Welcome to WebSPIRS

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Your WebSPIRS access URL: http://_____

SilverPlatter®

Welcome to WebSPIRS™

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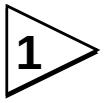
Welcome to WebSPIRS

WebSPIRS is software you use to search databases, like periodical indexes, via your Web browser. From your WebSPIRS search you get enough information to locate articles and materials you need. If you prepare before you sit down at the terminal, your search will produce better results:

- List the ideas and concepts that describe your search topic.
- Narrow the topic. Remember, your goal is to get a manageable number of useful records depending on your needs.
- Think of as many search terms as you can that describe your topic. You might find what you want right away, but results can improve as you become more familiar with a database.
- Write down or print your search history, you might want to use it again.

Using this Booklet



This booklet explains the major features of WebSPIRS to help you get started searching. An image of each WebSPIRS screen and its corresponding explanation appear on opposite pages. Refer to the numbered pointers (as at left) for information on the important WebSPIRS components.

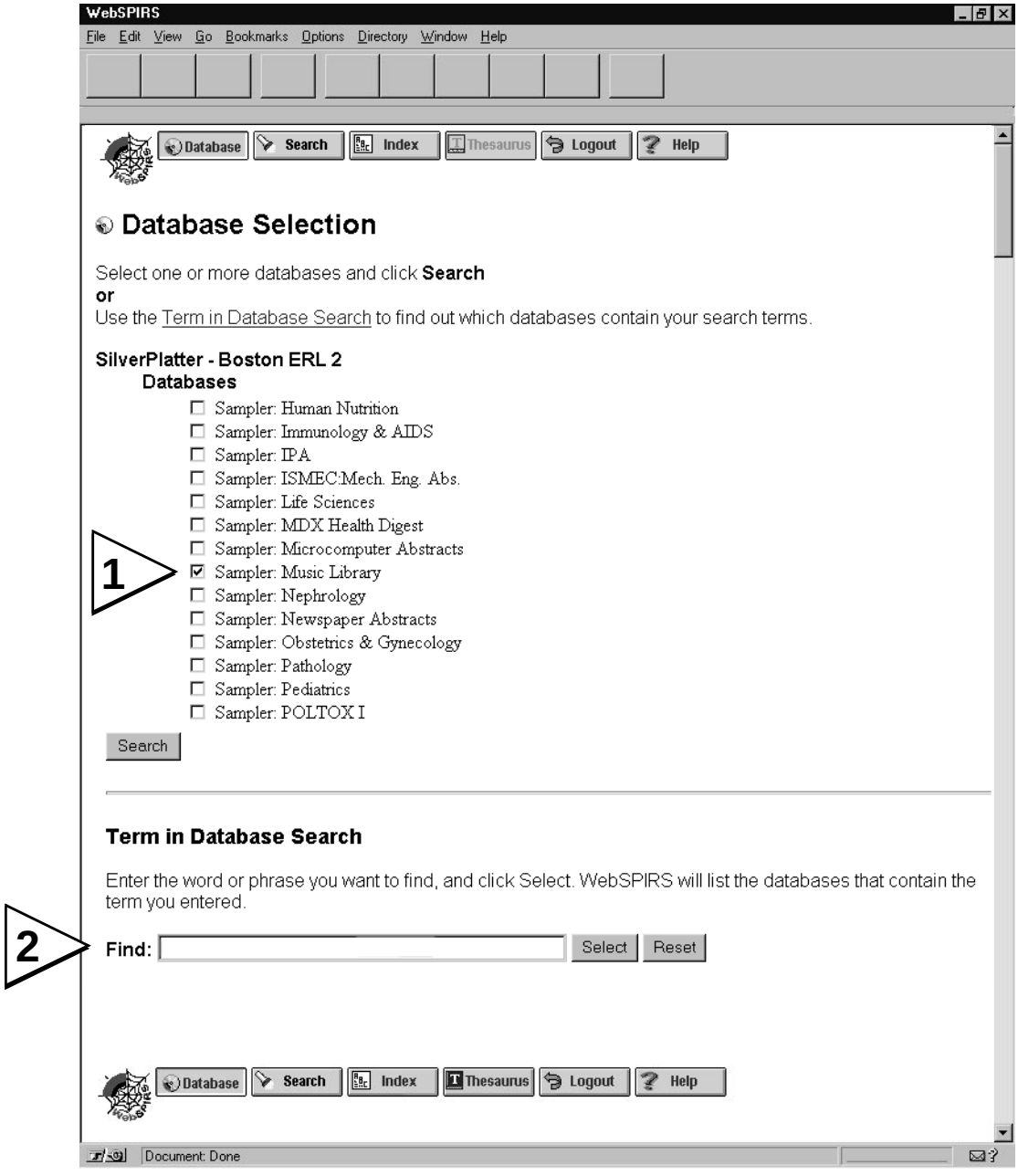
Some technical search concepts are outlined on pages 18-21.

While you are searching you can also click

for online help, including help about the databases you are searching.

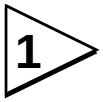
When you start WebSPIRS, you might need a username and password. See your librarian or system administrator for help. Next, you can select the databases you want to search.

Selecting Databases



Selecting Databases

At the Database Selection screen you select the databases you want to search. The list on this screen are those databases available from your library. There are two ways to select databases:



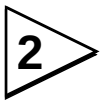
1. Click the checkbox next to the database. You can select as many databases as you want but too many can lead to confusing results.

   You can select and search more than one database at a time, but remember:

   - The databases may not have all fields in common; if you search in a specific field only records from databases with the field are retrieved.
   - The Thesaurus is available only if you select a single database or multiple editions of the same database.

   Recommended: Stick to a single database or to database families. You can always repeat a search in a different database.

