

# **ERL WebSPIRS™ User's Guide**

**WebSPIRS 5.02**

## ***WebSPIRS™ User's Guide***

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# About WebSPIRS 5

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

WebSPIRS can be configured in a number of ways. Whether you can use a feature depends on the way WebSPIRS is set up in your organization, but you might be able to use WebSPIRS to:

- Print, save, or email the records you retrieve
- Save your search history to use again in future sessions
- See library holdings information for cited documents
- Link directly to full content electronic journals
- Have documents delivered to you
- Use the SDI (Selective Dissemination of Information) feature, to set up searches to run automatically so you can receive email notifications of new records
- Subscribe to Alerts (SDIs created by your librarian to run automatically and send you email notifications of new records)

# Using WebSPIRS Help

WebSPIRS provides contextual How do I? Help for page specific tasks and WebSPIRS 5 Help covering the WebSPIRS features, and how to use them.

## How do I? Help

How do I? help provides contextual help for performing page specific tasks.

### ***To access How do I? help:***

- Select the task you want to perform from the **How do I?** drop-down list.

WebSPIRS opens a new window, which displays the relevant How do I? help topic.

### ***To close How do I? help:***

- Click  on the How do I? help toolbar.

### ***To print a help topic:***

- Click **Print** on the How do I? help toolbar.

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## WebSPIRS 5 Help

WebSPIRS 5 help covers WebSPIRS features and describes how to use them.

### ***To access WebSPIRS 5 help:***

- To access WebSPIRS 5 help, click **Help** on the WebSPIRS toolbar, or click Help on the How do I? Help toolbar.

WebSPIRS opens a new window, which displays the WebSPIRS 5 help

### ***To close WebSPIRS 5 help:***

- Click **Close** on the WebSPIRS 5 help toolbar.

### ***To print a help topic:***

- Click **Print** on the WebSPIRS 5 help toolbar.

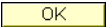
# WebSPIRS Basics

## Logging In

The Login page appears when you connect to WebSPIRS with your web browser. (The WebSPIRS URL address is provided by your librarian or system administrator.)

**NOTE:** If the Select Databases page appears when you connect to WebSPIRS, you do not need to log in to WebSPIRS.

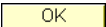
### ***To log in to WebSPIRS:***

1. Type your user name and password (31 characters or less) in the appropriate fields. (See your librarian or system administrator if you don't have this information.)
2. Click 

WebSPIRS displays a list of databases that you can search or the **Search** page if your librarian or system administrator has specified the databases that you can search.

### ***To log in to multiple servers:***

**NOTE:** You can only log in to multiple ERL servers, with a separate user name and password for each server, if your librarian or system administrator has enabled this feature. By default, WebSPIRS logs in to multiple ERL servers with the same user name and password.

1. Type your user name and password (31 characters or less) in the appropriate fields for each server. (See your librarian or system administrator if you don't have this information.)
2. Click 



WebSPIRS displays a list of databases that you can search or the **Search** page if your librarian or system administrator has specified the databases that you can search.

## Choosing Databases

The **Available Databases** page lists all the SilverPlatter databases currently available to you. It lets you do the following:

- Select and open databases you want to search.
- Get database descriptions.
- Find all the databases that contain the terms you plan to search for.

### **To access the Available Databases page:**

- Click  next to the **View databases being searched** -> drop-down menu.

You can use the **View databases being searched** -> drop-down menu to see which databases you are searching in the current session.

**NOTE:** If you see **SilverLinker** next to the server name, you have the right to use SilverLinker-enabled databases. This means you may be able to link to electronic journals to get the full content of cited documents.


### **To Select and Open Databases:**

You can select and open the databases to search on the Available Databases page.

1. Check the box next to each database you want to search or check the box next to a database heading to search all the databases under that heading.
2. Click

WebSPIRS opens the selected databases and displays the **Search** page.

### **To Get a Database Description:**

- Click  next to the database name for a description of that database.

## Finding Which Databases to Search

The Suggest Databases page lets you find the most appropriate databases to search.

### ***To find relevant databases:***

1. Type a word or phrase.
2. Click

WebSPIRS searches all available databases and displays how many records match your term or phrase in each database.

**See Also:**                      [To Select and Open Databases:](#)  
   [To Get a Database Description:](#)

## Logging Out

When you are finished searching, you must logout of WebSPIRS to end your search session completely. Once you are logged out, you can start a new WebSPIRS session or leave WebSPIRS ready for the next user.

