


# QuickStart Guide

## Welcome to WebSPIRS 4.1

WebSPIRS (SilverPlatter's Information Retrieval System for the Web) lets you use your web browser to search SilverPlatter databases.

This guide shows you how to get started with basic WebSPIRS searching.

Don't forget you can also get detailed help while you search by clicking  on any WebSPIRS page, or  on the WebSPIRS toolbar.

You can also get information about a particular database you are using by clicking .

## Contents

### ***Searching for Records***

- Selecting the Databases You Want to Search
- Searching for and Displaying Records
- Using Limits to Narrow Down Your Search
- Changing the Way Records are Displayed
- Using the Search Builder
- Using the Index
- Using the Thesaurus
- Getting Suggested Search Terms

### ***Using your Records***

- Displaying and Using Records
- Printing, Saving, and E-mailing Records

- Saving Your Search History

### ***Additional Features***

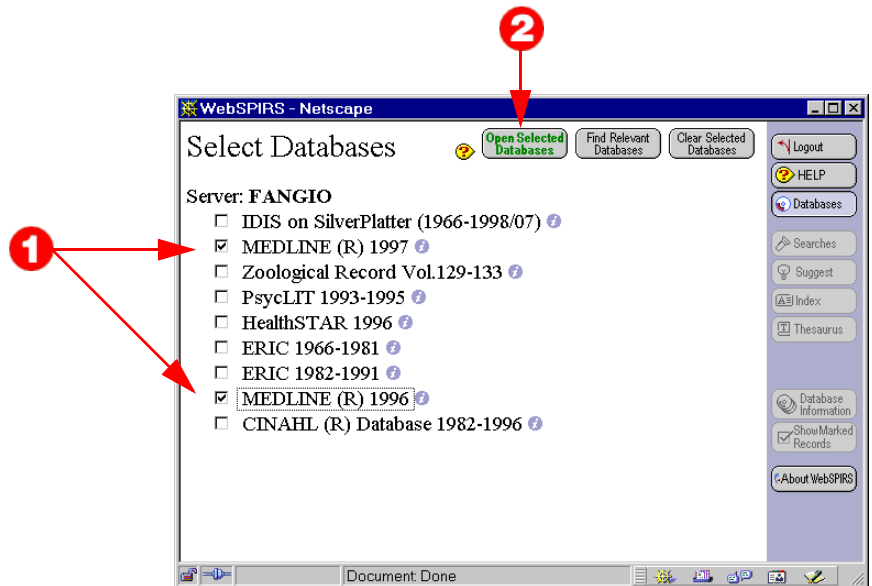
- Using SDIs (Selective Dissemination of Information)
- Using Alerts
- Using SilverLinker to See Full-Text Records
- Seeing Local Library Holdings Information
- Getting Copies of the Documents (Document Delivery)

**Note:** Some of these features, and the way you use them, depend on the database you are using and your WebSPIRS configuration. For example, SDIs, Alerts, SilverLinker full-text links, information about library holdings, and document delivery are only available if your system administrator has set up these features for you.

## Selecting the Databases You Want to Search

First you need to select one or more databases to search.

The **Select Databases** page usually opens immediately after you login to WebSPIRS, or you can click  on the WebSPIRS toolbar.



1. Click the checkbox next to each database you want to search. You can select and search as many databases as you like, **but remember...**

- Some search tools like Thesaurus and Suggest are only available when you search a single database or database family.
- The databases may not have the same fields: if you search in a specific field, you'll only retrieve records from databases containing that particular field.

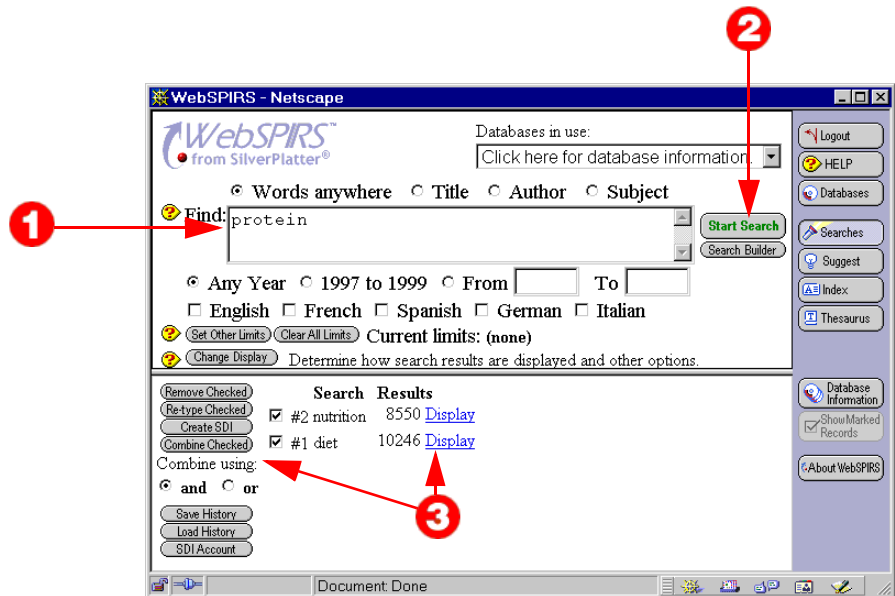
If you are not sure which databases you want to search, click **Find Relevant Databases** for assistance.