2. Click Search. The Search screen appears.

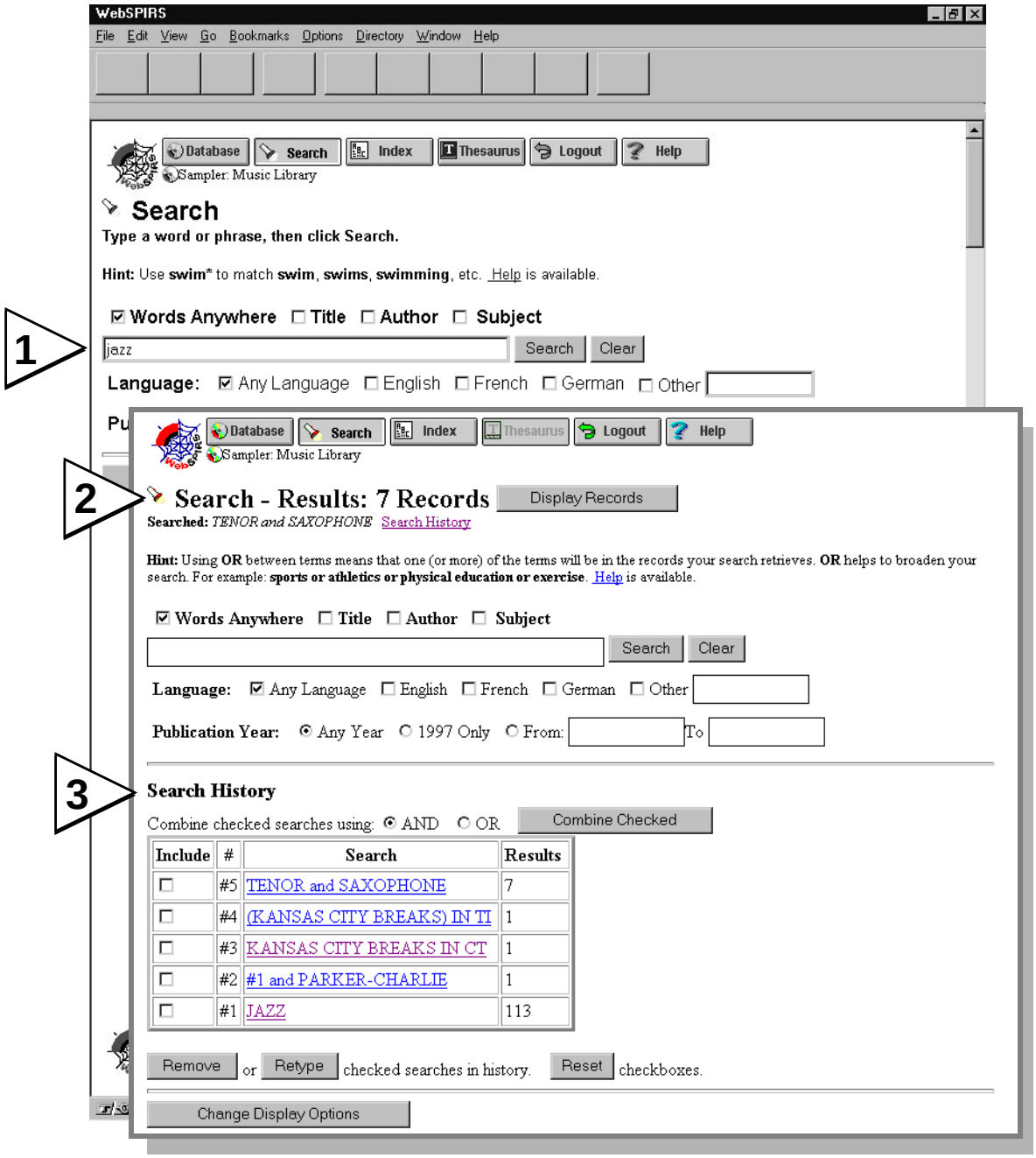


Narrowing the List of Databases

You can also select databases that contain a term you enter. Scroll down to see this section of the screen or click the Term in Database Search link.

1. Type your term at the Find prompt and click Select. A subset of databases containing your term appears.
2. Select databases from this list and click Search as above.

If you want to select another database, click Database to return to this screen.


WebSPIRS
File Edit View Go Bookmarks Options Directory Window Help
Database Search Index Thesaurus Logout Help
Sampler: Music Library
Search
Type a word or phrase, then click Search.
Hint: Use swim* to match swim, swims, swimming, etc. Help is available.
Words Anywhere Title Author Subject
jazz
Search Clear
Language: Any Language English French German Other
1
Database Search Index Thesaurus Logout Help
Sampler: Music Library
2
Search - Results: 7 Records
Display Records
Searched: TENOR and SAXOPHONE Search History
Hint: Using OR between terms means that one (or more) of the terms will be in the records your search retrieves. OR helps to broaden your search. For example: sports or athletics or physical education or exercise. Help is available.
Words Anywhere Title Author Subject
Search Clear
Language: Any Language English French German Other
Publication Year: Any Year 1997 Only From: To
3
Search History
Combine checked searches using: AND OR
Combine Checked
Include # Search Results
#5 TENOR and SAXOPHONE 7
#4 (KANSAS CITY BREAKS) IN TI 1
#3 KANSAS CITY BREAKS IN CT 1
#2 #1 and PARKER-CHARLIE 1
#1 JAZZ 113
Remove or Retype checked searches in history.
Reset checkboxes.
Change Display Options

Searching in WebSPIRS

The Search screen is where you type terms to search the database. To open the Search screen click Search. Then:

1

1. Type a term at the Search prompt.

2. Click Search to start the search. WebSPIRS searches the databases you selected for your terms.

   You can make your search more precise by changing the selections around the Search prompt. The options available depend on the databases you are searching.