### ***To log out of WebSPIRS:***

- Click **Logout** on the WebSPIRS toolbar.

WebSPIRS displays the Login page confirming that your session is closed.

Closing individual WebSPIRS windows will not log you out of WebSPIRS. You must click **Logout** to close WebSPIRS properly and make it ready for the next user.

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## Getting Help with Databases

Each SilverPlatter database has a unique online guide that includes a list of fields with descriptions and sample searches. It also includes explanations of any special features of the database.

### ***To display the database guides:***

- Click **Database Guide**.

WebSPIRS opens the **Database Guide** pop-up window where you can see the online guides for any of the databases you are searching.

By default WebSPIRS displays the online guide for the first database in the list of databases you are searching.

### ***To view the guide for a different database:***

- Select a database from the drop-down list in the **Database Guide** pop-up window.

The **Database Guide** pop-up window displays the database guide for the database you selected.

# Searching with WebSPIRS

## Basic Searching

### *To perform a basic search:*

- [Log in to WebSPIRS](#)
- [Select one or more databases to search](#)

### **To search for records**

1. Type a term or phrase you want to search for in the database you are currently using.

**Note:** If you enter more than one term, WebSPIRS treats the terms as a phrase.

2. Click

WebSPIRS searches the database for your term and displays any retrieved records.

**See Also:** [Searching Tips](#)

## Change Databases

### *To change databases to search:*

Click

WebSPIRS displays the list of databases that you can [select and open](#).

***To view the databases you are searching:***

Click the **View databases being searched** -> drop-down menu.

## Getting Suggested Search Terms

***To obtain suggested search terms:***

You can get suggestions for alternative search terms related to your subject term. As these terms are taken directly from database descriptor terms, they may give more precise search results.

NOTE: Not available for all SilverPlatter databases, or if you selected multiple databases that do not share the same thesaurus.

**To get alternative search terms**

1. Type a term or phrase.
2. Click [Suggest](#)

WebSPIRS displays a list of suggested terms.

## Focusing Your Search

If you enter a broad search term, you may get more records than you can handle. To make sure that all the records you get are really relevant to your search interests, you can focus your search using one of the following methods:

- Using Fields to Limit Your Results
- Setting Search Limits

**Using Fields to Limit Your Results**

Limit the number of records you see by specifying that you only want to see a record if it contains a specific term within one of its database fields, such as the TITLE field.

You enter the search term, and the field you want to find it in, into the text entry box, like this:

```
pencil in TI
```

**Tip:** Look at the database guide to check the fields in the database you are using.

Most databases contain an author field, usually abbreviated AU, and a journal field, usually abbreviated JN. You can search for author or journal information directly in these fields.

### **To find an author or journal**

1. Enter the name of the author or journal in the **Term:** field.

*orwell-george.*

2. Select the appropriate field to search in from the drop-down list.
  - Select **-AU-AUTHOR** to search for an author.
  - Select **JN-JOURNAL** to search for a journal.
3. Click

WebSPIRS searches for the author or journal in the specified fields and displays the results.

## **Setting Search Limits**

The limits you set are effective for all searches until you clear them, change them, [change databases](#), or [logout](#).

### **To find fewer records:**


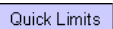
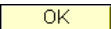
You can focus your search by applying various limits to your search statements. Limit fields are specially indexed fields that contain relatively few possible values. They let you limit your search results to records with common characteristics, such as language or publication year.

### **To change search limits:**

Some database fields are limit fields, which are specially indexed fields that contain relatively few possible values. They let you limit your searches to records with common characteristics, such as publication year or language.

You can set quick limits in your open databases so that your search retrieves only records that contain the fields and values that you specify.


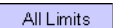

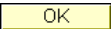
### **To change quick limits**

1. Click .
2. Select the  tab.
3. Select the limits you want to set.
4. Set the values of the limits.
5. Click .

WebSPIRS reruns your last search using the changed limits.

You can set other limits in your open databases so that your search retrieves only records that contain the fields and values that you specify.


### **To frequently used limits**

1. Click .
2. Select the  tab.
3. Select the limit you want to set by clicking on its name or  in the list of **Frequently Used Limits**.
4. Select the value of the limit (if there are any).
5. Click .

WebSPIRS reruns your last search using the changed limits.

