then WSU faculty, students and staff may borrow the article through Interlibrary Loan. To get an article through this service, either fill out the “Serial/Periodical Request” form available at the Reference Desk or use the online request form at <http://library.wichita.edu/~ill/ill-cper.html>.

## Exiting InfoTrac Web

Click on the “Home” button on the upper right hand corner of the screen to return to the Wichita State University Libraries’ home page.

For any questions pertaining to this service, please feel free to ask at the Reference Desk, or call (316) 978-5077 for assistance.