



InfoTrac Databases

Search Tips

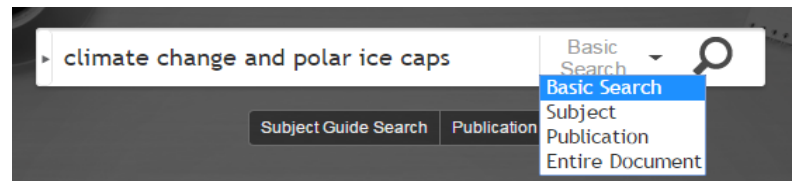
InfoTrac is Gale’s periodical product line. *InfoTrac* provides what 21st-century researchers expect: instant access to complete, up-to-date content. Put the world’s leading journals and reference sources at your users’ fingertips, with easy-to-use features and unique search tools enabling discovery. Gale provides a variety of InfoTrac resources and they all share the same easy to use interface. This document will provide instruction for using it efficiently.

On the *InfoTrac* home page, you’ll find the following four options for beginning your research: **Home Page (Basic Search)**, **Subject Guide Search**, **Publication Search**, **Advanced Search**, and **Topic Finder**.

Basic Search from Home Page

Basic Search is a simple search that offers a few search options by selecting from the drop box: *Keyword*, *Subject*, *Publication Title*, or *Entire Document*.

Keyword searches several important fields (title, citation, first paragraph, subjects, etc.) in each document and allows for several keywords (related or not) to be entered.



Subject is best for a single topic and generally returns more relevant results. Use Subject to search for topics such as academic disciplines, companies, people, events, laws, geographic locations, organizations, etc.

Publication Title searches for all articles/documents from a particular publication like *The New York Times*. It’s useful for browsing recent issues.

Entire Document searches within the entire text of all documents, as well as other annotated fields. Use this search when you want any mention of your search terms.

You’ll notice each search box in *InfoTrac* offers a **Search Assist** to help you focus your search. This is a “smart” search assist and will not suggest anything that won’t retrieve results. You can use the suggestions but can also create your own search string.

Subject Guide Search

This search takes a guided approach to finding your topic. It’s best for searching a single topic and offers the ability to narrow that topic by subdivisions. It’s also helpful for discerning between words with different meanings (e.g. Mars – planet or candy company?) or people with the same name (e.g. George Bush – two former presidents share the same name).

| Subject Terms | Results |
|--|---------|
| Gardening | 12070 |
| Subdivisions + | |
| Related subjects | |
| Gardening (Hopler, Jay) (Poem) | 1 |
| Gardening equipment See Lawn and garden equipment | 2546 |

For this search, we’ve searched on the word GARDENING. Our results found a subject heading for *Gardening* but also shows us other subjects like a poem titled Gardening; we’ve also found **See References** to related topics like *Lawn and garden equipment*. This can help you find a more specific or broader topics to explore.

Many subject headings will also offer Subdivisions to help you narrow down your topic. Below we’re exploring the

subdivisions for *Gardening*. When researching a person, you'll find subdivisions like *Interview* and *Biography*. Likewise when researching a disease or condition, you'll find subdivisions like *Care and Treatment*, *Diagnosis*, and *Prevention*. This is a great way to focus your research.

Topic Finder

The Topic Finder tool generates a visual search result by topic and subtopic based on an analysis of frequently occurring and related terms in your results. It's a great way to quickly assess your topic, find relevant articles, and discover new connections between your topic and others. You'll find Topic Finder near the bottom of *InfoTrac's* home page.

| Gardening | |
|-------------------------|----------|
| Subdivisions | |
| by subdivision | Topics ▾ |
| Accidents | (2) |
| Achievements and awards | (4) |
| Advertising | (1) |
| Analysis | (41) |
| Appreciation | (88) |

Topic Finder
 There are two ways to visualize below which words and subjects are found most often in the text of your search results.
 Visualization: Wheel Tiles [Reset](#) [Help](#)

Results
 Clicking on a topic wheel or tile narrows your original search results to the documents also containing that subject or term.
 Results for topic: **Great Barrier Reef** (33)

- A slightly more acidic ocean may help coral species**
 Byline Staff Writers Boston MA SPX Nov 06 2014 2014 Researchers from Northeastern Universitys Marine Science Center and the University of North Carolina at Chapel Hill have found that moderate ocean acidification... [Northeastern University] [Ocean acidification]
- Hope for corals as baby reef-builders cope with acidifying oceans**
 Byline Staff Writers Townsville Australia SPX Dec 04 2014 2014 While the threat of coral bleaching as a result of climate change poses a serious risk to the future of coral reefs world wide new research has found... [Atmospheric carbon dioxide] [Coral reefs] [Corals] [Global temperature changes] [Ocean acidification]
- To Save the Earth, Save the Oceans**
 Byline Sebastian Nicholls Few people are immune to the mesmerizing spell of the ocean its rhythmic ebbs and flows draw you in and keep you enthralled with

Your results initially are displayed in a Wheel View; you may switch to a Tile View if you prefer. In Tile View, the user must click on the large tiles to view narrower terms. Use the Visualization toggle on the left to move between views.