2. Click **Open Selected Databases** to go to the main **Search** page and start your search.

## Searching for and Displaying Records

Now you can search for records and display them.

The **Search** page opens immediately after you select the database you want to search, or you can click  on the WebSPIRS toolbar.



1. Type a term or phrase in the **Find:** box.

You can combine your terms using operators. Then a record is retrieved only if it includes:

- All the terms separated by **AND**.
- Any or all of the terms separated by **OR**.
- All the terms separated by **ADJ**, if they are next to each other, and in the same order.
- All the terms separated by **NEAR** if they are in the same sentence (in any order). A number after **NEAR** specifies how close the terms must be.
- At least one field containing any terms separated by **WITH**.

A record is not retrieved if it contains any of the terms following **NOT**.

Use parentheses to group terms if you are using two or more opera-

tors in the same search. Add \* to a word to find records containing that word followed by any number of characters. Use ? to find records containing that word with 0 or 1 characters replacing ?.

2. Click **Start Search**.

WebSPIRS searches the database for your term and automatically displays any retrieved records (unless you change the immediate record display option). WebSPIRS automatically updates your search history after each search you perform.

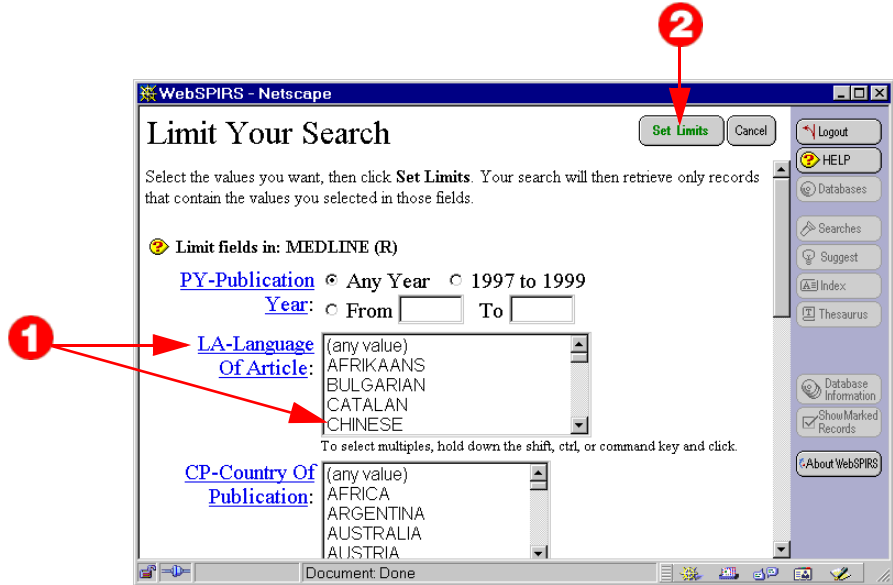
3. Click the “Display” link in the Search History pane to display records from any of your searches or rerun searches against new databases.

Use the buttons at the left to combine or delete search statements, save your search history, or access your SDI account.

## Using Limits to Narrow Down Your Search

*You can focus your search by applying various limits to your search statements.*

On the main **Search** or **Search Builder** page, click **Set Other Limits** to open the **Limit Your Search** page.



1. Select the limit values you want to apply. For information about a limit, click on its linked field name. To remove a limit, reset it to its default “any” value (that is, “Any Year” or (any value) and so on.)

**Note:** The limits listed on this page may not appear in every database you search. This means the limits may not retrieve all possible records from a multiple-database search. For more accurate search results, use limit fields that exist in all databases.