To display the records returned by a search:

- Click the Display Records button.
- Click the link to the search in the Search History table.

2

Search Results

After a search, WebSPIRS shows the number of records found at the top of the Search screen.

- Click Display Records to view these records immediately.
- Click the Search History link to scroll down to the Search History table.

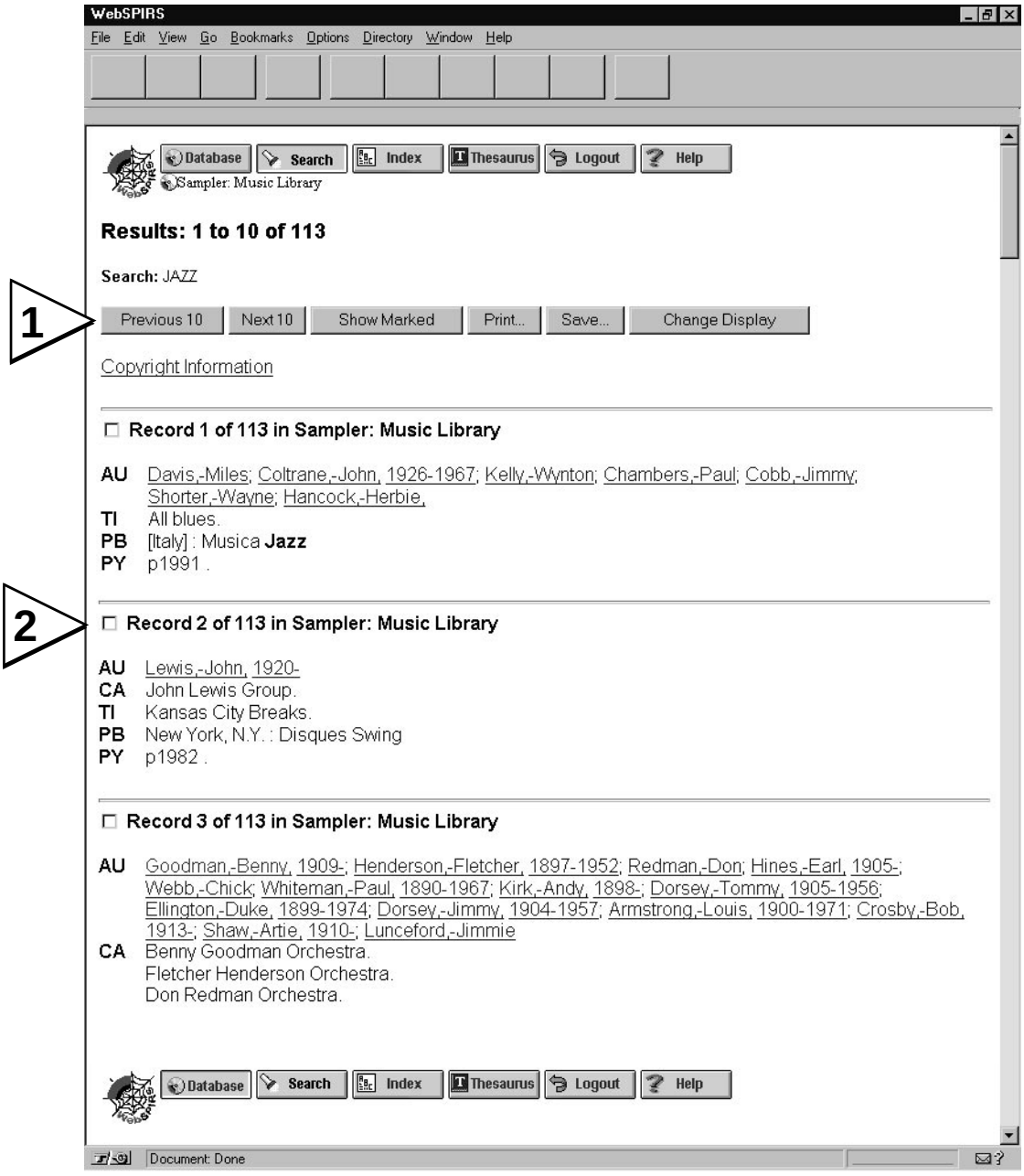
3

Search History

The Search History is a table of all of the searches you've made in a session.

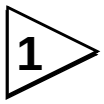
- The most recent search appears at the top of the table.
- Click any link in the Search column to show the records for that search.
- Select searches by clicking the checkbox in the Include column. You can then combine selected searches to create a new search:
  1. Click **and** or **or** to find records with all of the selected searches or any of the selected search terms, respectively.
  2. Click Combine Checked. WebSPIRS performs the new search.
- Change a selected search by clicking the Retype button.
- Delete searches you've selected by clicking the Remove button.

Showing Records



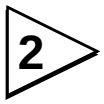
Showing Records

When you click [Display Records] WebSPIRS displays the Results screen showing the records retrieved by your search.



Use [Previous 10] [Next 10] to view records in sets of ten.

You can also click [Change Display] to change how records are displayed. For more about this button, see page 17. Other options on this screen are explained below.



Marking Records

You can easily mark records in which you are interested and then work with only those records.

Check the box next to the record you want to mark. To show marked records click [Show Marked] button. WebSPIRS displays just your marked records.

Note: Click a marked record to unmark it or click **Clear Marked** to unmark all marked records.

