



¡Informe! (Revistas en Español) Tip Sheet

¡Informe! (Revistas en Español) is specifically designed to meet the research needs of Spanish-speaking users. It is designed to be accessible to English-speaking users as well. The interface presents titles in both Spanish and English, enabling non-Spanish-speaking library staff to assist users. Students of Spanish and other non-native speakers can easily access resources through this bilingual approach.

Sources:

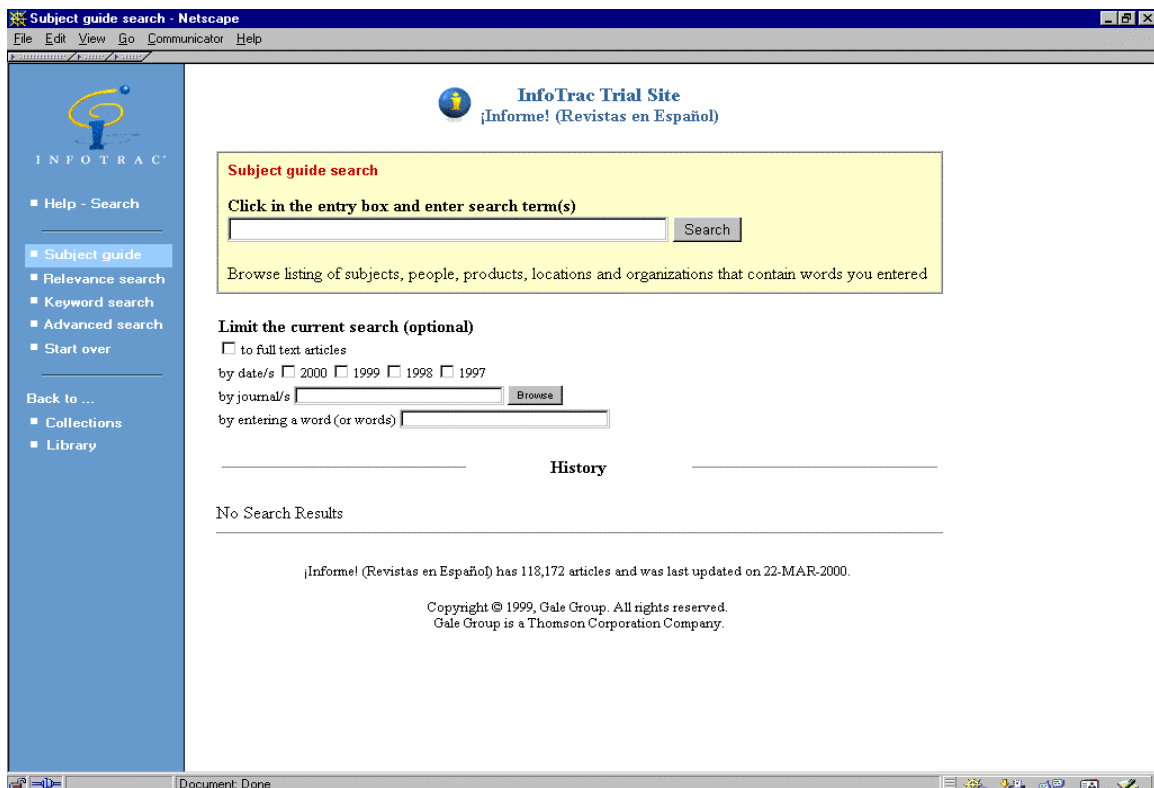
- Full text of 50 Spanish-language and bilingual periodicals—including popular titles such as *Actual*, *Latina* and *Siempre!*
- Full text of the *El Nuevo Herald* (Miami, FL) Spanish-language newspaper

Getting Started:

The screen will ask you to select a collection to search. Under the **¡Informe! (Revistas en Español)** description, click on the link **Start searching** to go to the search screen.

Search Options:

There are 4 different types of searches you can perform in the ¡Informe! (Revistas en Español) database. You can search for articles by subject or keyword. For those who want to do a “power search,” an advanced search option is available. The advanced search can be as simple or as complex as you would like. The other search feature is the relevance search that is similar to Web searching. The results list from a relevance search will display those articles that most closely match your topic first.