Popular topics related to your search are displayed on the inner ring of the Wheel View and in the larger tiles in Tile View. More specific terms appear in the outer wheel or the smaller tiles. Both views are also a heat map – darker reds and oranges are more popular

terms than yellows and greens.

To view results on a topic simply click on the topic and your results will populate in the box to the right of your visual results. As you click around in a Topic Finder, results on the right update dynamically, allowing for one-click access into relevant content. Simply click on an article to view it.

Advanced Search

Advanced Search is the search where you're the boss; you can perform a very complex search as well as a simple one. Advanced Search offers all limiting options, like *Publication Date*, *Document Type*, and *Publication Subject*. As an example, let's say someone is looking for an article they read about solar eclipses in *Astronomy*. We choose the field

Advanced Search

Search for in

in

we want to search from the drop box and enter our search term in the corresponding search box. Connect the fields with the operator you need – AND, OR, NOT. For more detail, please refer to Help.

Publication Search

This search allows you to check and see if the publication you're interested in is available in the resource and provides the ability to view its backfile and past/current issues. Just search on the publication you want and click on it to see the Publication Details Page. You can set up a Journal Alert to "subscribe" to your publication by using the Create Journal button. For more on this feature, visit Help or view the How to Create Journal Alerts tip sheet.

Search Results

Your search results page will look and work mostly the same regardless of which search you use, providing you with the matches to the terms you searched. Notice that you'll have a new option in the Basic Search box that appears in the banner; you're able to search **Within** your current search results.

Astronomy

About this Publication

Index coverage: March 1, 1977 - Current

Full-text coverage: January 1, 1993 - Current 


April 1, 2015, Vol.43, Issue 4

March 1, 2015, Vol.43, Issue 3

February 1, 2015, Vol.43, Issue 2

2015 

Magazines

Search Terms: Basic Search (coral reefs) LIMITS: Subject ("Coral reefs" X) Sort by: Newest 

Full-text: *BRIEF ARTICLE, TRAVEL NARRATIVE*
Diving the Coral Sea: a trip underwater was all it took for Lucy Graham to see what is worth protecting.
 Lucy Graham.
 Habitat Australia.
 40.2 (Apr. 2012) p28. Word Count: 272. Reading Level (Lexile): 1260.
 (ILLUSTRATION OMITTED) Diving for me started where I grew up in Cairns. Our family holidays were all about snorkelling and diving on the Great Barrier Reef. In 2011 I decided my Christmas present to my Mum would be a...

PDF page(s) Save


Full-text: *ARTICLE*
The year the coral lost its colour.
 Michael Brooks.
 New Statesman (1996).
 140.5039 (Feb. 7, 2011) p12. Word Count: 502. Reading Level (Lexile): 1160.
 They may not have the visual impact of a desolate-looking polar bear stranded on an ice foe, but we already have a contender for this year's ecological icon - migrating coral reefs. Japanese corals are heading north...

PDF page(s) Save

Full-text: *BRIEF ARTICLE*
Corals in crisis.
 Jennifer Santisi.
 E.
 22.1 (January-February 2011) p10. Word Count: 240. Reading Level (Lexile): 1180.
 (ILLUSTRATION OMITTED) From Australia to Panama to the Caribbean, coral reefs are dying. Water temperatures have increased, and acidification continues as the ocean absorbs excess carbon dioxide. These changes in ocean...


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Images **More** Videos Audio



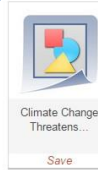
Sun Powers New Coral Reefs

Save



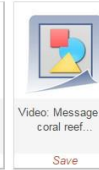
The Deadly Ripple Effects of...

Save




Climate Change Threatens...

Save



Video: Message of coral reef...

Save



World's Coral Reefs Facing...

