



¡Informe!

Search Tips

• *Informe!* is an electronic reference tool created exclusively for Spanish-speaking users that provides indexing, images and full text of popular Hispanic magazines — not just translations. Title annotations in both English and Spanish help students of Spanish and non-native speakers gain easy access to *¡Informe!* resources.

HOW TO USE !INFORME!

Go to the *¡Informe!* URL with your Internet browser. At the home page, you will find the following search options:

- 1) Subject Guide
- 2) Relevance Search
- 3) Keyword Search
- 4) Advanced Search

Any of the search options will yield article listings with links to one or more full-text articles. To the left of each record in the results list, you'll see a mark box. You can click here to set the record aside for later action (usually retrieval). To see what articles are on your list, select **"View Mark List"** in the left-hand column.

SUBJECT GUIDE

On the home page, click on the entry box and enter one or more subject search words. Click **"Search"**. (You may limit search options to a specific date, articles by text, or journal(s) within any search.)

A subject listing will appear that you may view or reference for more information.

Your full-text article will appear. You may print the article or view articles linked to your search.

RELEVANCE SEARCH

Click **"Relevance Search"** on the home page. Next, enter one or more search words in the entry search box, then click **"Search."**

The next screen will show a listing of documents. You may select one or more of them for reference or view full-text articles.

(Over, please)



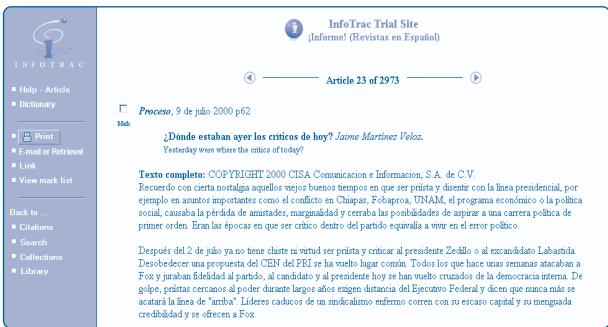
This article, from our search for elecciones, is viewable in pdf format.

KEYWORD SEARCH

On the home page, click on the entry box and enter one or more search words. Click “Search.” You may choose to limit your search options to a specific date, journal(s) or sections.



Search results will appear in alphabetical order.



When your full text articles appear, you will have the option to view other articles linked to your search or print your article.

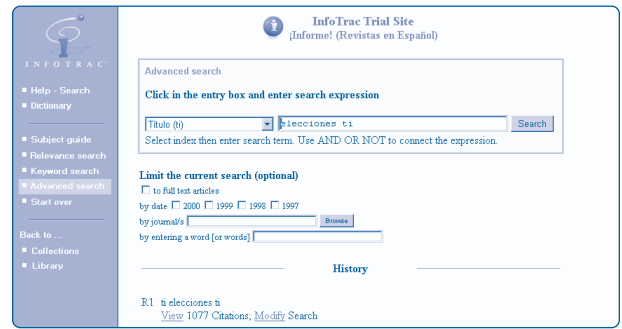
ADVANCED SEARCH

Click on “Advanced Search” on the homepage menu. Through this menu choice, you will be able to search by these indexes:

- Título (ti)
- Revista (re),
- Revista list (re=)
- Tema (te)
- Tema list (te=)
- Palabra clave (pc)
- Fecha (fe),
- Num. de reg. (nr)
- Palabra texto (pt)
- Contenido (ct)
- Autor (au)
- Nom. negocio (nn)
- Producto (pr)
- Título trad. (tt)

Note: The search will default to “Keyword” search if an index is not selected.

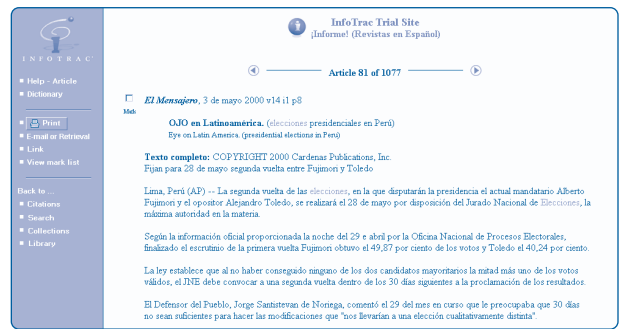
Next, enter one or more words in the entry box and click “Search.” (For entry, you may use search operators, one or more words or numbers to broaden or narrow your search results). Select “Help Search” from the menu from the Advance Search page, then click on “Search Operators” to learn more.



A screen similar to your first page will appear with the addition of citations relevant to your search words or expressions. Click “View” to see these citations or “Modify” to alter your search.



A list of available articles will appear.



If you click “View text and retrieval choices,” the full-text article will appear.

TOOLS

On the home page and throughout subsequent screens, you will find tools to assist you. On the initial search page, you will find “Help-Search.” We recommend that you access these Help-Search screens before beginning your respective searches. They will give you information that will help you streamline and enhance your searches. If you require further assistance with *¡Informe!*, contact your librarian.



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