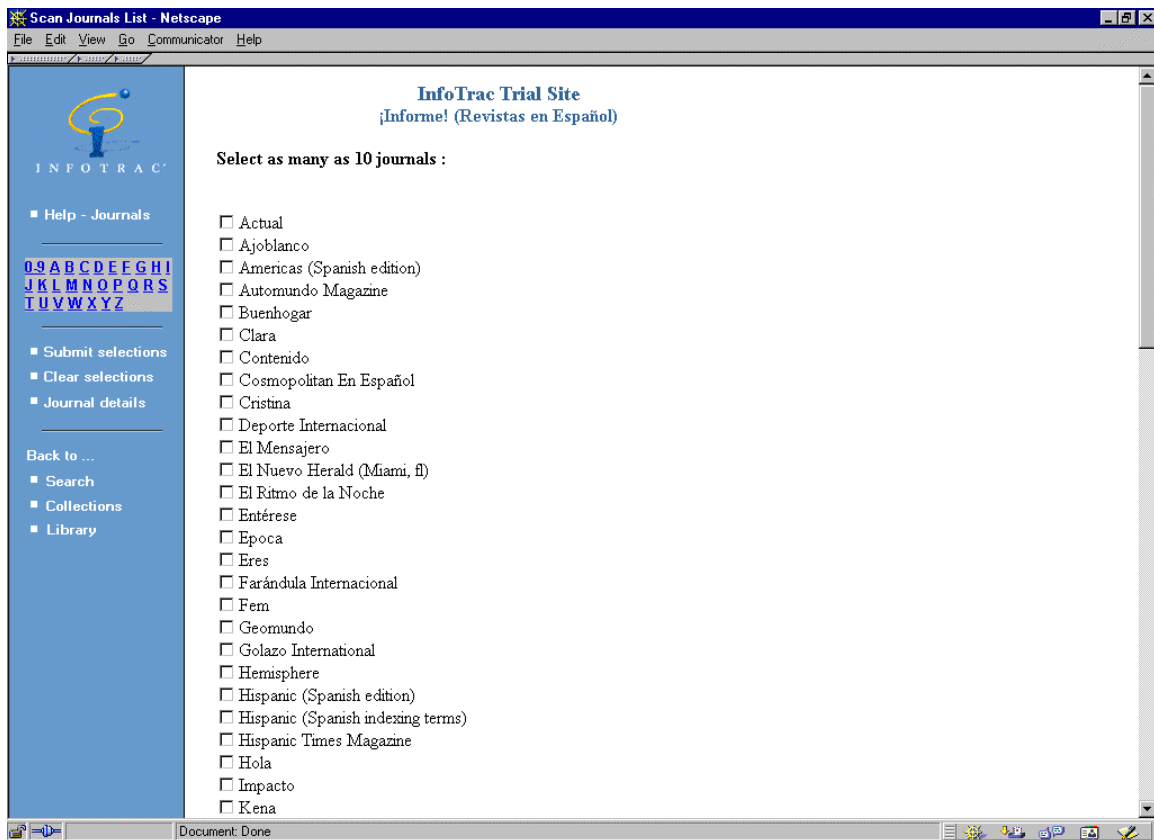
Limiting Your Search:

You can limit your search initially from the main search screen by one, several or all of the following options: by full-text articles; by date(s) by years 2000, 1999, 1998, or 1997; by selecting up to 10 journals from a pull-down menu; or by entering a word or words in the search text box.

The following screen illustrates the browse journal list. From the navigation sidebar you can choose journals in alphabetical order by clicking on the displayed alphabet buttons. After making your selections, click on the button to **Submit Selections**. To remove your selections, click on the button to **Clear Selections**.

After you have selected the journal(s), you can view the journal details by clicking on the sidebar button **Journal Details**.

Note: Once you have submitted journals for limit, they will remain selected unless you clear the selection list.





Subject Search:

Many times the Subject search will be the default search. If it is not, click on the link **Subject Guide** in the blue area on the left-hand side of the screen. This will allow you to search your topic by subject.

If you type in your topic and no matching Subject Heading is found, InfoTrac automatically defaults to a Keyword Search. A search on **Mexico City** defaulted to a Keyword Search because the term was not in the Subject Guide.

The screenshot shows a Netscape browser window titled "Citations 1 to 12 - Netscape". The main content area displays the "InfoTrac Trial Site" header with the text "¡Informe! (Revistas en Español)". Below the header, a message states: "No exact matches in the Subject Guide. Citations found with Keyword search. Keyword search (in title, citation, abstract): Mexico City". A section titled "Citations 1 to 12" contains a list of search results, each with a checkbox, a title, and publication details:

- Una nueva cara para el Zócalo. (México City, México) Ron Butler. Mark: *Americas (Spanish Edition)* noviembre 1999 v51 i6 p4. View [text and retrieval choices](#)
- Mexico City. Mark: *Time International (Spanish Edition)* 28 de diciembre 1998 p22(1). View [text and retrieval choices](#)
- World Watch/MEXICO CITY.(Costa Rica, Time International (Spanish Indexing Terms) 1 de junio 1998 n39 p18(1). View [text and retrieval choices](#)
- Mexico City. (expulsión de extranjeros en México) Mark: *Time International (Spanish Indexing Terms)* 27 de abril 1998 n35 p10(1). View [text and retrieval choices](#)
- El Popo y tres formas distintas de enfrentar el riesgo: Puebla, Morelos, Estado de México. (el volcán del Popocatepetl en México)(TT: Puebla, Morelos, Mexico City: the Popo and three different forms of confronting danger) Miguel Cabildo. *Proceso* 26 de abril 1998 n1121 p30(3). View [text and retrieval choices](#)
- MEXICO CITY.(la masacre de Acteal, Time International (Spanish Indexing Terms) 13 de abril 1998 n33 p16(1). View [text and retrieval choices](#)

If InfoTrac does not find the subject terms you entered, InfoTrac Web will display a list of subject headings spelled similarly to the term you initially typed. You can click on the appropriate word to take you to the subject guide page.

There are several ways to refine a Subject Search.

