

How do I View and/or retrieve articles?

- Click on the **View** links to go to the articles. This will take you to the **Citations** page, from where you can read and/or retrieve a document, and link to related articles.
- Click on the **View text and retrieval choices** link to see the full text, if it is available, or the article reference. Go down to the bottom of the article screen. From here you can **View other articles** on related subjects or other articles in the same journal issue. To print or e-mail the article, go further down the screen to **Print, e-mail, and other retrieval options**. If you want to print the article, click on the **Reformat** link first, and then on the browser's **Print** button at the top of the screen. If you have Acrobat Reader installed on your computer, click on **Retrieve** to view the article in pdf format. This will reproduce the article in its original printed form.
- Use the **Back to ... Citations** link on the left hand side of the screen to go back to the original article list, and **Back to ... Subjects** to return to the subjects list.

Further Help

If you need further help using InfoTrac or any library resource please ask a member of library staff.

You can book a one-to-one appointment with a member of library staff to help you find information for your assignments, please ask at the enquiry desk.

February 2005



InfoTrac



What is InfoTrac?

InfoTrac is a web-based multidisciplinary full-text and indexing database of 200 journals in the fields of Business, Health, Humanities, Social and Physical Sciences.

The full-text holding varies, but typically full-text articles are available from 1996 onwards.

How do I Find InfoTrac?

- Go to the library website: www.ucsm.ac.uk/library
- Click on **Resources for your subject**
- Choose your subject e.g. **Business**
- Find the heading **Databases** and click on the link that says **Multidisciplinary Databases**
- You will now see a table of databases, click on the link to **InfoTrac**
- Click on **Proceed**

How do I search InfoTrac?

There are various ways of searching InfoTrac, so next, choose a type of search from the blue index on the left hand side of the screen:

- **Subject search:** searching on topics such as *diabetes*, *Olympics* or *Nelson Mandela*. When you first enter InfoTrac, you will be in the **Subject guide search** option. All the articles in the InfoTrac database are allocated to Subject headings. A Subject guide search will enable you to browse a list of subjects, people, products, locations and organizations that contain the words you entered

A good choice when you are starting with a general topic.

- **Relevance search:** searching by words or phrases; results are ranked according to their relevance to your keywords.

A good choice when searching for unique phrases not found in the Subject guide, such as Christmas tree ornaments

- **Keyword search:** searching by words or phrases not likely to be found in the Subject guide (e.g. a film title); results are listed in reverse chronological order.

A good choice when searching for keywords not found in the Subject guide; results tend to be broad-ranging.

- **Advanced search:** searching by combinations of indexes and keywords, enabling the greatest control over the search results. Enables you to search the **backfile** of older journal issues.

A good option when you know exactly what you're looking for (e.g. articles on land mines from a specific journal in 1998).

Keyword Searching

Keyword search

Click in the entry box and enter search term(s)

Search for words in title, citation, abstract in entire article content

Type words to search for. You can use AND, OR, NOT. Results are sorted by date.

Limit the current search (optional)

to full-text articles

to refereed publications

by date

to the following journal(s)

to entries containing the word(s)

- Enter your Keywords into the search box
- You may **limit your search** in various ways by filling in the boxes in the bottom part of the screen. For example, if you only want to find articles published since 1998, enter *since 1998* in the 'by date' box. If you want to restrict your search to specific journals, click on the **Browse** button at the end of the **journal(s)** box. Select the journals from the list by clicking in the box next to the title. Go back to the top of the page, and click on **Submit selections**.
- When your search is ready for processing, click on the **Search** button