

## Infotrac Tips

### **Keyword Searches (Basic)**

In **Keyword** Searches, you may **choose** to search for words in the subject, in the entire article content, if there is full text available, or anywhere (keyword). The latter can be useful for hard-to-find terms.

### **Using Phrases for Searches**

If you enclose a phrase in quotation marks, the search engine will look for those words as a phrase instead of as individual, separated words.

### **Search Limiting by Specific Journal**

You can choose to limit your search to a specific journal, or to a specific issue in that journal. Hit the **Browse** button next to the line “the following journals” on the search screen. On the left, click on the letter that begins the journal title, then browse until you find the journal(s) you want. Click on the box next to the title to select it. Look on the left for the selection **Submit Selections** and click on this. You will be returned to the **search** screen.

If you want to look at all the articles in a specific issue, put the specific date in the limiting boxes, but type in **no** Subject. The Search will return a list of all the articles indexed in that issue.

### **Clear Form Button**

When you begin a new search, click on the **Clear Form** button to take away any pre-selections, including selected journals and other limiters you had selected. Your results will still appear in the **Search History** section below the search boxes.

### **Search History**

The results of each search in a session using a single database are given a number and are listed by this number with the search terms in the **Search History Box**. You can combine previous searches using these numbers to further limit or expand your results, or you can use the number and add terms to limit the results further.

### **See Also Links**

At the bottom of each article retrieved is usually a linked list of related articles. In addition, the last entry of this list will take you to other articles from that same journal issue. This is especially useful if an issue is devoted to or focusing on a particular topic.

### **Emailing Results**

When an article is emailed, it goes in text format only. This means **NO** pictures or graphics are emailed. They may be printed or copied or saved, but they cannot be sent via email from **Infotrac**.

### **Translation**

Many articles can be translated in Spanish by clicking the **Translate** button by the article.