### **To change other limits**

1. Click .

2. Select the  tab.
3. Select the limit you want to set by clicking on its name or  in the list of **Other Limits**.

WebSPIRS displays possible values for the limit (if there are any).

4. Select the value of the limit (if there are any).
5. Click .

WebSPIRS reruns your last search using the changed limits.

**To clear limits:**

- Click .



# Using Search Results

## Changing the Results Display

The Change Display page lets you specify how and when you want WebSPIRS to display retrieved records.

### *To get to the Change Display page:*

- Click [Change Display](#) on any page displaying search results.

### **To set the way to display results**

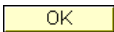
1. Specify the maximum number of records you want to see on screen at one time and the Field Label Format you want to use.
2. Specify whether or not to display duplicate records and which records to give priority to.
  - Select **Full Text** if you want to give priority to records with the \$FT\_LINK or \$FULL metadata elements.
  - Select **Descriptors** if you want to give priority to records with the \$SUBJECTS\_CONTROLLED metadata element.
  - Select **Abstract** if you want to give priority to records with the \$ABSTRACT metadata element.

**Note:** This option may not be available.

3. Select the fields you want to display within retrieved records.

WebSPIRS displays some default field types. If you want to display other field types, select **Specific Fields** then click [Change Fields](#)

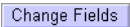
WebSPIRS opens the **Change Fields** page, where you can choose the fields you want to display.

4. Specify how you want WebSPIRS to sort your search results.
5. Specify how and when you want WebSPIRS to show your search results.
6. Click 

WebSPIRS returns you to the previous page.

The **Change Fields** page lists the fields in the databases you are currently searching, allowing you to select the ones you want to display.

#### **To select the fields you want to display**

1. Check the box next to each field you want to display.
2. Click 

WebSPIRS returns you to the previous page and displays the fields you selected in the **Currently Selected Fields:** field.

You can sort the results you retrieve by a particular field and order by specifying the **Results Sort Order** options.

#### **To sort the results**

1. Select **Sort:** to sort the results.
2. Enter the maximum number of records to sort.

NOTE: If the number of records you retrieve exceeds this number, your results will not be sorted

3. Select the field to sort on in the **Sort by:** field.
4. Select the order in which you want to sort the records:
  - Select **Ascending** if you want to sort records in ascending order (e.g., 0 - 9; A - Z).
  - Select **Descending** if you want to sort records in descending order (e.g., 9 - 0; Z - A).

5. If necessary, change any of the other display options on this page.
6. Click

WebSPIRS sorts the results and returns you to the previous page.


You can restore the display option defaults.

#### **To restore the defaults**

- Click

WebSPIRS restores the default display options.

## Screen Toggle

You can select to display the search results in full screen or half screen using the toggle button 

## Working with Marked Results

You can mark any record in the list of retrieved records. When you mark records you can: [view](#), [unmark](#), [print](#), [save](#), or [email](#) the records.

You can also view the full content of a marked record, search for linked terms that appear within records and [change the way records are displayed](#).

#### **To mark a record:**

- Check the box next to the record you want to mark.

#### **To unmark a record:**




- Uncheck the box next to the record you want to unmark.

#### **To unmark all marked records:**

- Click

## Navigating Through Results

### *To navigate through results:*

- Click  and  to scroll through:
  - groups of records for the brief record display
  - records one at a time for the complete record display
- or click  to display the record number specified in the **Go To Record:** field.

**NOTE:** By default, for the brief record display WebSPIRS displays retrieved records in groups of 10 . You can change the number of records displayed at one time.

## Looking at Different Groups of Results

WebSPIRS allows you to view the records retrieved by any of your searches, the records associated with any term in the Index, or the record associated with any topic in the Table of Contents.

You can choose to display all the results, records available in the library, records without duplicates, marked results, and a list of all the searches in the current session.

While viewing records you can:

- Mark them for later printing, saving, etc.
- Change their display by clicking and selecting the display options.

### **All the Results**

WebSPIRS allows you to view all the records retrieved by your search.

#### ***To view all the results:***

- Select **All Results** from the **Show:** drop-down list.

### **Availability**

WebSPIRS can filter the results of a search to those that are 'available'. The administrator can configure how available is defined, but there there

is usually some means of accessing the full text of the record. Available records are indicated in the result set with an icon . To filter records to show only those available after a search, select the 'Available from Library' option from the Show: drop-down list (note: the wording of Available from Library may be different as it is customisable by the administrator). Records that are not available are removed from the display and the wording of the "Records 1 to 10 of x" message changes to show "Records 1 to 10 from x", where x is the total number of records in the result set. This indicates that the total number of available records is not yet known (for performance reasons this is not calculated in one operation). Stepping forward through the available result set until there are no more available records changes the message to "Records 1 to 10 of y from x", where x is the total number of records in the set and y is the total number of available records.