Wildcards:

1. Asterisk (*)—matches any number of characters
2. Question mark (?)—matches an exact number of characters
3. Exclamation point (!)—matches one or no characters

Boolean operators:

1. and
2. or
3. not



Restoration Marks:

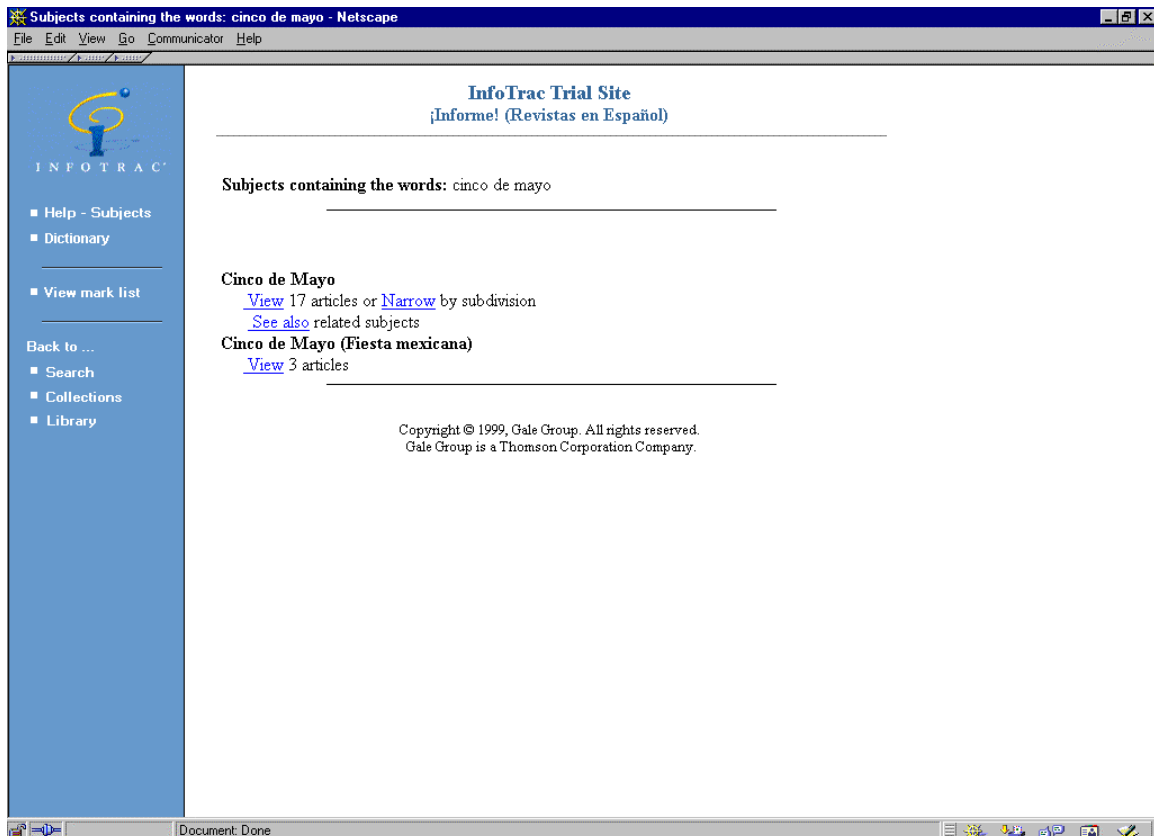
When phrases contain operators that are also stop words, like AND, you can use quotation marks (“...”) to override the stop words. By using quotation marks, InfoTrac will search for all the words together.

e.g. “crime and delinquency”

In this example, InfoTrac will look for the phrase **crime and delinquency** rather than the word crime and the word delinquency separately.

Let's try a **Subject Search**

1. Click in the rectangle slot and type the words **cinco de mayo**. Click on the **Search** button to start the search.
2. The subject guide list will be displayed on the screen. There are different categories to select depending on your research needs. Click on the link **View**, **Narrow** or **See also** to see the articles.





Keyword Search:

A Keyword Search looks for the word or words entered. Results are listed from most recent to oldest publication date.

There are several ways to refine a Keyword Search.

Wildcards:

1. Asterisk (*)—matches any number of characters
2. Question mark (?)—matches an exact number of characters
3. Exclamation point (!)—matches one or no characters

Boolean operators:

1. and
2. or
3. not

Order of Operators:

When using more than one Boolean operator, InfoTrac evaluates them in this order:

1. and, not
2. or

Nesting Operators: (...)

If you want to override the order of operators, you can use parenthesis so certain terms are searched together.

Restoration Marks:

When phrases contain operators that are also stop words, like AND, you can use quotation marks (“...”) to override the stop words. By using quotation marks, InfoTrac will search for all the words together.

e.g. “crime and delinquency”