Using Displayed Records

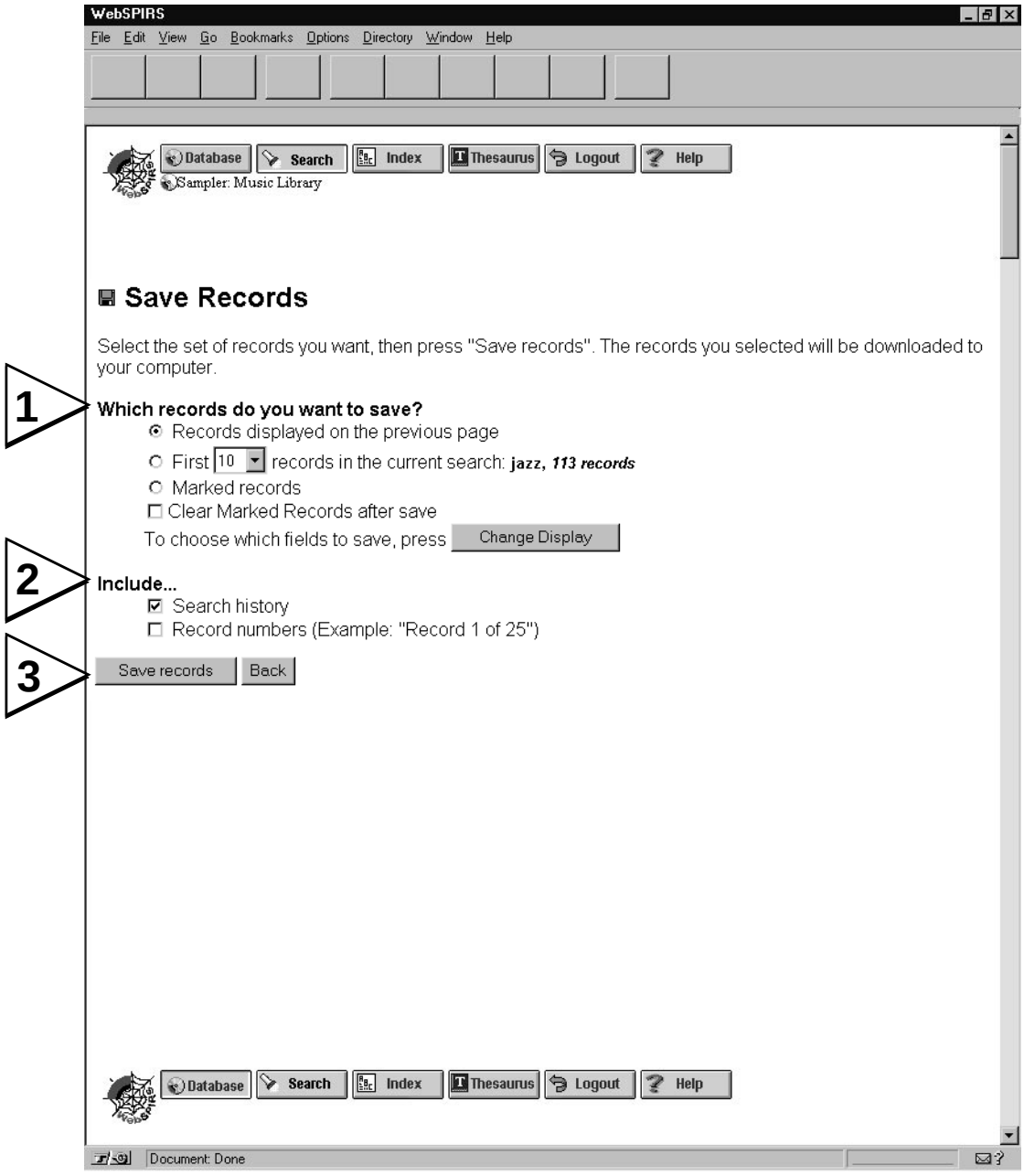
Whether you marked records or want to include the whole search, you can do the following:

- Click [Save...] to save records to a file which you can then take with you.
- Click [Print...] to print records.
- Depending how WebSPIRS is setup at your site, you may be able to email retrieved records.

See pages 8-9 for an explanation of the Save screen. Printing and mailing records are similar to saving; see the online help for more details.

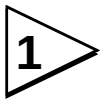
Full-content Databases

Some databases contain the full-content of the article. Records in these databases have a Table of Contents to help you find the section of the record you want. To see the Table of Contents for a record, click the Table of Contents link displayed with the record. Click a heading in which you are interested. WebSPIRS displays that portion of the record.

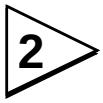

WebSPIRS
File Edit View Go Bookmarks Options Directory Window Help
Database Search Index Thesaurus Logout Help
Sampler: Music Library
Save Records
Select the set of records you want, then press "Save records". The records you selected will be downloaded to your computer.
1
Which records do you want to save?
Records displayed on the previous page
First 10 records in the current search: jazz, 113 records
Marked records
Clear Marked Records after save
To choose which fields to save, press Change Display
2
Include...
Search history
Record numbers (Example: "Record 1 of 25")
3
Save records Back
Database Search Index Thesaurus Logout Help
Document: Done

Saving Records

You can save the records retrieved by any of your searches. Click Save... to open the Save Records page.



1. Under the screen heading *Which records do you want to save?* choose one:
   - **Records displayed on the previous page** to saves the records on the Display Results page.
   - **First [n] records in the current search** to save the number of records you specify.
   - **Marked records** to save any records you have marked.
2. Check the **Clear Marked Records** box to unmark all records after the save is performed.
3. Records are saved exactly as they are displayed on the screen. To change the format that will be saved, click the Change Display button (see page 17).



4. Under the heading *Include...* are the following options:
   - **Search history** saves your search history with the retrieved records. This is important if you will want to use these searches again.
   - **Record numbers** numbers each record.

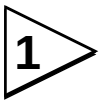
5. Click Save records to save. Your browser displays a dialog box where you specify a drive and directory in which to save the records.