Save

Academic Journals (180)

Magazines (38)

Books (2)

News (33)

Images (5)

Videos (2)


Audio (1)


Filters:

Full Text

Contains Images

Library Holdings


Publication Dates: 

Subjects 

Coral reefs (261)

Corals (36)


Fishes (26)

Document Type 

Report (108)

Article (100)


Brief article (35)

Publication Title 


Coral Reefs (22)


Science (14)

Science Letter (9)

Lexile score: 

Analyze

 Topic Finder

 Create Search Alert

Your **search results** are displayed on the left; simply click on a document's title to view it. Your results may be a mix of citations, abstracts, and full text articles. You can change the sort order of your results by using the **Sort by** drop box. If you click the highlighted *Basic Search* link, you can go back to your search page and edit your search.

Your Results are divided by their **Content Type**:

- *Magazines* are magazines/journals for a general audience
- *Academic Journals* are scholarly publications
- *Books* are reference-type sources
- *News* is for newspapers, newswires, and newsletters
- *Images* is where you'll find photos, illustrations, cartoons, infographics, etc.
- *Videos* provides video clips from various sources; some may contain broadcast transcripts.
- *Audio* provides podcasts; some may contain broadcast transcripts.

The **Analyze Topic Finder** offers a visual look at your search results. It is a useful way to quickly scan results by popular key terms. It's also a great way to find new connections between your topic and others.

Create Search Alert allows you to be notified when new articles are added to *InfoTrac* that match your search via e-mail or RSS feed.

Narrow Your Results: Use the *Plus sign* to expand your choices:

- *Full Text* limits to only article with text
- *Peer Reviewed Journals* limits to peer-reviewed (or refereed) sources
- *Contains images* limits to documents with embedded images and PDF scanned pages
- *Library Holdings* limits to sources in your library's collection
- *Publication Dates* lets you adjust the date range of your search results
- *Subjects* lists subject headings for the documents in your search result and can help focus your research
- *Document Types* describe the type of articles listed; these can help you find more specific types of documents like *Interviews*
- *Publication Titles* lists the sources of your results
- *Lexile Score* limits to articles within a Lexile score range

Document View

To view an article, simply click the hyperlinked title of the document.

The top of the article provides some of its source information; click the down arrow to the right of the title to display more. In most

documents you'll find a button for **Related Subjects**; clicking this will help you find more articles on topics in your article. You'll find a **View PDF** icon for documents where a scan of the originally published document is available.

Listen is also available for any text based document; you can adjust the speed and other settings by clicking the gear icon within the player.

The **Document Tools** are available in the box to the right of the article.

- *Citation Tools* generates a citation using MLA or APA format, or export citations to the third party software of your choice.
- *Email* allows you to e-mail the article to yourself or others.
- *Download* allows you to save the article to your computer or memory device. Depending on your document you will be able to download an HTML and/or PDF version.
- *Print* offers a printer-friendly version of the article.
- *Highlights and Notes* provides a summary of the highlights and notes you've added to your document. For more on this feature, read below.
- *Save* allows you to "save" your document to My Folder (available in the Menu in the banner). This acts kind of like an online shopping cart. You can save documents to your folder and then print, e-mail, or cite them in a batch. For more on this feature, refer to Help in the banner.
- *Download MP3* provides an audio download of your article.
- *Share* allows you to post a link to content you've found using a number of different sharing sites, including Facebook, Pinterest, and Twitter.
- *Translate Article* translates the article into one of eleven different languages available from the drop down box. Keep in mind this is a machine translation.
- *The within publication box* allows you to search the same publication your article is from.

NOTE: The article text and/or images may not be included for all documents. Ask your librarian for assistance in obtaining the text/images of articles not included within the resource.

The screenshot displays a document view interface. At the top, it shows 'Search Results' and a 'View PDF' icon. The main title is 'Diving the Coral Sea: a trip underwater was all it took for Lucy Graham to see what is worth protecting'. Below the title are 'Library links' for 'CDL Materials Catalog', 'ILL', 'My Library', and 'OpenURL Link'. There are buttons for 'Related Subjects', 'Listen', and 'View PDF'. The 'Full Text' section contains the text: '[ILLUSTRATION OMITTED]' followed by a paragraph starting 'Diving for me started where I grew up in Cairns. Our family holidays were all about snorkelling and diving on the Great Barrier Reef.' Below this is another paragraph: 'In 2011 I decided my Christmas present to my Mum would be a dive trip for both of us with Mike Ball, to Osprey Reef on the Coral Sea. To be honest, in my naivety it had never occurred to me that there was any reef beyond the Great Barrier Reef.' At the bottom of the text is an image of a large orange sea slug. On the right side, there is a 'Tools' sidebar with various options: 'Citation Tools', 'E-mail', 'Download', 'Print', 'Highlights and Notes (0)', 'Save', 'Download MP3', 'Share', 'Translate Article' (with a dropdown arrow), and a search box labeled 'within publication' with a 'limit to this issue' checkbox.

