InfoTrac Student Edition
Tip Sheet

InfoTrac Student Edition is designed especially for secondary schools and features titles most critical to their libraries and curriculum.

Sources:
- 230 indexed and 180+ full-text general interest magazines
- 40,000 full-text newspaper articles
- 14 full-text reference books
- General interest periodicals
- 300+ full-color Rand McNally maps
- Information Please™ Almanac (Atlas and Yearbook)
- Information Please™ Sports Almanac
- Information Please™ Environmental Almanac
- The Reader's Companion to American History
- Merriam-Webster's Collegiate® Dictionary, Tenth Edition
- Thousands of Newspaper articles from Knight-Ridder/Tribune News Service (the source used by newspapers nationwide)

Date Range Current 36 months; daily updates

Getting Started:
The screen will ask you to select a collection to search. Under the Student Edition 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 Student Edition 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.

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.

The Subject Guide screen also offers options for limiting your search to full-text articles, by date (year), by journal (browse list), or by entering a word or words.
If you type in your topic and no matching Subject Heading is found, InfoTrac automatically defaults to a Keyword Search. This means that you'll see a citation list NOT the Subject Guide.

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 link you to the subject heading.

**Limiting the Search:**
You could limit your search by checking the box for full-text articles only, checking the date boxes, browsing the list of journals, and/or entering a word or words. When you browse the list of journals, you may select up to 10 journals for your search.

**Selecting Journals from the Publication Browse List:**
The scan journals list page shows you all the publications in the currently selected collection. You can limit your search to articles from as many as 10 publications at a time. Click on the check box in front of a publication name to select that publication. Click again to remove the check mark. If you select more than 10 publications, only the first 10 will be used.
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 mark (!) -- 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 **desert storm**. Click on the Search button to start the search.

2. The subject guide list will be displayed on the screen. There are several different types of materials to select depending on your research needs. Click on the link **View** or **See also** to see the articles.

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**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 mark (!) -- 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. (see reference on p. 3)

***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 on the rectangle slot and type the words mars probe. Click on the Search button to start the search.
**Limiting the Search:**

1. If you want to limit your search further, click on the **Limit Search** link in the blue area on the left-hand side of the screen. The limit search screen will look like this:

2. You will have the same options as the Keyword Search screen that will allow you to limit your search. You can limit to full text articles, by date, by journal title or by entering another word or words.

3. Click on the **Submit** button when you are ready to re-execute the search with the limits included.
**Additional Articles:**
After accessing an article, you will be given links to other articles related to the subject that you searched. For example:

**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 phrases with quotation marks ("…").

  e.g. "moon landing"
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.

\[ \text{e.g. } +\text{folic acid} \]

InfoTrac will look for only the articles that have the word acid in them and also include the word folic. Any articles with just the word acid without the word folic 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.

\[ \text{e.g. } -\text{cuban jazz} \]

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 the 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 +texas "republican party." Limit the search to full-text articles and the years 2000 and 1999. Click on the Search button to start the search. Your screen should look like this.
2. InfoTrac will look for only the articles that have the words **republican party** in them and also include the word **texas**. Any articles with just the words **republican party** without the word **texas** will not appear in the results list. Notice the percentile rankings are given for each article.

**Limit Search:**
1. There are times when you may want to limit your search further. In the blue area on the left-hand side of the screen is a **Limit Search** link. Click on that link.

2. You will have several different options that will allow you to limit your search. You can again limit to full text articles, by date, by journal title or by entering another word(s).

3. Click on the **Submit** button when you are ready to re-execute the search with limits included.

**Advanced Search:**
The Advanced Search provides searchers with the most control. 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 mark (!) -- 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. presidential w1 election
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. presidential n2 election

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

Dates:
Dates can be written in several formats.
1. January 12, 2000
2. 1/12/2000 (do NOT use dd/mm/yy format)
3. March 1999
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 of the screen. The Advanced Search can be as simple or as complex as you would like.

1. Click on the drop down menu in the search box area and select ke (keywords) from the drop down menu. Click in the search box after the ke code and type in presidential n2 candidates.
2. Check the box to limit search to full text articles.
3. Check the date boxes for the years 2000 and 1999.
4. Browse the journal list and select *Newsweek* and *Time*. While you are selecting the journals you will notice an alphabetical list in the left margin to help with scrolling and selecting journals that begin with particular letters. You may select up to 10 journals for your search.

5. Click on the **Search** button to start the search. Your search should look like the following:

![Search interface](image)

6. InfoTrac will look for *Time* and *Newsweek* journals only, and it will also look for the keywords **presidential candidates** within two words of each other in either direction. The only articles that appear in the results list will be full-text articles with the keywords **presidential candidates** in *Time* and *Newsweek* during the years 1999 and 2000.

**Limit Search:**

1. There are times when you may want to limit your search further. In the blue area on the left-hand side of the screen is a **Limit Search** link. Click on that link.

2. You will have several different options that will allow you to limit your search. You can again limit to full text articles, by date, by journal title or by entering another word or words.

3. Click on the **Submit** button when you are ready to re-execute the search with limits included.
**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. 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.

**For more information about Student Edition check out the Help feature located in the blue area on the left-hand side of the database.**