WebSPIRS
File Edit View Go Bookmarks Options Directory Window Help
Database Search Index Thesaurus Logout Help
Sampler: Music Library
Index for:"Free Text Fields"
Type all or part of a term, and select the index you would like to see, then press Display.
Click on a term to search it.
1
Term: goodman
Display
Field: Free Text
Previous Next 20 terms Search Terms
2
GOODMAN (12)
GOODMAN-BENNY (10)
GOODMAN-ROY (1)
GOODNIGHT (1)
GOODRUM (1)
GOODTIME (1)
GOOSE (1)
GORDAN (1)
GORDO (1)
GORDON (9)
GORDON-SMITH (1)
GORDON-SMITH-RICHARD (1)
GORE (1)
GORGEOUS (1)
GORMAN (1)
GOROGLY (1)
GOROGLY-POEM-MUSICAL-SETTINGS (1)
GORR (1)
GORR-RITA (1)
GOSMAN (1)
Previous Next 20terms Search Terms
Database Search Index Thesaurus Logout Help
Document: Done

Searching in the Index

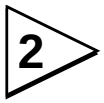
Use the Index to select terms from a list of the terms in the database. To open the Index screen, click the Index button. WebSPIRS displays the Index screen.

To look through the Index:

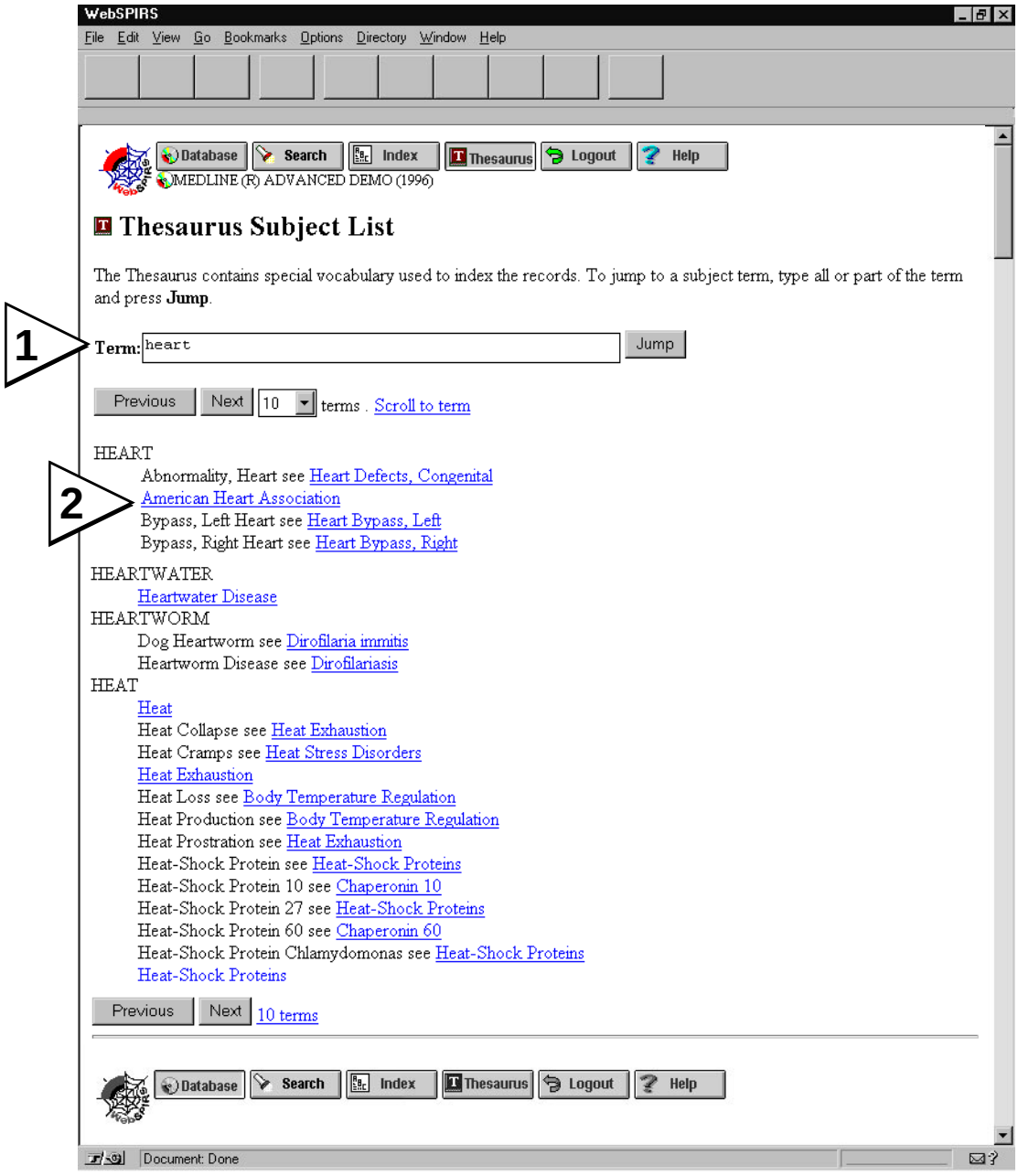


1. Type a term in the Term: prompt.
2. Click the Display button. WebSPIRS displays a list of the terms beginning with the term you typed. The parentheses indicate the number of records that contain each term.

To search for terms:



1. Scroll through the index terms on the current page, or click Previous Next to page up or down in the Index. (Change the number of index terms WebSPIRS displays at a time by selecting a number from the 20 terms list.)
2. To search for one term, click the term rather than its checkbox. WebSPIRS searches for the term automatically.
3. Or, check more terms as you scroll.
4. Click Search Terms to search for records that contain the terms you checked. If you select multiple terms, WebSPIRS combines them with the **or** operator and finds records that contain any of the terms.