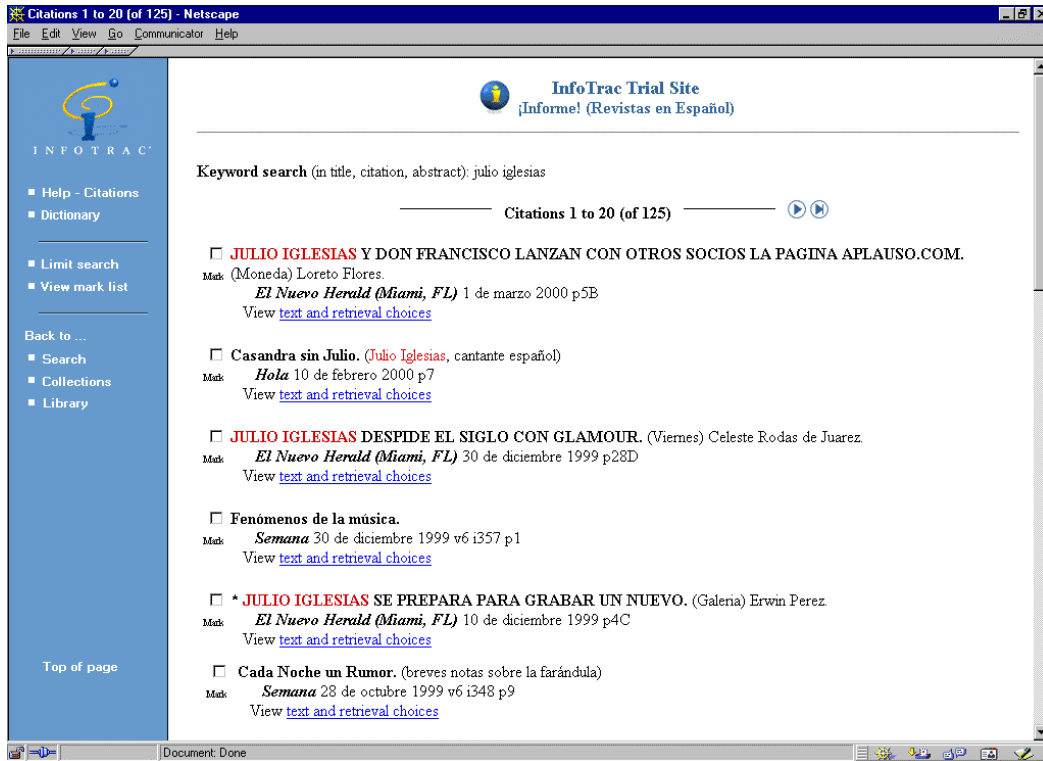
In this example, InfoTrac will look for the phrase **crime and delinquency** rather than the word crime and the word delinquency separately.

*****Let’s try a Keyword Search*****

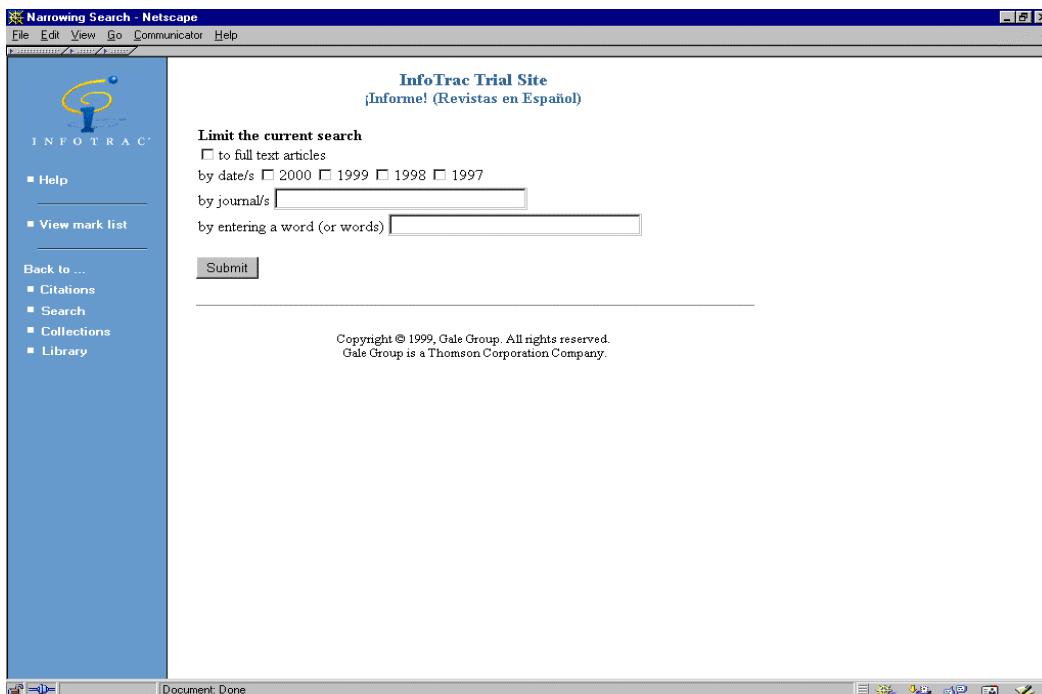
Click on the link **Keyword Search** in the blue area on the left-hand side of the screen. This will allow you to search your topic by keywords. A keyword search will look for the words in your topic in the title, citation, and abstract.

1. Click in the rectangle slot and type the words **julio iglesias**. Click on the **Search** button to start the search.

This Keyword Search returned 125 citations.



2. There are times when you may want to limit your search. In the blue area on the left-hand side of the screen is a **Limit Search** link. Click on that link.
3. You will have several different options that will allow you to limit your search. You can limit to full text articles, by date, by journal or by entering a word (or words).
4. Click on the **Submit** button when you are ready to re-execute the search with the limits included.





Relevance Search:

A Relevance Search will look for the word(s) you enter. The results will be listed according to their relevance to the search terms. This is determined by where the words appear in the article (title, text, etc.) and how closely they match the original search terms (exact match, word variant, etc.).

There are several ways to refine a Relevance Search.

Wildcards:

Wildcards are NOT needed in a Relevance Search since variations of the terms entered are searched.

Exact Words/Phrases:

Enclose searches that are for exact words or phrase with quotation marks (“...”)

e.g. “hispanic women”

Inclusion of Specific Terms:

Place a plus sign (+) before a term or terms to ensure that InfoTrac does search for that part of the word or phrase. Any results that do not include the term or terms with a plus sign before it will be rejected.

e.g. +trafico accidentes

InfoTrac will look for only the articles that have the word trafico in them and also include the word accidentes. Any articles with just the word accidentes without the word trafico will not appear in the results list.

