



# InfoTrac Student Edition

## Search Tips

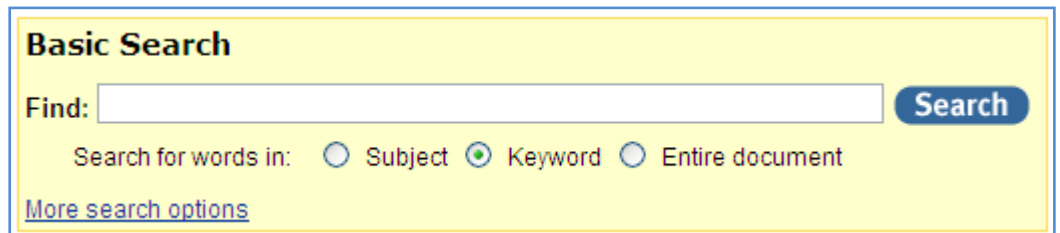
InfoTrac Student Edition is designed especially for secondary schools and features titles most critical to their libraries and curriculum. It includes over 1000 full-text curriculum-related and general interest magazines (over 700 with images, 130 indexed titles), 17 full-text ready reference books, historical images, 300+ full-color Rand McNally maps, thousands of newspaper articles from *USA Today*, Knight-Ridder/Tribune News Service (the source used by newspapers nationwide), United Press International newswire, U.S. Newswire, and over 100,000 podcasts and/or broadcast transcripts from National Public Radio, NASA, U.S. Census Bureau, and more. **Date Range:** Backfile to 1985; Updated daily.

### CHOOSE A SEARCH TYPE

From the menu below the Gale PowerSearch "blue" banner.



- **Basic Search:** offers a straightforward way to search featuring a single search box, the choice of selecting from the most widely used search options, and the optional ability to add search limiters. Is ideal when keywords and phrases are too specific to be found in the subject guide. **There are three Basic Search options:**
  - **Basic Search by Subject:** Use to search for topics such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc.
  - **Basic Search by Keyword:** Lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms.
  - **Basic Search by Entire Document:** Looks for any word or words within the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the Keyword search.
- **Subject Guide Search:** Browse listings of subjects, people, products, locations and organizations then select a term and see a list of citations, or navigate through the Subject Guide by selecting subdivision and related subjects links.
- **Publication Search:** Use to browse & view the contents of a specific publication.
- **Advanced Search:** Select an index and combine search terms and limits for the most precise searches.



### CONDUCT THE SEARCH

1. Type the search terms in the entry box.
2. For more specific results, limit the search by adding the publication date, publication title, or other limiters.

3. Click on the **Search** button.

## VIEW THE RESULTS

A **Subject Guide Search** lists all subjects in which the words you searched for occur and the number of search results found for each (see image at right).

**Basic** and **Advanced** searches yield a **Results** list that matches the search terms (see below).

**Publication Search** lists all titles of the publications in which the words you searched for occur.

Subject Terms	Results
<a href="#">China</a> <a href="#">Subdivisions</a>   <a href="#">Related subjects</a>	914
<a href="#">China (Porcelain)</a> See <a href="#">Porcelain</a>	
<a href="#">China (Taiwan) Foreign Relations</a> See <a href="#">Chinese (Taiwan) Foreign Relations</a>	
<a href="#">China (World War II)</a> <a href="#">Related subjects</a>	2
<a href="#">China Aerospace Science and Technology Corp.</a>	1
<a href="#">China Airlines Company Ltd.</a>	7

## SEARCH RESULT LIST

Your search results are displayed on folder tabs that keep like documents together. Each tab displays a result count. Click a tab name to see its results. Tabs with no results are “grayed out” and will not work.

## VIEW AN ITEM

Click on the **article title** to view it.

Or  
Click on a choice below the citation. Available choices may include: Full-text, Text with graphics, Citation, PDF pages, or Abstract.