The availability filter can be combined with the deduplication filter by selecting the Avail w/o Duplicates option from the Show: drop-down list. Note: availability cannot be used when combined with sorting a result set. Availability filtering can be enabled for all searches on the Change Display page, and can be enabled by default by the administrator.

## Records Available in the Library

WebSPIRS allows you to view the records retrieved by your searches that are available in the library.

### ***To view records available in the library:***

- Select **Available from Library** from the **Show:** drop-down list.

**NOTE:** the wording of Available from Library may be different to that shown above as it is customisable by the administrator.

## Deduplication

When searching in more than one database family you can filter the result set to hide duplicate records, i.e. hide all but one copy of a record that is present in more than one database family. This can be achieved by selecting Without Duplicates from the Show: drop-down list. If there is only one database family open or there are too many records in the result set (the limit is configurable) then an error message will be shown. If not the total number of records in the result set will not change but where a duplicate record exists in all but one database family it will be shown only with a single field (DDINFO), which provides a link to the record in the preferred database. The record display in the preferred database will also contain a DDINFO field with links to the duplicates. Which database family is preferred is configurable on the server. The

administrator may also allow users to select this on the Change Display page.

The deduplication filter can be combined with the availability filter by selecting the Avail w/o Duplicates option from the Show: drop-down list. Note: You cannot use deduplication if you are sorting a result set. You can enable deduplication filtering for all searches on the Change Display page, and can be enabled by default by the administrator.

## Without Duplicates

If you select multiple databases whose subjects are similar, you may retrieve records that cite the same article from more than one database. When this occurs multiple instances of the article are called duplicates. The same article WebSPIRS allows you to view the records retrieved by your searches without duplicates.

### ***To view results without duplicates:***

- Select **Without Duplicates** from the **Show:** drop-down list.

## Records Available in the Library Without Duplicates

WebSPIRS allows you to view the records retrieved by your searches that are available in the library and without duplicates.

### ***To view records available in the library:***

- Select **Avail. w/o Duplicates** from the **Show:** drop-down list.

## Marked Results

WebSPIRS allows you to view only the records that you marked.

### ***To view marked results:***

- Select **Marked Results** from the **Show:** drop-down list.

NOTE: This option is not available if you have not marked any records.

## List of All the Searches in this Session (Search History)

WebSPIRS allows you to view all your previous searches in a session.

### ***To view a list of all previous searches:***

- Select **Search History** from the **Show:** drop-down list.

**See also:** Looking at All the Searches in this Session (Search History)

## Looking at All the Searches in this Session (Search History)

After you complete a search, your search is added to the search history for the current session. You can re-use, edit, combine, remove, and change the display of searches.


### ***To display the Search History page:***

- Click the **Search History** tab on any page displaying search results.

## Re-using Searches


You can reuse a search in the list of searches. You can, for example, rerun a search against different databases.

### **To redisplay a search history entry**

- Click  for the search you want to reuse.

WebSPIRS displays the results for the search.



### **To edit a search**

1. Check the box next to the search you want to edit.
2. Click .

You can now edit your search.

You can use your search history to combine two or more previous searches.


### **To combine previous searches**


1. Check the box next to each search you want to combine.
2. Click the  or  operator.

WebSPIRS combines the selected searches to create a new search, and displays the results in the search history list.

NOTE: WebSPIRS does not automatically display records after performing a combined search. You can display the retrieved records once the results appear in the search list.

### To create an SDI from a search


You can only create an SDI if you are an authorized user. You will only see  for a search if you are an authorized user

- Click  for the search you want to create an SDI for.

WebSPIRS displays the **Create SDI** page.

**See Also:** [Re-running Searches Automatically](#)

### To remove a search


1. Check the box next to each search you want to delete.
2. Click 


WebSPIRS deletes the selected searches from the search history.

## Change the Display

You can change the way your search results are displayed.

### To change the search results display


1. Click 
2. Specify the number of records you want to see on screen at one time and the kind of field labels you want to use.
3. Specify the fields you want to display within retrieved records.