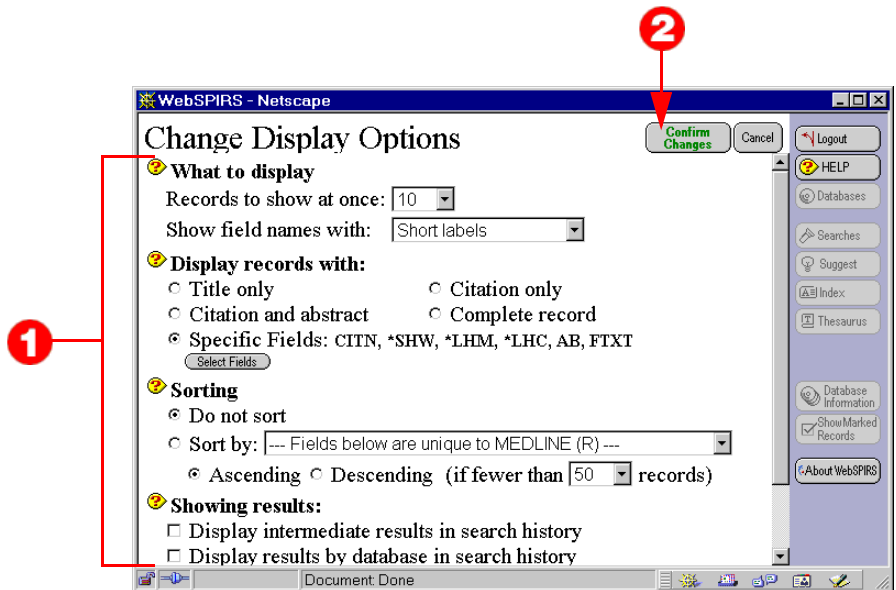
2. Click **Set Limits**.

The limits you selected now appear in the **Current Limits:** field on the **Search** and **Search Builder** pages. They apply to all searches until you clear them, set other limits, change databases, or logout.

## Changing the Way Records are Displayed

You can specify how you want WebSPIRS to display records.

On the main **Search** page or **Retrieved Records** page, click [Change Display](#) to open the **Change Display Options** page.

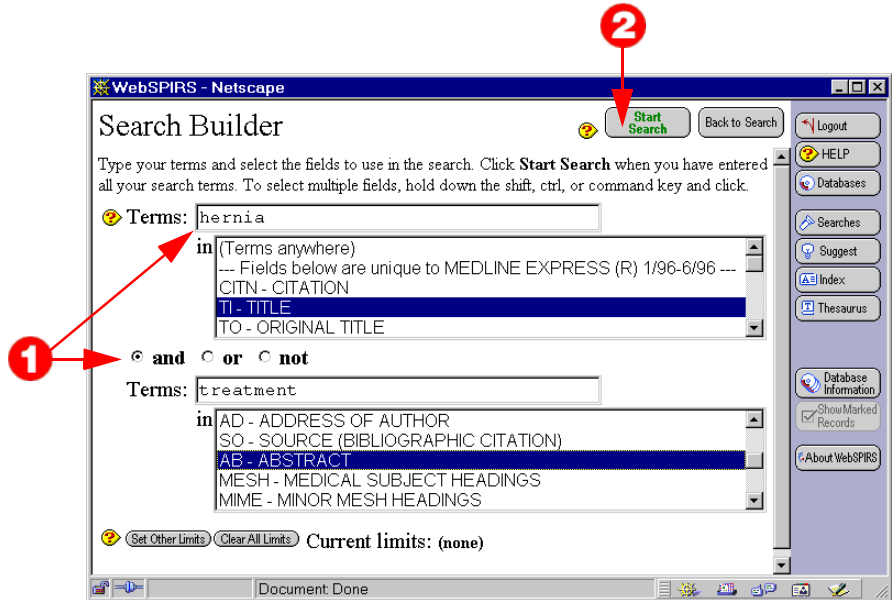


1. Make the changes you want. You can:
  - Change the number of records displayed on screen at one time.
  - Choose the field labels you want to use.
  - Select the fields you want to see within records.
  - Sort your search results (by name of author or journal).
  - Select the details to include in your search history.
  - Change when retrieved records are displayed. (Displaying interim results for the parts of a phrase, for example.)
2. Click **Confirm Changes**.  
WebSPIRS returns you to the page you were on before.