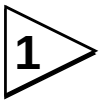

WebSPIRS
File Edit View Go Bookmarks Options Directory Window Help
Database Search Index Thesaurus Logout Help
MEDLINE (R) ADVANCED DEMO (1996)
Thesaurus Subject List
The Thesaurus contains special vocabulary used to index the records. To jump to a subject term, type all or part of the term and press Jump.
1
Term: heart
Jump
Previous Next 10 terms . Scroll to term
HEART
Abnormality, Heart see Heart Defects, Congenital
2
American Heart Association
Bypass, Left Heart see Heart Bypass, Left
Bypass, Right Heart see Heart Bypass, Right
HEARTWATER
Heartwater Disease
HEARTWORM
Dog Heartworm see Dirofilaria immitis
Heartworm Disease see Dirofilariasis
HEAT
Heat
Heat Collapse see Heat Exhaustion
Heat Cramps see Heat Stress Disorders
Heat Exhaustion
Heat Loss see Body Temperature Regulation
Heat Production see Body Temperature Regulation
Heat Prostration see Heat Exhaustion
Heat-Shock Protein see Heat-Shock Proteins
Heat-Shock Protein 10 see Chaperonin 10
Heat-Shock Protein 27 see Heat-Shock Proteins
Heat-Shock Protein 60 see Chaperonin 60
Heat-Shock Protein Chlamydomonas see Heat-Shock Proteins
Heat-Shock Proteins
Previous Next 10 terms
Database Search Index Thesaurus Logout Help
Document: Done

Searching in the Thesaurus

Some databases include a thesaurus, a standardized list of terms used to describe the records in the database. Using a thesaurus you can look up synonyms and related terms for a term, and when you find the right term, you can search the database for it.

To open the Thesaurus screen, click the

button.

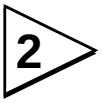


You can then use one of these methods to look in the Thesaurus:

- Type a term in the Term: prompt and click the

button.
- Scroll through the index terms on the current page.
- Click

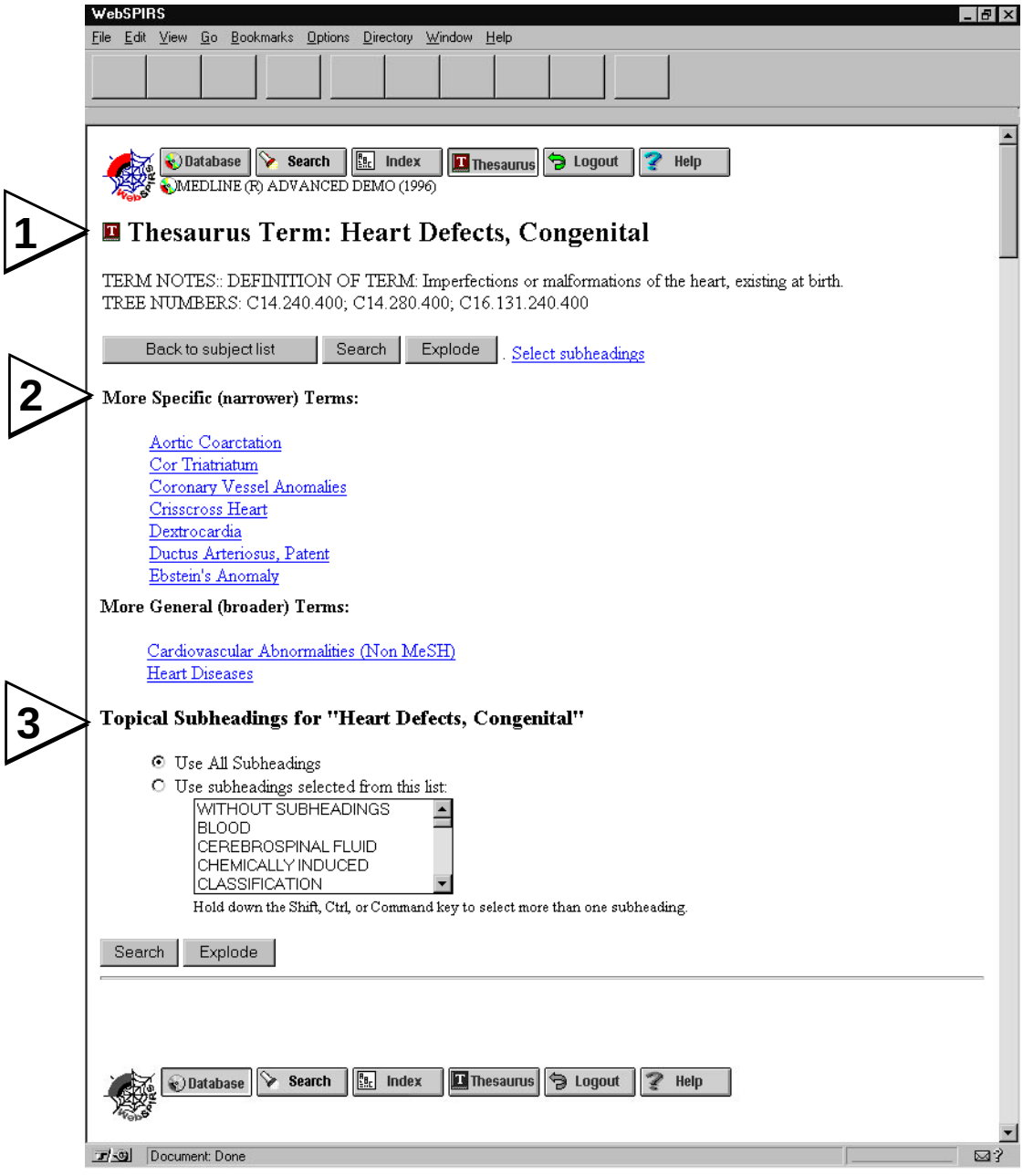
to show the previous or next range of terms.