Search

Results for SubjectGuide Search (su ("China"))LIMITS:( full text)

Also Try: [Porcelain](#)

Magazines (563) Academic Journals (28) Books (33) News (181) Multimedia (109)

limit to:  full-text  with images Sort by: Publication Date

Mark All [Previous](#) 1 2 3 4 5 [Next](#) [Create a Search Alert](#)

- 1. Giant dam threatens environment.(earth).** Article  
Mark *Current Science, a Weekly Reader publication* 93.8 (Dec 14, 2007): p14 (2). (314 words)  
[Full-text](#)
- 2. The Season To Be Wary.(The Tip Sheet; Environment).** Linda Stern. Article  
Mark *Newsweek* 150.23 (Dec 3, 2007): p63. (705 words)  
[Full-text](#)
- 3. Great wall has great fall.(earth)(Great Wall of China ).** Article  
Mark *Current Science, a Weekly Reader publication* 93.7 (Nov 30, 2007): p12 (1). (349 words)  
[Full-text](#)

NOTE: The article text is not included for all items. Ask your librarian for assistance in obtaining text of article not included within the database.

## NARROWING YOUR SEARCH RESULTS

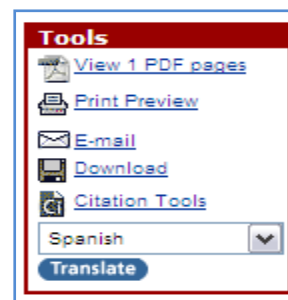


The yellow box in the left navigation of your results list allows you to narrow your search results by searching within the result set you just retrieved. To narrow your results, enter another search term in the box and click Go.

To further narrow your results, you may use the drop down menu option in the yellow box, which allows you to sort and view the results by subject, publication title, or document type. This is especially helpful for obtaining results from a specific publication title or if you are interested in specific article types. This drop down menu is available on each of the search result tabs, your choices and options to narrow your results will vary depending on the type of content you are viewing. For example, in the News tab, the drop down menu will include the ability to display the results according to the newspaper section the results came from e.g. Business, Opinion & Editorial, Lifestyle, etc.

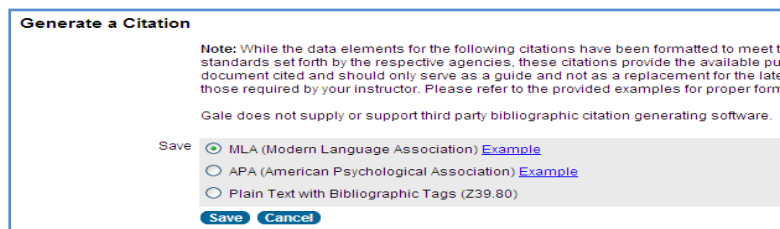
## SAVE, PRINT, TRANSLATE or E-MAIL ITEMS

- To **Save** an item to view later in your search session: Click in the **Mark** box to the left of the article title.
- To **View** your list of saved items: Click on the **Marked Items** hyperlink at the top of the screen.
- To **Print** an item: Click on the **Print Preview** link in the **Tools** box located to the right of the article content.
- To **E-mail** an item: Click on the **E-mail** link in the **Tools** box located to the right of the article content. Enter the e-mail address, subject line & message (if desired), and sender's e-mail address in the **E-mail Delivery** box.
- To **Download** an item as a file to be saved on your computer or to a CD, click the **Download** link located to the right of the article content.
- To **Translate** an item into any of eight different languages, select the language you want to translate the article into from the drop down menu of choices in the **Tools** box located to the right of the article content and click on the blue Translate button.



## HOW TO CITE ITEMS

- To **cite a document**, use the Citation Tools link located in the Tools box to the right of the article content.
- Choose MLA, APA, or Plain Text and click Save.
- A dialog box will open, click Open and a new window with your citation. You can copy and paste the citation like any other text.



## SEARCH ALERTS and RSS FEEDS

**Search Alerts** will notify you via email when new content is added to the database that matches your search criteria. You may choose to have the system check for new content on a daily, weekly or monthly basis and send you an e-mail message in html format when updates are found.

To create a **Search Alert**, simply click on the  [Create a Search Alert](#) icon and fill in the appropriate email address and frequency fields.

You may also subscribe to an **RSS feed** and have content delivered directly to you.

To create an RSS feed, click on the icon and  [Create a Search Alert](#) copy the URL provided for your search and paste it into your reader.