## Using the Search Builder

*You can also build up a search by finding a term in a specific field in the records and combining it with another term and field.*

On the main **Search** page, click [Search Builder](#) to open the **Search Builder**.



1. Type a word or phrase in the **Terms** box, and highlight the field you want to search.

You can type multiple words in a search box. For example *dogs or puppies*. To link two concepts together, click on one of the **and**, **or**, or **not** buttons between the two search boxes.

Click **Clear All Limits** to clear the limits that are currently selected, or **Set Other Limits** to combine this with limiting your search through items like the publication year, or publication type.

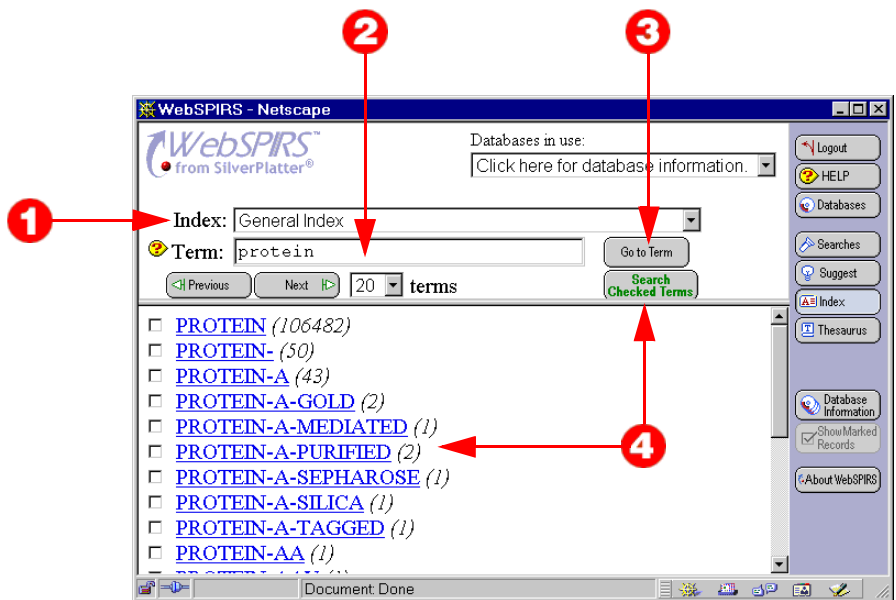
2. Click **Start Search**.



## Using the Index

The **Index** lists all of the searchable terms in a database, and the number of times each term appears. The General Index lists every term. Many databases also have separate indexes for specific fields in that database. The Index is very helpful for looking up author names and hyphenated phrases.

Click  on the WebSPIRS toolbar to open the Index.



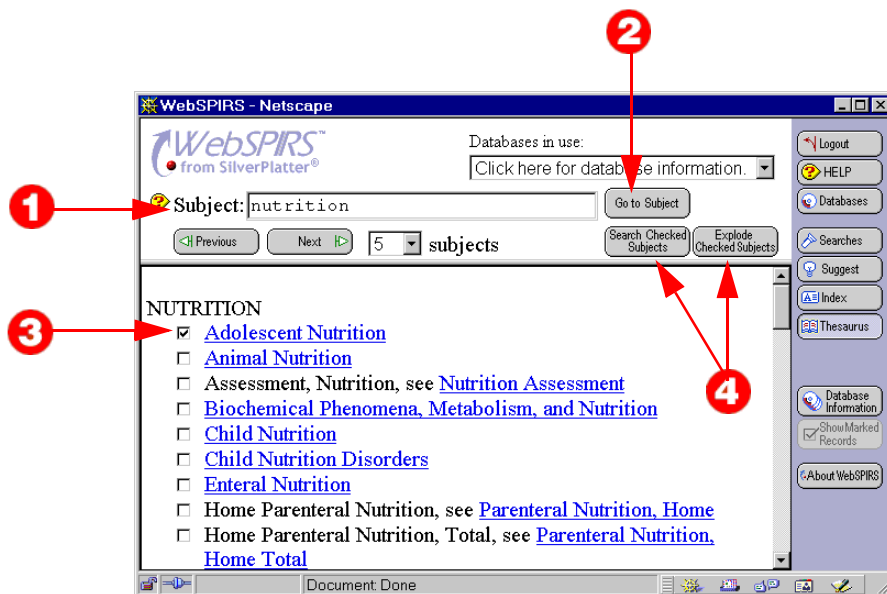
1. Select an index from the **Index:** dropdown list.
2. Type the term you want to find in the **Term:** field.
3. Click **Go to Term** to display your term (or its closest match) at the top of the list.
4. Check all the index terms you want to search for, then click **Search Checked Terms** to see the records containing the term. WebSPIRS uses **OR** to combine multiple terms, and retrieves records containing any of them.