WebSPIRS displays some default fields. If you want to display other fields, select **Specific Fields** then click 

WebSPIRS opens the **Change Fields** page, where you can choose the fields you want to display.

4. Specify how you want WebSPIRS to sort your search results.
5. Specify how and when you want WebSPIRS to show your search results.



6. Click 

WebSPIRS returns you to the previous page.

#### **To see the full text that is indexed in a record**


- Click **Get Full Text** ▶

WebSPIRS opens a pop-up window displaying information about where the full text is available.


## Printing Records

WebSPIRS allows you to print the records retrieved by any of your searches, the records associated with any term in the Index, or the record associated with any topic in the Table of Contents.

#### ***To get to the Print Options page:***

- Click  on any page displaying search results.


#### **To print records**

1. Select the records you want to print.
  - Select **All Records** to print all the records.
  - Select **Record Number** and enter the start and end record numbers to print a range of records.
  - Select **Marked Records Only** to print only the marked records.
2. If necessary, select the fields in the records and other information to print.
3. Click 

WebSPIRS opens the browser print dialog box.


#### **To specify the records**

1. Select the records you want to print.
  - Select **All records** (if available) to specify all records.

- Select **Record number** (if available) and enter the starting and ending record numbers for a specific range of records.
  - Select **Marked records** for marked records. (If you want to clear marked records after printing, select the **Clear marked records** checkbox.)
2. If necessary, select the fields in the records and other items to print.
  3. Click 


WebSPIRS opens the browser print dialog box.

#### **To change the format**

1. Check the **Print one record per page** box to print each record on a separate page.
2. If necessary, select the fields in the records and other items to print.
3. Click 

WebSPIRS opens the browser print dialog box.

#### **To preview the print**


1. If necessary, select the fields in the records and other items to print.
2. Click 

WebSPIRS displays a print preview, which shows the information that will be printed.


## **Saving Records**

WebSPIRS allows you to save the records retrieved by any of your searches, the records associated with any term in the Index, or the record associated with any topic in the Table of Contents. You can save the records to a floppy or hard disk.

#### ***To get to the Save Records to Disk page:***


- Click  on any page displaying search results.

### To save records

1. Specify which records to save.
2. If necessary, specify which fields in the records and other items to save.
3. Click .
4. In the browser save page, specify the location and filename for your records.

WebSPIRS saves the specified records.


### To specify the records

1. Specify the records you want to save.
  - Select **All records** (if available) to specify all records.
  - Select **Record number** (if available) and enter the starting and ending record numbers for a specific range of records.
  - Select **Marked records** for marked records. (If you want to clear marked records after saving, check the **Clear marked records** box.)
2. If necessary, specify which fields in the records and other items to save.
3. Click .
4. In the browser save page, specify the location and filename for your records.

WebSPIRS saves the specified records and displays the previous page.


### To change the fields to save

1. Specify the fields you want to save within retrieved records:
  - Select **Title only** to save the title only.
  - Select **Citation only** to save the citation only.
  - Select **Citation and Abstract** to save the citation and abstract.

- Select **Citation and Descriptors** to save the citation and descriptors.
  - Select **Complete Record** to save the complete record.
2. If necessary, change any of the other save options on this page.
  3. Click 
  4. In the browser save page, specify the location and filename for your records.

WebSPIRS saves the specified fields and returns you to the previous page.

#### **To set other items to save**


1. Select the items you want to include with the saved records.
  - Select **Search History** to include your entire search history.
  - Select **Record number and database name** to include record numbers and the database name.
  - Select **Field names with:** to include field names, then choose the label type from the drop-down list.
  - Select **With word wrapping** to automatically wrap lines.
2. If necessary, select the records and fields you want to include.
3. Click 
4. In the browser save page, specify the location and filename for your records.

WebSPIRS saves the specified records and displays the previous page.


## **Emailing Records**

WebSPIRS allows you to email the records retrieved by any of your searches, the records associated with any term in the Index, or the record associated with any topic in the Table of Contents.

### **To get to the Send Mail page:**


- Click  on any page displaying search results.

### **To send records**

1. Enter the email address (e.g., name@company.com) you want to send the records from in the **From:** field.
2. Enter the email address (e.g., name@company.com) you want to send the records to in the **Send records to:** field.
3. Type a descriptive subject in the **Subject:** field.
4. If necessary, select the records, fields, and other information you want to include.
5. Click .

WebSPIRS emails the records and displays the previous page.