Exclusion of Specific Terms:

Place a minus sign before term or terms to ensure that InfoTrac does not search for that part of the word or phrase.

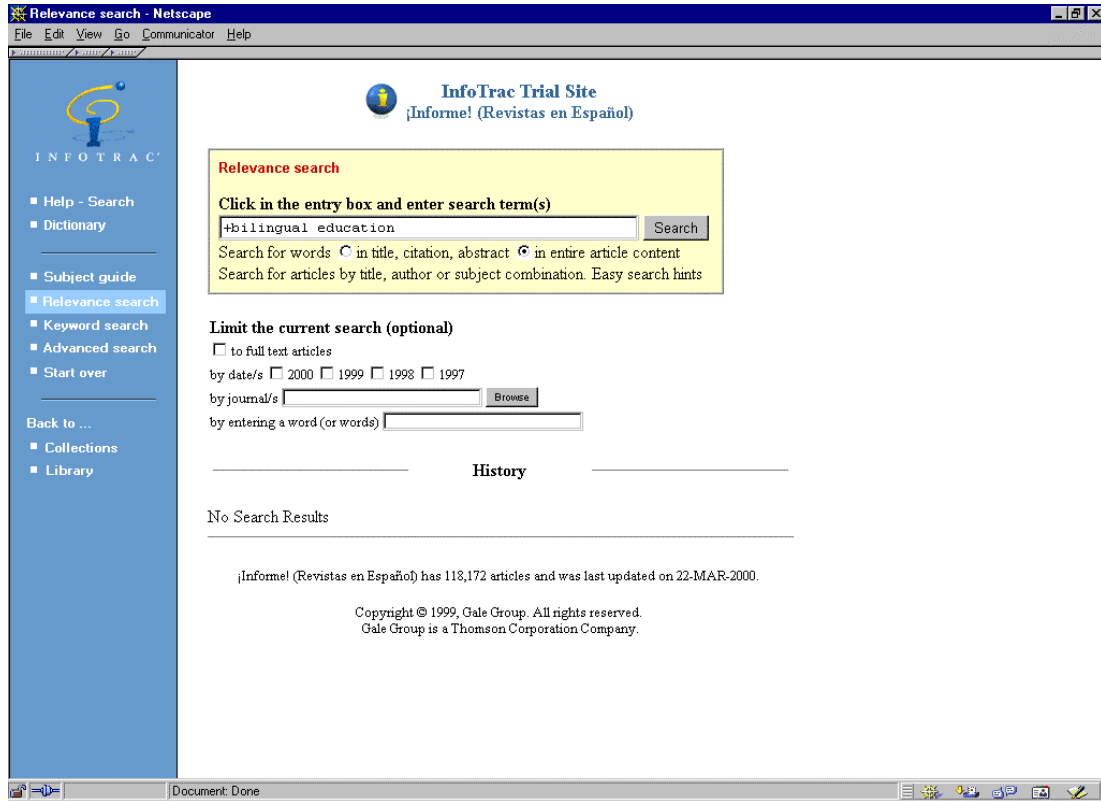
e.g. -Cuban jazz

InfoTrac will search for articles with the word jazz in them but will not include any articles that also include the word Cuban in the results list.