## Using the Thesaurus

Many SilverPlatter databases include a **Thesaurus**, which is a standardized list of permuted subject terms used to index the database. The Thesaurus gives a definition for most terms, and shows both narrower (more specific) and broader (more general) related terms.

**Note:** Not available for all SilverPlatter databases, or if you selected multiple databases.

Click  on the WebSPIRS toolbar to open the Thesaurus.




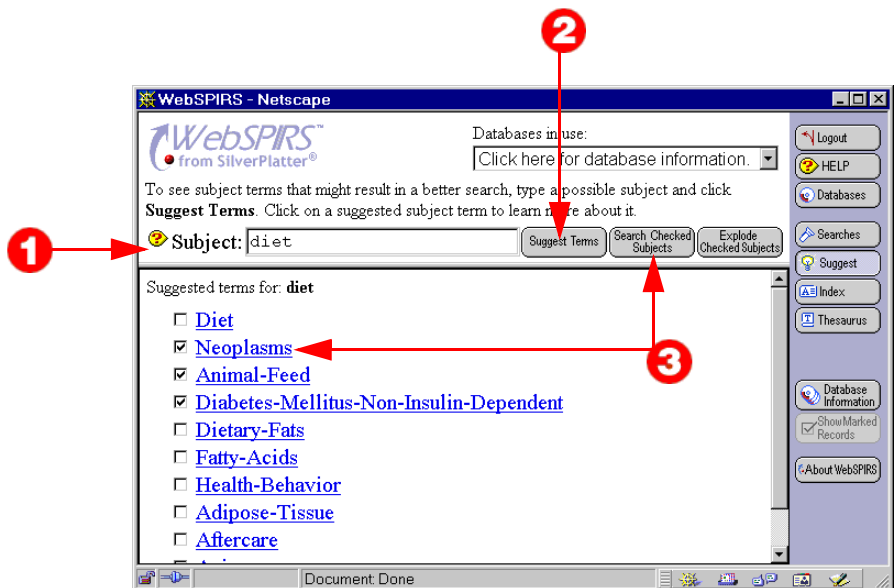
1. Type a term or phrase in the **Subject:** box.
2. Click **Go To Subject**.  
WebSPIRS scrolls through the list of Thesaurus terms and displays your term (or its closest match) at the top of the list.
3. Check all the terms you want to search for in the database. (Click on any linked term in the list to get information about that term.)
4. Click **Search Checked Subjects** to search for the single term or **Explode Checked Subjects** to search for the term and all narrower terms.

## Getting Suggested Search Terms

You can get suggestions for alternative search terms related to your research topic. These terms are taken directly from a database's own subject descriptor terms so may give more precise search results.

**Note:** Not available for all SilverPlatter databases, or if you selected multiple databases.

Click  on the WebSPIRS toolbar to open the **Suggest** page.

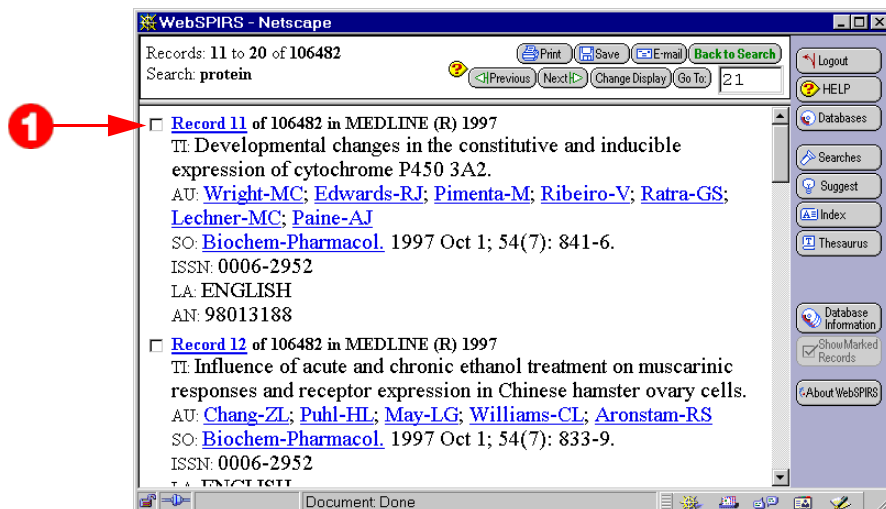


1. Type a term or phrase in the **Subject:** box.
2. Click **Suggest Terms**.  
WebSPIRS displays a list of suggested terms. If the terms are hyper-linked, you can click on them to get more information such as scope notes, definitions, and related terms.
3. Check the terms you want to search for, then click **Search Checked Subjects**.  
WebSPIRS searches for your term(s) and displays any retrieved records.