### **To specify the records**

1. Select the records you want to send.
  - Select **All records** (if available) to specify all records.
  - Select **Record number** (if available) and enter the starting and ending record numbers for a specific range of records.
  - Select **Marked records** for marked records. (If you want to clear marked records after sending, select the **Clear marked records** checkbox.)
2. If necessary, specify which fields in the records and other items to send.
3. Click .

WebSPIRS emails the specified records and displays the previous page.

### **To change the fields to send**

1. Select the fields you want to send within retrieved records:
  - Select **Title only** to send the title only.

- Select **Citation only** to send the citation only.
  - Select **Citation and Abstract** to send the citation and abstract.
  - Select **Citation and Descriptors** to send the citation and descriptors.
  - Select **Complete Record** to send the complete record.
2. If necessary, change any of the other send options on this page.
  3. Click

WebSPIRS sends the specified fields and displays the previous page.

#### **To set other items to send**

1. Select the items you want to include with the records.
  - Select **Search History** to include your entire search history.
  - Select **Record number and database name** to include record numbers and the database name.
  - Select **Field names with:** to include field names, then choose the label type from the drop-down list.
  - Select **With word wrapping** to automatically wrap lines.
2. If necessary, select the records and fields you want to include.
3. Click

WebSPIRS sends the specified records and displays the previous page.

## **Saving a Search History to Use Again**

After you complete a search, your search is added to the search history for the current session. The search history lets you:


- Display the records retrieved by a previous search
- Rerun searches against new databases
- Combine multiple searches

- [Delete Searches](#) you no longer want
- [Save your searches](#) for future use
- [Load search histories](#) you have already saved


**To display the Search History:**

- Select **Search History** from the **Show:** drop-down list.

**To display previous search results:**

- Click  next to the search whose results you want to view.

**To remove a search:**

1. Check the box next to the search you want to delete.
2. Click 

**To rerun a search against a new database:**

1. Change Databases.
2. Click **Search History** to display the **Search History** page.
3. Click **Rerun** for the search you want to rerun.

WebSPIRS reruns the search against the database you selected and displays the results.

## Saving Your Search History

When you finish searching, you can save your search requests and run them again during future work sessions. Saving your search history is especially helpful for complex searches or those you perform regularly.

**To save a search history**

1. Click 

WebSPIRS displays the **Save Search History** page.

2. Enter your email address (64 characters or less) in the **Email address:** field.

The address you type will serve as your “password” for accessing your stored search histories.

3. Enter a description for the search history in the Search History name: field.
4. Specify the expiry date for the search history by selecting the **Month, Day, and Year**.
5. Click

WebSPIRS saves your search history.

## Using Saved Search Histories

The **Load Search History** page allows you to load and use previously saved search histories.

### To load a search history

1. Click 

WebSPIRS displays the **Load Search History** page.

2. Enter your email address in the Email address: field.
3. Select the search history you want to load.
4. Click

WebSPIRS runs the saved search history against the currently selected database.

## Changing Saved Search History Settings

The **Load Search History** page allows you to edit the description and expiry date of any of your saved searches.



### To change search history details

1. Select the search history whose details you want to change.

2. Click [Change Name/Date](#)

WebSPIRS displays the **Change Name/Date** page.

3. Enter a new name for the search history.

4. If necessary, enter a new date when the search history expires.

5. Click [Change](#)

WebSPIRS displays the saved search history with its modified details, on the **Load Search History** page.

All the search histories on the **Load Search History** page are associated with an email address.

### To change the email address

**Note:** This is not available if Personal Users are enabled

1. Click [Change My E-mail Address](#)

WebSPIRS displays the **Edit Search History Email Address** page.

2. Enter the new email address in the **Email address:** field.

3. Click [Change](#)

WebSPIRS associates the search histories with the email address and displays the **Load Search History:** page.

## Checking for Library Holdings


If your library is set up to provide holdings information about documents cited in SilverPlatter databases, the records you retrieve may include:

- a holdings message from your librarian or system administrator about document availability,

and / or

- a text link that lets you check the library's online catalog for current holdings information.

## Linking to Full-Text Documents on the Web

If you see  on the Select Databases page, your library subscribes to the SilverLinker database. When you search SilverLinker-enabled databases, you can link directly to full-text documents available from publishers' web sites.

- If the document cited in a bibliographic record is in the SilverLinker database, you see a **Full text available at the following web sites...** drop-down list in the FTXT field or the service name. Select a publisher from the drop-down list to access the full text document.