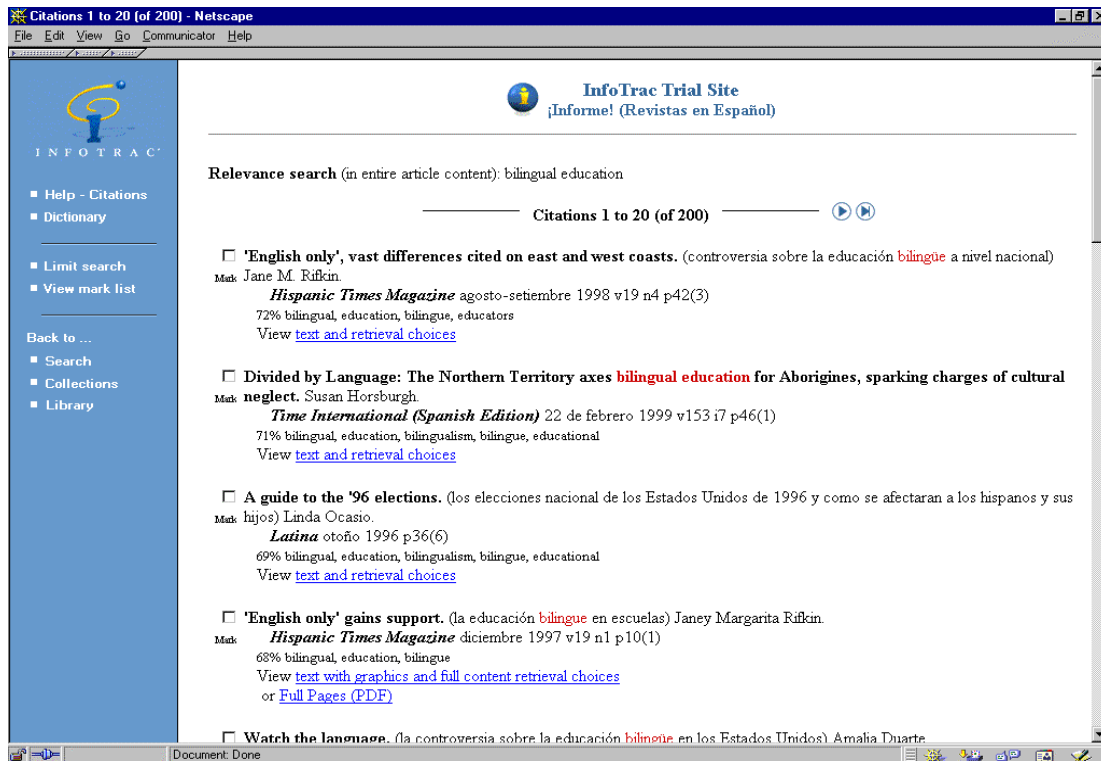
*****Let’s try a Relevance Search*****

Click on the **Relevance Search** link in the blue area on the left-hand side of the screen. The articles that are considered to be most relevant to your search terms will be listed first. The results list will NOT be listed by most current first.

1. Click in the rectangle slot and type the words **+bilingual education**. Click on the **Search** button to start the search. InfoTrac will look for only the articles that have the words bilingual in them and also include the word education. Any articles with just the words education without the word bilingual will not appear in the results list.



- The search on **+bilingual education** returned the following list of 200 citations. Notice the articles are ranked by percentages according to their relevance.





3. There are times when you may want to limit your search. In the blue area on the left-hand side of the screen is a **Limit Search** link. Click on that link.
4. You will have several different options that will allow you to limit your search. You can limit to full text articles, by date, by journal or by entering a word (or words).
5. Click on the **Submit** button when you are ready to re-execute the search with the limits included.

A search with the limits of full text and text word **california** resulted in 149 citations.

The screenshot shows a Netscape browser window titled "Citations 1 to 20 (of 149) - Netscape". The main content area displays search results for "bilingual education" with the following details:

- Relevance search (in entire article content): bilingual education
- Limited by: full text; keyword: california
- Citations 1 to 20 (of 149)
- Search results list:
 - 'English only', vast differences cited on east and west coasts. (controversia sobre la educación **bingüe** a nivel nacional)
Mark: Jane M. Rifkin.
Hispanic Times Magazine agosto-setiembre 1998 v19 n4 p42(3)
72% bilingual, education, bilingue, educators
View [text and retrieval choices](#)
 - Si lo construyes, ellos vendrán. (inauguración de la Biblioteca Latinoamericana, San José, California) Pedro Reynoso.
Mark: *El Mensajero* 24 de noviembre 1999 v13 i29 p5
65% bilingual, education, educate
View [text and retrieval choices](#)
 - World Watch--Los Angeles. (elecciones, California)
Mark: *Time International (Spanish Indexing Terms)* 15 de junio 1998 n41 p22(1)
64% bilingual, education
View [text and retrieval choices](#)
 - Generación **bingüe**: de la educación **bingüe** y sus programas en el Area de la Bahía. (niños latinos en el Area de la Bahía de San Francisco, California) Juliana García Cornejo.
Mark: *El Mensajero* 20 de agosto 1997 v11 n16 p1(3)
63% bilingual, education, bilingue, bilingues, educators
View [text and retrieval choices](#)
 - Palabras de la calle: educación **bingüe**. (California)
Mark: *El Mensajero* 22 de abril 1998 v11 n51 p3(1)

Advanced Search:

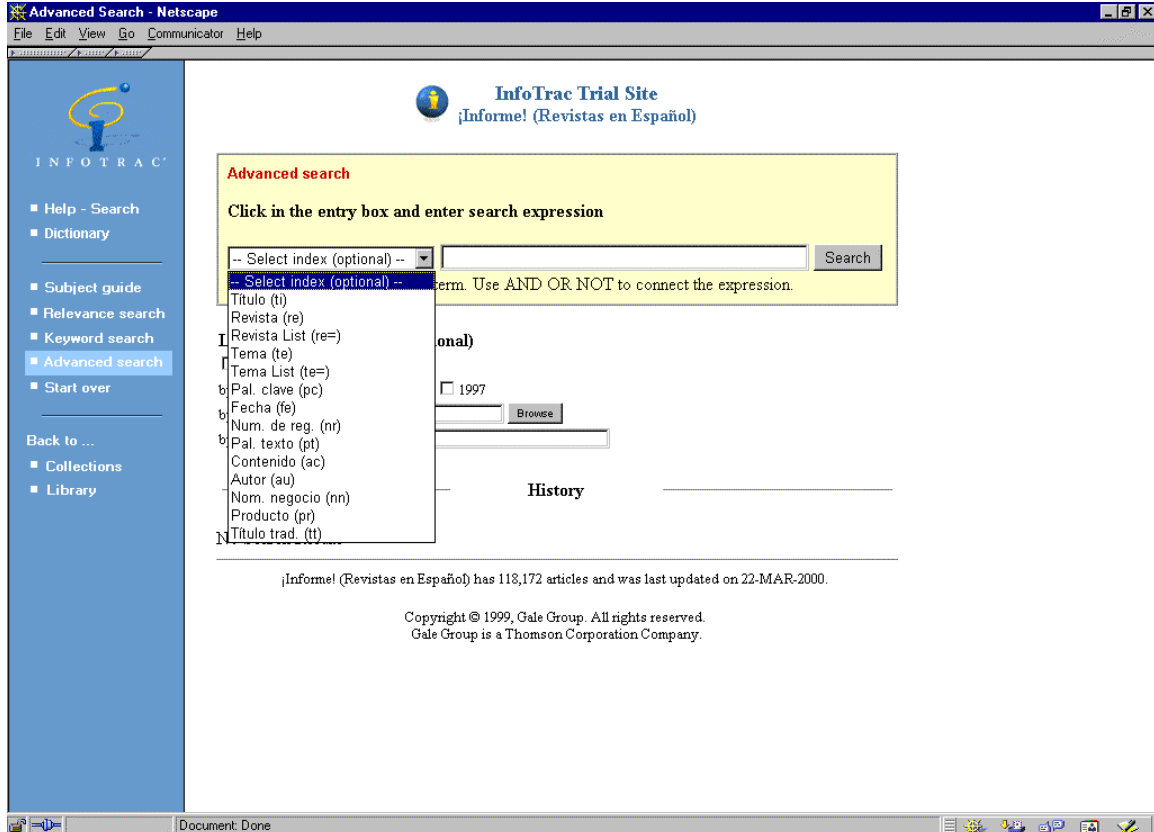
The Advanced Search provides searchers with the most control. By using abbreviations from the pull-down menu, you are able to make your searches as simple or complex as you wish. You can also limit your searches directly on the main search screen by one, several or all of the following options: by full-text articles; by date(s) by years 2000, 1999, 1998, or 1997; by selecting up to 10 journals from a pull-down menu; or by entering a word or words in the search text box.