## Displaying and Using Records

*You can mark records, display all the fields in the record, and search for linked terms that appear within records.*

On the main **Search** page, click the “Display” link next to any search in the Search History pane to open the **Retrieved Records** page.

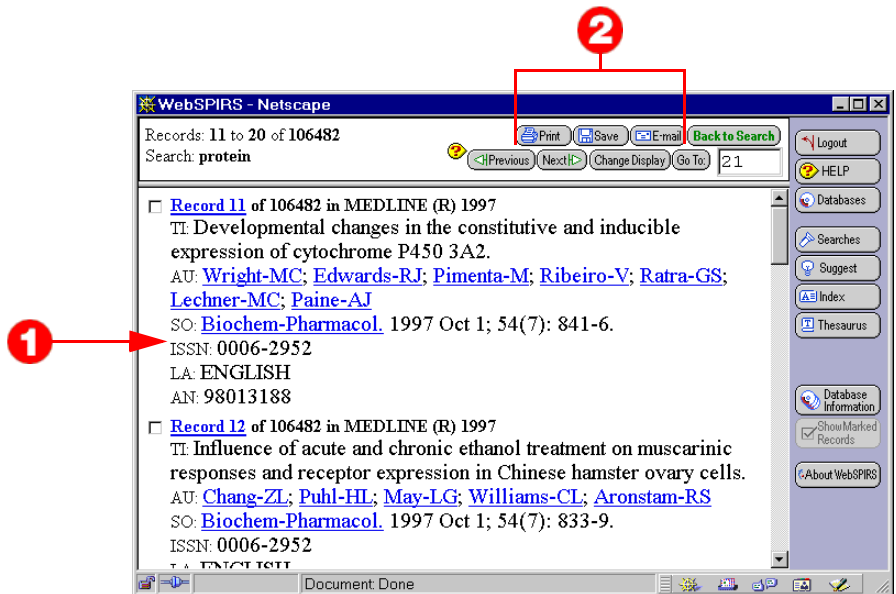


1. Scroll through your search results.
  - Click: the checkbox next to any record’s number, to mark it. WebSPIRS keeps the set of marked records until you clear it or log out.
  - Click on a linked record number, to display all the fields in that record.
  - Records contain links ([like this](#)) for author’s names, journal names and other terms. Click on a link to search for additional articles by that author, all records from that journal, or other records containing that term.

## Printing, Saving, and E-mailing Records

You can also print, save, or e-mail the records retrieved by your search.

On the main **Search** page, click the “Display” link next to any search in the Search History pane to open the **Retrieved Records** page.



1. Scroll through your search results. Click the checkbox next to any record's number, to mark that record.
2. Click **Print**, **Save**, or **E-mail**.  
WebSPIRS takes you to the appropriate page where you can select the way you want to print, save, or e-mail records.

## Saving Your Search History

The main Search page displays your search history — a list of all the searches in the current session — in the Search History pane. You can save searches so you can run them again later. Saving a search history is very helpful for complex searches or those you perform regularly.

In the Search History pane on the main **Search** page, click **Save History** to open the **Save Search History** page.

1. Enter the following:
  - Your e-mail address. (WebSPIRS uses this just to identify the search history, not to mail anything.)
  - A name for the search history.
  - An expiration date.
2. Click **Save History** to save all the searches from your current WebSPIRS session.
 

You can retrieve these searches in the future by clicking **Load History** on the main **Search** page.

## Using SDIs (Selective Dissemination of Information)

You can save a search, and then have it automatically run again later, and get the results e-mailed to you. This is called an SDI. Your system administrator must authorize you to create SDIs, and is responsible for re-running them, for example, when the databases are updated.

In the Search History pane on the main **Search** page, click [Create SDI](#) to open the SDI page.