**NOTE:** The list of services is always shown on the complete record display page.

- **NOTE:** If you do not see the FTXT field within the bibliographic record, see Changing the Results Display and make sure the field is selected.

(**NOTE:** Certain publishers may require you to login to their web sites. See your librarian or system administrator if you need more information.) Downloading time varies depending on the speed of your Internet connection and the size of the document.

- Many full-text documents are published online in Adobe Acrobat (PDF) format. To read these documents, you will need the freely distributed Acrobat Reader available from Adobe's web site (<http://www.adobe.com>).

## Re-running Searches Automatically

You can re-run particular searches automatically using the SDI (Selective Dissemination of Information) feature.

**IMPORTANT:** You can only use the SDI feature if your system administrator or librarian gives you authorization.

## Setting Up an SDI

The WebSPIRS SDI (Selective Dissemination of Information) feature lets an authorized user save a search and have it rerun automatically when databases are updated, with the results emailed to a defined set of users. (The WebSPIRS administrator must authorize users to use SDIs.)

If you are an authorized user you can create, edit, and delete SDIs.

You can also subscribe to Alerts to receive regular search results for SDI searches created by your administrator or librarian.

How WebSPIRS handles SDIs:

1. You use WebSPIRS to select and search databases.
2. You select a search statement (from your Search History) to make into an SDI.
3. If you do not have the full database set open currently, or the current database contains segments that are not suitable for SDI generation, the Create New SDI page is still shown but an alert box appears with an appropriate error.
4. If the SDI Database Conflict page appears, the database set you selected cannot be used to create an SDI, and a description of the conflict(s) is displayed.

**IMPORTANT:** WebSPIRS must create an SDI baseline from the search in order to create an SDI. WebSPIRS runs the SDI against each database group (also referred to as a "family") rather than against individual databases. For example, against all MEDLINE databases mounted on the server, not just against the one you have searched. WebSPIRS suggests that you rerun the original search with all databases in the group opened so that you can see the results that will make up the SDI baseline.

**NOTE:** There is a maximum number of records that you can include in an SDI baseline. The maximum is usually 1000 records, but your

WebSPIRS administrator might have changed this setting. If your search exceeds the maximum, you will see a warning pop-up window, and you must refine your search.

If you do not need to see the entire baseline before completing the SDI (for instance if unopened databases cover only earlier research and you are only interested in the most current research), you can click [here](#) to open the Create New SDI page.

Or you can return to the Search page by clicking [here](#) and then change databases.

If all selected databases are not supported for SDIs, you must click [here](#) to return to the Search page.

5. On the Create New SDI page, you set up the SDI, which includes an email notification address, and initiates the SDI.
6. WebSPIRS processes the SDI baseline and saves the SDI, alerting you by email when the SDI is in the system. (On the SDI Account page, the SDI is listed as "PROCESSING" until the baseline finishes.)

## Creating SDIs

### To create an SDI from a search

You can only create an SDI if you are an authorized user. You will only see [here](#) for a search if you are an authorized user.

1. Go to the **Search History** page.
2. Click [here](#) for the search you want to create an SDI for.

WebSPIRS displays the **Create SDI** page.

### To select a search

- Choose the search that best corresponds to the SDI you want to create.

### To set SDI details

1. Enter a name for the SDI in the **SDI Name:** field. The name must consist of alphanumeric characters only (no spaces) and must be unique to you.

2. Specify the expiry date for the SDI in the **Expiry date:** field.

#### To set email details

1. Enter the email addresses to receive the SDI results.

You can enter up to 25 addresses, each on a separate line.

2. Check the **Only send email if new results** box if you only want the mail sent when there are new results.
3. Enter the email address that you want to receive the administrative email.
4. Enter any comment you want to include for the SDI, and check the **Use comments as mail Subject** box if you want the comments to appear as the subject of the email.

#### To view the Alerts page

- Click **Alerts** on the WebSPIRS top bar.

#### To specify what to include

1. Check the **Record number and database name** box to include this information in the email.
2. Specify the record details to include.
3. If necessary, specify the fields to include.
4. Specify whether to include labels, and the type of labels to include.

#### To create an alert from an SDI

**IMPORTANT:** You can only create Alerts if your system administrator or librarian gives you authorization.

- Check the **Create as an Alert** box.

