

# WinSPIRS™ Quick Reference Card

## The Search Screen

Annotations in the screenshot:

- Button bar →
- Search: text entry area →
- Search History area →
- Retrieved Records status area →
- Retrieved Records area →
- Click here to mark and unmark records →
- Scroll here (or press [PgDn]/[PgUp]) →

## Button Bar and Search Screen Buttons

Below are the button bar and Search screen buttons, which provide shortcuts to WinSPIRS features. The button bar is available at the Search, Index, Table of Contents, and Thesaurus screens.

Button	Action
	Displays the Available Databases dialog box.
	Displays the Print Records dialog box.
	Displays the Download Record dialog box.
	Displays the Search screen.
	Displays the Index screen.
	Displays the Table of Contents screen.
	Displays the Thesaurus screen.

Button	Action
	Performs the search.
	Displays the Suggestions dialog box for alternate terms.
	Shows records for the highlighted search.
	Displays the Limit Search dialog box for range operators.
	Retypes the highlighted search.
	Displays the Clear Search History dialog box.
	Moves forward to the next occurrence of the search term.
	Moves backward to the previous occurrence of the search term.
	Shows all or brief fields for the retrieved records.
	Adds the highlighted word or phrase to the Search: text entry area.
	Toggles the full screen display of the Retrieved Records area.

\* This button is grayed out if the selected databases do not use this feature or are from different families.

## The Index Screen

Index: text entry area

Index Terms area

Retrieved Records status area

Retrieved Records area

Click here to mark or unmark records

Click here to change Indexes

Click here to display records for the highlighted Index terms

Scroll here (or press [PgDn]/[PgUp])

## WinSPIRS Function Keys

Below are the WinSPIRS function keys, which provide shortcuts to WinSPIRS features.

Key	Name	Action
[F1]	HELP	Displays WinSPIRS Help.
[F2]	SEARCHES	Displays the Search screen.
[F3]	CONTENTS	Displays the Table of Contents screen (full-text databases only).
[F4]	FULL SCREEN	Expands the Retrieved Records area.
[F5]	INDEX	Displays the Index screen.
[F6]	PRINT	Displays the Print Records dialog box to select records to Print.
[F7]	RESTART	Restarts WinSPIRS.
[F8]	XCHANGE	Displays the Available Databases dialog box to select databases.
[F9]	THESAURUS	Displays the Thesaurus screen (if the database has a Thesaurus).
[F11]	DOWNLOAD	Displays the Download Records dialog box to select records to Download.
[F12]	CLEAR SEARCH HISTORY	Displays the Clear Search History dialog box.

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