The screenshot shows a Netscape browser window titled 'WebSPIRS - Netscape' with a form titled 'Create New SDI'. The form contains the following fields and options:

- Search: protein
- Groups: Eric
- SDI Name: ProteinSearch (letters and numbers only)
- Email: mymail@library.com  Suspend SDI
- Expires: Month (September), Day (1), Year (2000)
- Include...  Record number and database name
- Field labels: Short labels
- Comment: Results of Protein Search
- Use comment as email header

At the top right of the form are buttons for 'Create SDI' (highlighted with a red circle and arrow labeled '2') and 'Cancel'. On the right side of the browser window is a sidebar with various navigation options like 'Logout', 'HELP', 'Databases', 'Searches', 'Suggest', 'Index', 'Thesaurus', 'Alerts', 'Database information', 'Show Marked Records', and 'About WebSPIRS'. A red bracket labeled '1' is positioned to the left of the form, encompassing the 'SDI Name', 'Email', 'Expires', and 'Comment' fields.

1. Enter a name for the SDI, your e-mail address and an expiration date. Specify the record details you want to see, and add a comment.
2. Click **Create SDI**.

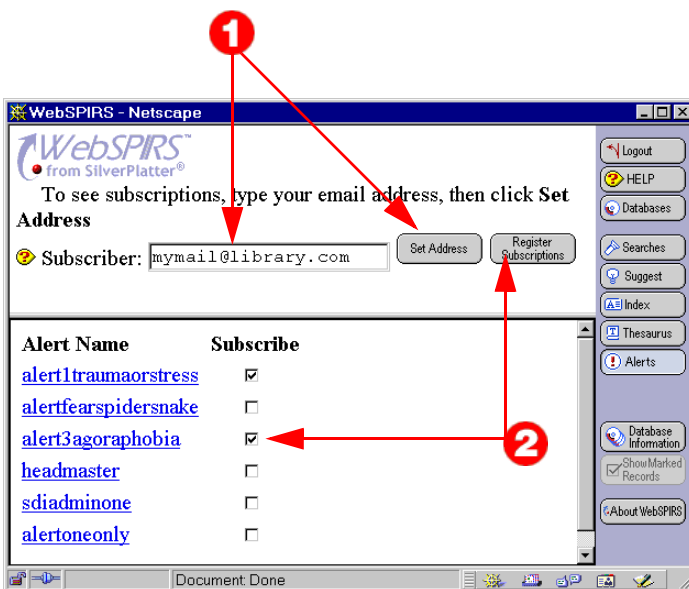
Next time the SDI runs, you get an e-mail message containing any new records that the search found.

You can check the details of your SDIs by clicking [SDI Account](#) on the main **Search** page.

## Using Alerts

You can also subscribe to an Alert, which is a search that your system administrator has set up, and re-runs regularly. The results are e-mailed to you. Your system administrator must authorize you to use Alerts, and is responsible for re-running them, for example, when the databases are updated.

Click  on the WebSPIRS toolbar to open the **Alerts** page.



1. Enter your e-mail address and click **Set Address**.
2. Check the **Alert Name** to which you want to subscribe, and click **Register Subscriptions**.

Click on an alert name to see more information about it.



## Using SilverLinker to See Full-Text Records

You may be able to link to the full text of your retrieved records, using the SilverLinker feature.

[SilverLinker](#) on the **Select Databases** page means your retrieved records may have links to full text documents available from publishers' web sites.

**Note:** Only available if you see [Link to](#) next to any of the records in the **FTXT** field.

If you are not already looking at retrieved records, on the main **Search** page click the "Display" link next to any of your searches to open the **Retrieved Records** page.



1. In the **Retrieved Records** page, click **Link To** to link to the publisher's web site and download the document.

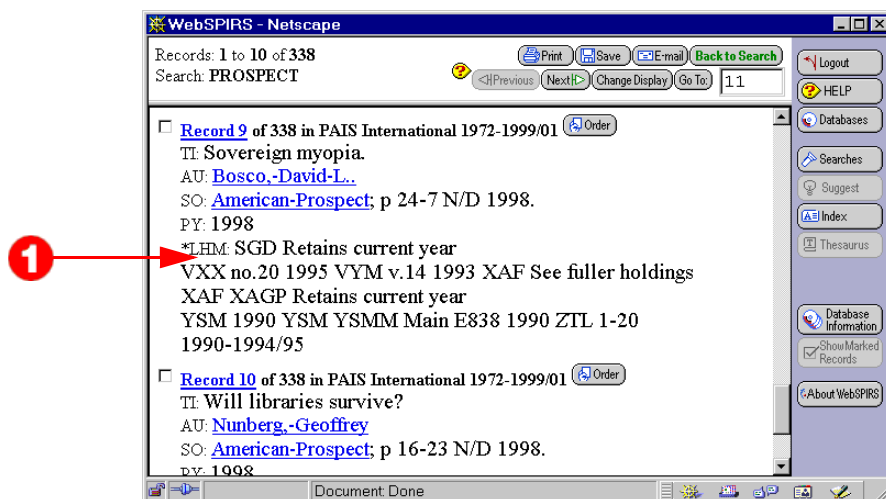
If there is a drop-down list, the document is available from more than one site. Click **Link To** to access the first web site, or select a different one from the drop-down list.