To get information about a term:

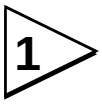
- Click a linked term. WebSPIRS displays the Thesaurus Term page shown on pages 14-15.

Displaying Thesaurus Terms

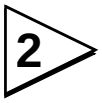


Displaying Thesaurus Terms

When you click a linked term in the Thesaurus Subject List, the Thesaurus Term Information screen is displayed.



Information about the term you selected is displayed, such as a definition, related terms, and previously used indexing terms.



Further, if the Thesaurus is arranged hierarchically, broader and narrower terms are shown. The specific information provided depends upon the database you are searching.

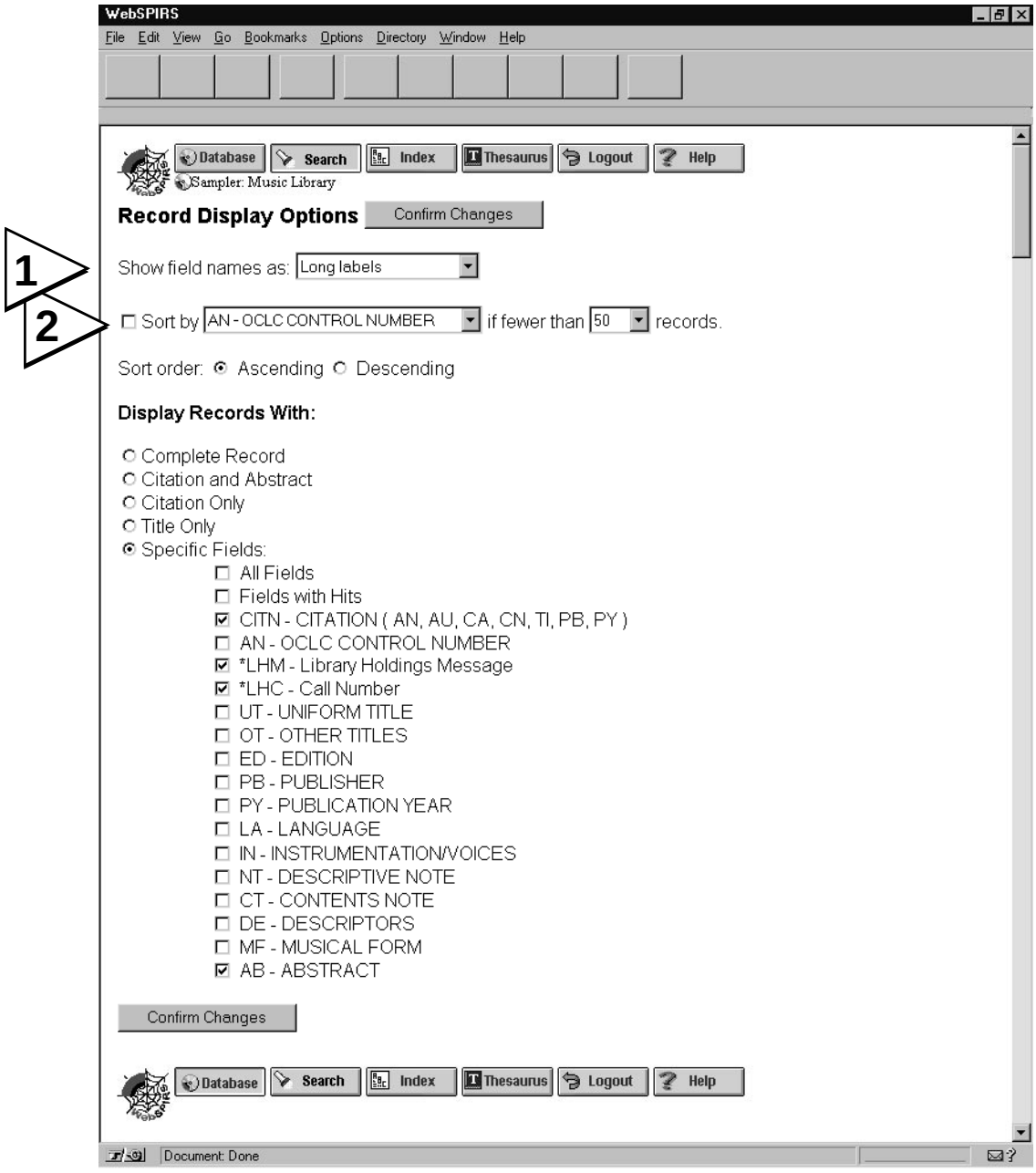
You can perform the following operations:

- Click **Search** to search for just the current term.
- Click **Explode** to search for the term and its narrower terms. (WebSPIRS combines terms with the **or** operator.)
- Click a broader or narrower term to get term information for that term.
- Click

to return to the Thesaurus Subject List.

Subheadings

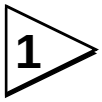
Some database thesauri include subheadings that represent specialized areas of interest. If the Thesaurus includes subheadings, WebSPIRS searches all subheadings by default. To change the subheadings, you can select the ones you want to apply. (You can use the multiple-selection method supported by your browser/platform.)