Highlights and Notes

This feature allows you to highlight text as if you're using a highlighter marker and add notes to the highlighted text. Simply click and drag to select the text you'd like to highlight and/or add notes to and the highlights/notes bar will appear. Choose your highlighter color to highlight the text and click the Notes box to add your own notes. These highlights and notes will print with your article. They'll also appear at the bottom of the original text of your e-mailed

Perhaps the biggest surprise in "Phoenix" is that Harry, now 15, is finally acting like a moody, misunderstood teenager. "I've said all along that I want Harry to grow up in a realistic way, which means hormonal impulses, and it means a whole bunch of adolescent angst and anger, actually. Harry's a lot more angry in Book 5, which I think is entirely right, given what he's been through. It's about time he got angry about how life has dealt him." But isn't it inappropriate for a 9-year-old to read about those things? "I don't think so. They will be 14 themselves. There is no harm in them knowing what 14-year-olds may sometimes feel like. My daughter is 9, and I know that she can cope with Book 5 because I'm reading it to her at the moment. She's coping." She's also, to her mother's mild dismay, begun dictating plot points. "She's told me unequivocally who I'm not to kill. And I've said, "Well, I already know who's going to die, so now is not the time to come to me and tell me I mustn't kill X, Y and Zed, because their fates are now preordained." And she doesn't like hearing that at all. Not at all."

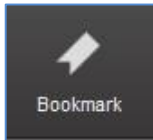
Few authors are so passionately protective of their creations as Rowling, so it's fun to see her maintain a very diplomatic distance between her work and the two movies derived from it so far. In the first movie, she says: "Chris Columbus [director of the first two films] was eager for me to tell him the details of the sets particularly. And when I walked into the Great Hall of Hogwarts where they'd built



or HTML downloaded document. You can access a summary of your highlighted text and notes by clicking the Highlights and Notes from the **More** button in the banner.

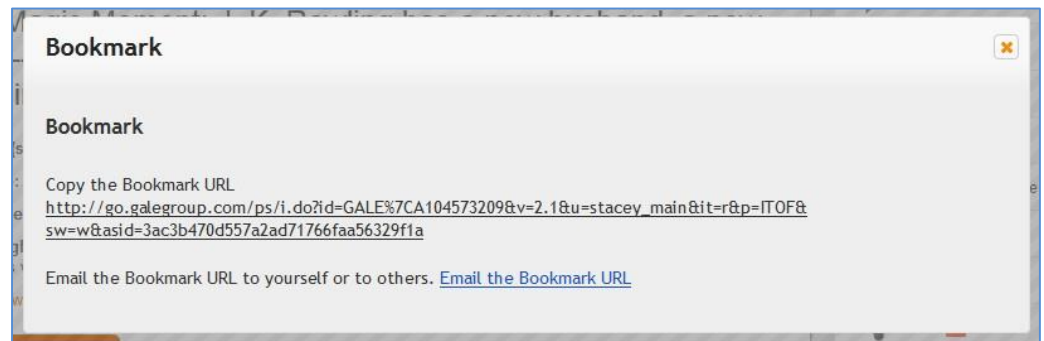
It's important to remember that **Highlights and Notes only last for YOUR session**. Once you leave the database, they are erased to protect user privacy.

Bookmarks



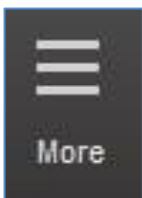
By using the **Bookmark** feature, you and others can revisit practically any page you choose after you've ended your current session. The Bookmark feature is available for most pages including individual documents, search results, saved folders,

and more. While viewing a page, simply click Bookmark in the top black banner. A separate window will open, allowing you to copy and paste the Bookmark link into another document, web site, teaching tool, or you may add it to your browser's favorites list and/or e-mail it.



More

The More button in the banner offers a variety of tools such as:



- **Dictionary** – Use Merriam-Webster's Collegiate Dictionary® to look up words.
- **Title List** – Provides a link to Gale's website so you can download a title list of all sources that make up a database.
- **Search History** – Provides a list of your successful searches (this is erased after you leave the database).
- **Highlights and Notes** – View all the highlighted sections & notes from your current session.
- **My Folder** – Where all the documents saved during your session will be held.

If you require further assistance with **InfoTrac**, please contact your librarian or visit the Gale Cengage Learning Training site at www.gale.com/training.

Please note, *InfoTrac* databases will adjust to accommodate your device & screen size. All Menu and Tool options will become icons that can be opened by clicking or tapping.