From the navigation sidebar you can choose journals in alphabetical order by clicking on the displayed alphabet buttons. After making your selections, click on the button to **Submit Selections**. To remove your selections, click on the button to **Clear Selections**.



Once you have selected the journal(s), you can view the journal details by clicking on the sidebar button **Journal Details**.

Note: Once you have submitted journals for limit, they will remain selected unless you clear the selection list.



Index Abbreviations:

The index abbreviations in the pull-down menu in the Advanced Search screen help you when performing simple or complex searches.

Titulo (ti)	Keyword
Revista (re)	Journal name
Revista list (re=)	List of Journals
Tema (te)	Word from Indexed Subjects
Tema list (te=)	List of Subjects
Pal. clave (pc)	Word in article title
Fecha (fe)	Result Set Number
Num. de reg.	Record Number
Pal. texto (pt)	Word in text of article
Contenido (ac)	Full-text article
Autor (au)	Author
Nom. Negocio (nn)	
Producto (pr)	Abstract
Titulo trad (tt)	Word in article title



There are several different ways to refine your search.

Wildcards:

1. Asterisk (*)—matches any number of characters
2. Question mark (?)—matches an exact number of characters
3. Exclamation point (!)—matches one or no characters

Boolean operators:

1. and
2. or
3. not

Proximity operators:

1. Wn—finds essays containing the specified words in the specific order within the number of words you indicate
e.g. electronic w2 book
2. Nn—locates essays containing the words you specify within the number of words you indicate, but the words can be in ANY order
e.g. bulls n2 basketball

Range operators:

- | | |
|----------------------------------|-------------------|
| 1. Since | 6. before |
| 2. After | 7. lt (less than) |
| 3. gt (greater than) | 8. < (less than) |
| 4. > (greater than) | 9. to |
| 5. ge (greater than or equal to) | 10. - |

Dates:

Dates can be written in several formats.

1. January 12, 1998
2. 1/12/1998 (do NOT use dd/mm/yy format)
3. March 1998
4. 3/1998

Browsing:

If you're not sure which search terms to use, you can browse first. At the Advanced Search prompt screen, look in the drop-down menu of index abbreviations. Any index abbreviation followed by an equal sign (=) indicates a browseable index.

e.g. jn=

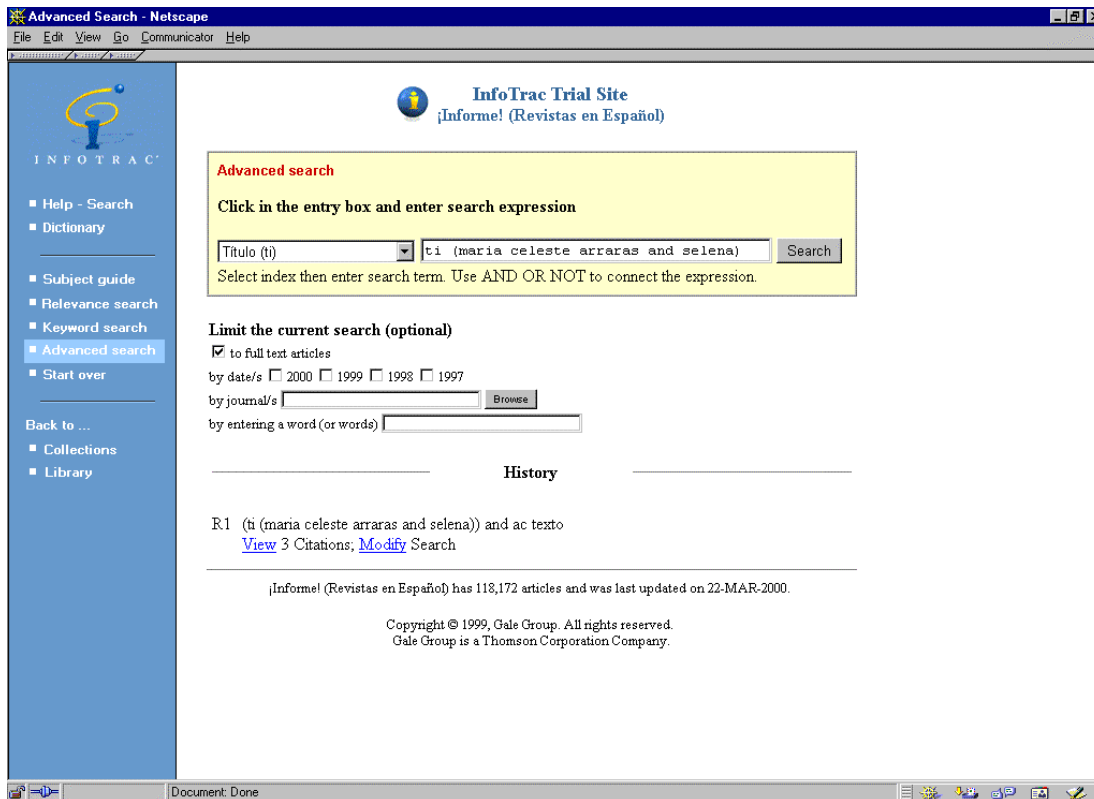
This will allow you to browse the list of journal titles included in InfoTrac.



