

InfoTrac databases comprise: **Computer Database**
Expanded Academic ASAP
Health Reference Center

Accessing

- From the Library web site <http://www.library.uow.edu.au>
- Under the heading **Services** click on **Databases**
- Select the first letter of the database you wish to use (e.g. **C** for **Computer Database**)
- Click on the link for the required database
- You will be prompted to type in an **EZproxy login**
- Enter your **University email username** and **password**. Questions regarding University email accounts should be directed to Information Technology Services (ITS) phone 02 4221 3775

Searching

- Use the **Advanced search** screen (default)
- Enter a key word or phrase (search expression) in the top search entry box
- Change the default **Search Field** drop down menu to another field if desired (e.g. author)
- Search terms will be combined using AND as the default. Note: There is an option in the drop-down menu to change this to combine terms using OR if required
- Enter each search expression in a separate search entry box
- Click **Search** to combine all your search terms
- Click **Back to ... Search** in the blue menu bar to return to the search screen

Combining Searches

AND is used to *narrow* a search by finding records that contain both search terms. For example: a search for *leadership and managers* will retrieve only records that contain **both** the terms leadership **and** managers

OR is used to *broaden* a search by finding records that contain either search term. For example: a search for *women or female* will retrieve all records that contain **either** the term women **or** female, or **both** terms

Searching Tips

- Use the database **Help** to assist with your search
- Use the truncation symbol to find variations in word endings (e.g. *legislat** will find *legislate*, *legislature*, *legislation*, etc.)
- **Limit** the search by publication year, fulltext articles and/or refereed publications

Displaying Records

- Select the hypertext link for the article title or format you wish to display. Some records may only include an abstract while many will be fulltext with articles available in either html or pdf. Select **text** to display the full record. Select **Back to..citations** on the blue menu bar to return to your search results
- Some references in Expanded Academic Index will have shading to indicate availability through Ingenta. These records will be available either as abstract or text and full pages pdf. To display the full article you will need to follow the links to **full pages pdf**

Marking Records

- If there is more than one article in the search results that you wish to print or email, select articles by clicking in the checkbox at the beginning of each record.
- Articles can also be marked from the full display option
- Once you have selected all relevant records you can view your selection by clicking on the **View mark list** option on the blue menu bar

Printing and Emailing Results

- To print an individual record or your marked list, scroll to the bottom of the screen to view your **Retrieval Options**.
- Use the **Browser Print** reformat option for printing from your browser in **html format** (displays the item as it appears on your browser screen). Select to print either citation or full article.
- Use the **Acrobat Reader** retrieve option for printing in **pdf format** (page image of the article). Note: You need **Adobe Acrobat Reader** software to use this latter option. When the pdf article has completely downloaded, click the **Print** icon on the **Adobe Acrobat toolbar**
- To print the fulltext of records available through Ingenta in **full pages pdf** (Expanded Academic Index only) display the **full pages pdf** then print each record individually, otherwise your printout will only contain the abstract and the URL link to the fulltext
- Use the **E-Mail Delivery** option at the bottom of each article to email text only. PDF articles and graphics cannot be emailed

Saving Results

- Scroll to the end of the record and choose **Browser Print** reformat
- Click **Cancel** when the Print option appears
- Select **Save As** from the File menu **on the web browser's toolbar**
- Select **the relevant drive for your storage device**, change the filename (up to eight characters) to reflect your search

Getting Help

- Use the **Help** feature in the database
- The Library's online tutorial *Finding Journal Articles* covers the main concepts and skills for searching databases. There is a link on the Library web site. Select **Help/Teach yourself /Library tutorials/Finding Journal Articles**
- Attend a free, hands-on *Finding Journal Articles Workshop*. Check the **Workshops brochure** available in the Library Foyer and the **Research Help Desk** or look on the Library web site under **Help/Come to a class**
- Ask at the **Research Help Desk** or ask a research question by **email, by phone or via chat** by selecting **Help/Ask a research question** on the Library web site