WebSPIRS
File Edit View Go Bookmarks Options Directory Window Help
Database Search Index Thesaurus Logout Help
Sampler: Music Library
Record Display Options
Confirm Changes
1
Show field names as: Long labels
2
Sort by AN - OCLC CONTROL NUMBER if fewer than 50 records.
Sort order: Ascending Descending
Display Records With:
Complete Record
Citation and Abstract
Citation Only
Title Only
Specific Fields:
All Fields
Fields with Hits
CITN - CITATION (AN, AU, CA, CN, TI, PB, PY)
AN - OCLC CONTROL NUMBER
*LHM - Library Holdings Message
*LHC - Call Number
UT - UNIFORM TITLE
OT - OTHER TITLES
ED - EDITION
PB - PUBLISHER
PY - PUBLICATION YEAR
LA - LANGUAGE
IN - INSTRUMENTATION/VOICES
NT - DESCRIPTIVE NOTE
CT - CONTENTS NOTE
DE - DESCRIPTORS
MF - MUSICAL FORM
AB - ABSTRACT
Confirm Changes
Database Search Index Thesaurus Logout Help
Document: Done

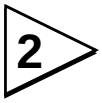
Changing Display Options

You can change the display of field names and records.
Click Change Display Options to display this screen.

To change display options:



1. From the **Show Field Names As** drop-down list, select *No labels*, *Short labels* (e.g. "TI"), *Long labels* (e.g. "TITLE"), or *Short and long labels*.
2. In the **Display Records With** area, select *Complete Record*, *Citation and Abstract*, *Citation Only*, *Title Only*, or *Specific Field***s**. If you select *Specific Fields*, scroll through the list of fields and check those you want to display.)
3. Click the Confirm Changes button. The Results screen appears.



Sorting Records

You can sort retrieved records by the field of your choice. For example, you can sort by author or publication date:

1. Check Sort By.
2. Select the field you want to sort by from the Sort By list.

   Select a maximum number to sort in the Records list. If you retrieve more records than this number, WebSPIRS does not sort the records.
3. Select **Ascending** or **Descending** sort order.
4. Make other selections (as above) and click the Confirm Changes button.

Combining Terms with Operators

Operators are words you use to combine terms into a more complex search. In a search, use this format:

<first term> <operator> <second term>

These are the operators you can use:

and finds records with both search terms. For example, `dyslexia and child` retrieves records with both *dyslexia* and *child*.

or finds records with either or both search terms. For example, `dyslexia or learning disabilities` retrieves records with *dyslexia*, *learning disabilities*, or both *dyslexia* and *learning disabilities*.

with finds records with both search terms in the same field. For example, `dyslexia with research` retrieves records with both *dyslexia* and *research* in a single field.

near finds records with both search terms in the same sentence. For example, `dyslexia near treatment` retrieves records where *dyslexia* and *treatment* appear in the same sentence (in any order).

Add a number to **near** to specify exactly how close the terms should be. For example, `language near2 computer` retrieves records containing *language* within two words of *computer*, in any order, in the same sentence.

not finds records with the first of two search terms, but not the second. For example, `truman not capote` retrieves records with *Truman, excluding Capote* (references to the president but not the writer.)

Use this operator carefully. It can also eliminate useful records. For example, `dog not puppy` misses records that discuss both *dog* and *puppy.*

Note: Begin a term with an operator to combine the term with the previous one. For example, if the first search is `radio-tagging`, searching for `and frogs` gives you the same results as `radio-tagging and frogs`. Similarly, the search `red tide` followed by the search `in ti` is the same as `red tide in ti`.

Truncation and Wildcards

Use truncation and wildcards to retrieve variations of your search term.

The truncation symbol (*) substitutes for a string of zero or more characters. For example, the search `cat*` retrieves *catatonic*, *catatonia*, *category*, etc.

The wildcard symbol (?) substitutes for one character or none. For example, the search `m?cdonald` retrieves both *mcdonald* and *macdonald*.

Use truncation or wildcards anywhere in your search term, except as the first character.

Searching in a Specific Field

To make your search more precise, you can limit it to a particular field. For example, `freud in au` retrieves items written by *Freud*. Some fields you can specify by checking the appropriate box in the area of the screen near the Search prompt. You can also type the search directly using this format:

<term> in <field label>

Use the online help for a list of fields in a database.

Separately Indexed Fields

Generally, every field in a SilverPlatter Database is indexed in a single, large list of terms, the free-text index. However, some fields are indexed separately. For example, authors and publication dates are often indexed separately.

You can search either type of index from the Index screen:

1. In the Field: list, select the index you want to see.
2. Click **Display**. WebSPIRS displays the index.

Select and search terms as in the free-text index.

Search Examples

Below are the types of searches you can use on the Search screen.

- Term: `dyslexia`
- Term with truncation or wildcards `comput*, colo?r`
- Previous search request number: `#3`
- Number, in quotes if equal to previous search number: `1989, “2” , "#5"`
- Letters and numbers combined: `3m`
- Phrase: `new york city`
- Phrase with hyphens: `drug-abuse`
- Phrase with operator in quotes: `"near" death experience`
- Term or phrase limited to a field: `smith in au`
- Multiple terms combined with operators: `dog or puppy or canine`
- Multiple terms separated by semi-colons: `heart;lung;liver`
- Any of the above, grouped with parentheses for clarity: `(dog or 1) near puppy`

Online Help

WebSPIRS Help provides specific help for every WebSPIRS page, introductory information and procedural instructions. There is also a Guide for each selected database.

For help on a WebSPIRS page:

While displaying a WebSPIRS page, click the

button.

For help on a specific topic:

Display a help page, scroll to the bottom of the page. WebSPIRS has links to the Help Index and Help Contents.

The *Help Index* is a list of WebSPIRS help topics.

The *Help Contents* is a Table of Contents of the WebSPIRS help topics.

Guide to the Database:

Each SilverPlatter database has a unique Guide containing information specific to that database. The Guide always includes a list of fields with their descriptions and sample searches. It can also include explanations of any special features of the database or lists of codes and keywords used.

You can access the Guides of all the databases you are searching from every Help page. From any WebSPIRS page, click **Help** on the button bar and scroll to the bottom of the Help topic.