## Seeing Local Library Holdings Information

Your system may be set up to display holdings information about documents cited in your databases.

**Note:** Only available if you see [Check for holdings](#) next to any of the records, or if you see a holdings message or a call number in the **LHM** or **LHC** fields.

If you are not already looking at retrieved records, on the main **Search** page click the “Display” link next to any of your searches to open the **Retrieved Records** page.



1. In the **Retrieved Records** page, a holdings message gives you information about whether there is a local copy of the cited document.

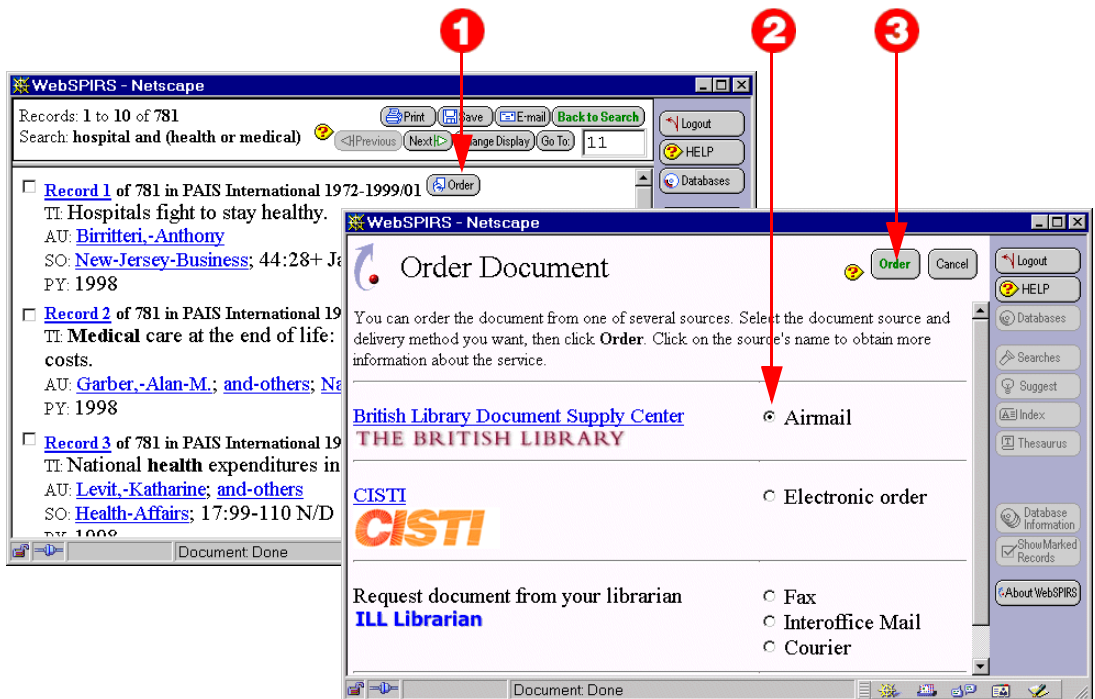
Sometimes you might see [Check for holdings](#). This is a direct link to your library's online catalog. Click on it to connect to the catalog and see more holdings information.

## Getting Copies of the Documents (Document Delivery)

Your system may be set up so you can order cited documents from a document delivery service.

**Note:** Only available if you see  next to any of the records.

If you are not already looking at retrieved records, on the main **Search** page click the “Display” link next to any of your searches to open the **Retrieved Records** page.



1. In the **Retrieved Records** page, click **Order**.
2. Choose one of the listed document suppliers, and the delivery method. (Which suppliers are available depends on the way your system administrator has set this up.)
3. Click **Order** then follow the instructions in the document delivery order form to order the document.