Let's try an **Advanced Search**

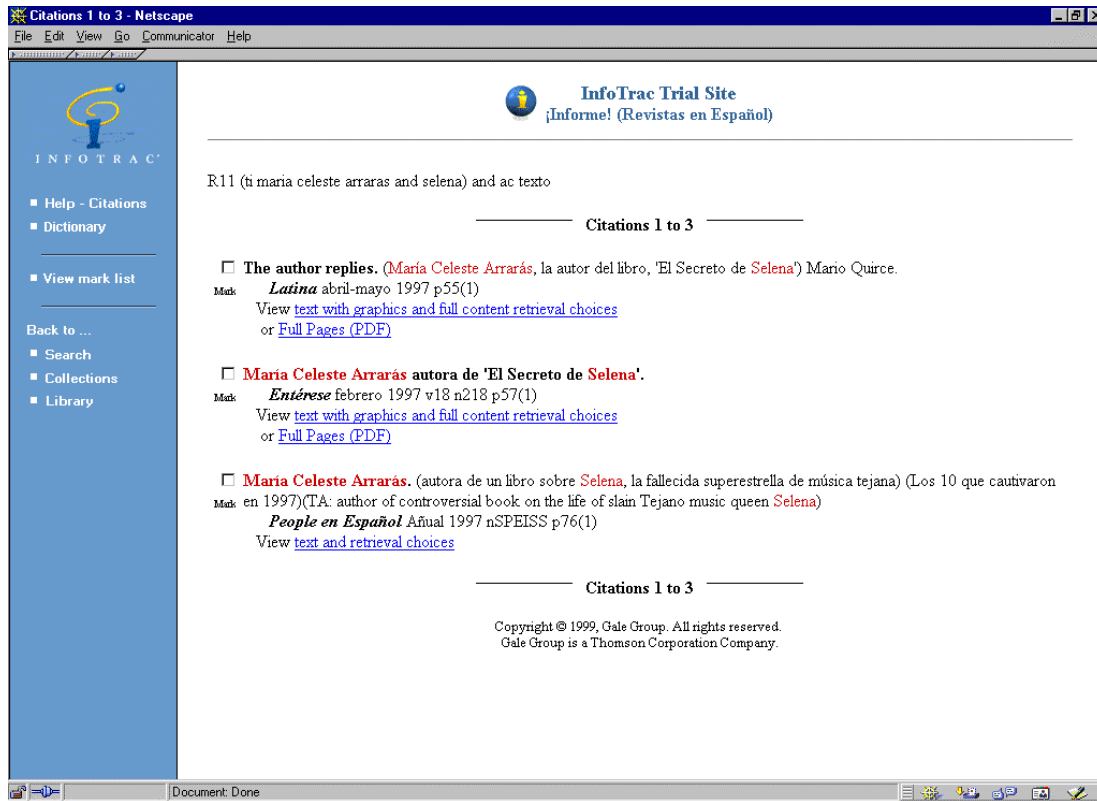
Click on the **Advanced Search** link in the blue area on the left-hand side of the screen. The advanced search can be as simple or as complex as you would like.

1. From the pull-down menu click on **ti** for keyword. Beside it in the search box with a space in between type **maria celeste arraras and selena** enclosed in parentheses (nesting operators).
2. Click on the limit option box for full text. Click on the **Search** button to start the search.
3. InfoTrac will look for full-text articles only with the keywords maria celeste arraras and selena included together in the same articles.
4. Your search should look like the following:





The search results yielded three citations.



Retrieving Articles:

At the bottom of every full record, you'll find a choice of methods by which you can obtain a copy of the record you're viewing whether printing; e-mail delivery; viewing or printing a PDF (portable document file) via Acrobat™ Reader; or downloading the article in PostScript format.. To go directly to the bottom of the record, select the Retrieval link in the left-hand column.

What you can obtain depends on the options available at your library, which kind of delivery system you choose and, what kind of material is available.



An InfoMark at the top of any page indicates that the URL of the page persists even when the session is over. Persistent URLs can be book marked for future reference or copied into an electronic mail message or onto a Web page. Use your browser to save the page as a bookmark. For more information on InfoMarks, see the **Help** section.

For more information on ¡Informe! (Revistas en Español), check out the **Help feature located in the blue area on the left-hand side of this database.