## Editing SDIs

#### To view SDIs

1. Click **SDI** on the WebSPIRS top bar.

2. Enter your Personal User Name and Password.
3. Click **Display SDIs**.

WebSPIRS displays the SDIs that you created.

#### **To edit SDI details**

1. Click **SDI** on the WebSPIRS top bar.
2. Click the Edit icon of the SDI you want to edit.
3. Specify the SDI details.
4. Click

WebSPIRS modifies the SDI details.

#### **To edit email details**

1. Click **SDI** on the WebSPIRS top bar.
2. Click the Edit icon of the SDI you want to edit.
3. Specify the email details.
4. Click

WebSPIRS modifies the email details.

#### **To delete an SDI**

1. Click **SDI** on the WebSPIRS top bar.
2. Check the box next to each SDI you want to delete.
3. Click

WebSPIRS deletes the selected SDIs.

## **Checking SDI Details**

The **SDI Details** page displays all the details for an SDI.

### To view subscriber details

You can only perform this task if you are logged in as the local administrator.

- Click the number in the **Subscribers** field.

WebSPIRS displays the SDI subscribers list.

## Subscribing to an Alert

Alerts are a type of SDI. They are searches created by your librarian or WebSPIRS administrator, and scheduled to run automatically.

You can only use this feature if your WebSPIRS administrator has authorized you. If you are an authorized user, you can subscribe to an Alert. Then the latest search results are emailed to you each time the Alert is run.

You subscribe to, or unsubscribe from, Alerts using the Alerts page.

### To view alerts

1. Enter your email address.
2. Click

WebSPIRS displays the alerts to which you can subscribe.

### To view alert details

- Click on the name of the alert.

WebSPIRS displays the details for the alert.

### To subscribe to an alert

1. Check the box next to each alert to which you want to subscribe.
2. Click

WebSPIRS subscribes you to the alerts.

**To unsubscribe from an alert**

1. Uncheck the box next to each alert to which you do not want to subscribe.
2. Click

WebSPIRS unsubscribes you from the alerts.



---

# Database Thesaurus

## Searching from a Database Thesaurus


Many SilverPlatter databases include a Thesaurus, which is a standardized list of terms that describe the records within a database. This enables you to select and search for synonyms, related terms, and preferred terms, and also to see descriptions of the terms.

**NOTE:** The Thesaurus is available only if you are searching a single database, database family, or multiple databases that share the same thesaurus.



### To view the Thesaurus page:

- Click the **Thesaurus** tab.

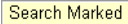
### To find a term in the Thesaurus:

1. Type the term you want to find in the **Term:** field.
2. Click 

WebSPIRS displays your term (or its closest match) at the top of the list.

You can use  and  to “page” through the list.

### To search for marked headings:

1. Check the box next to the subject headings you want to search.
2. Click 

### To see broader and narrower terms

- Click on a Subject Heading.

WebSPIRS displays any narrower terms and broader terms. You can click on one of these terms to see even broader and narrower terms.

### To search for marked and narrower headings:

1. Check the box next to the subject headings you want to search.
2. Click

## Looking at Subheadings

Subheadings are qualifiers used in some thesauri to describe specific aspects of a database. You can use them to focus your search on a specialized area of interest, such as epidemiology or psychology.

If the database you are using includes subheadings, they appear automatically before you search for a [Thesaurus](#) term, allowing you to select the subheadings you want to apply.

### To search using subheadings

1. Check the box next to the subject items you want to search.
2. Select the subheadings you want to use for each subject term:
  - Click **Use all topical subheadings** if you want to apply all the listed subheadings to your search.
  - Click **Use selected subheadings**: if you want to select individual subheadings from a list.
3. Click  or  (whichever is available) to search for the marked subject terms.

NOTE: Exploding searches for the marked terms along with narrower limits.

WebSPIRS searches for the marked terms and displays your results.

## Looking at Term Details

Term details typically provide information such as how an index or thesaurus term is used in the database.

### **To use the term details**

- Click on any linked term in the list of permuted Thesaurus terms.

WebSPIRS opens the Thesaurus Term Information page and displays a term definition and any related terms.

# Database Index

## Searching from a Database Index

Each SilverPlatter database has an Index of searchable terms. In addition to the General (Free Text) Index, some databases have separate indexes for certain fields such as Title or Author.

### To view the Index page:

- Click the **Index** tab.

### To find an index term

1. Type the term you want to find in the **Term:** field.
2. Select a different index if necessary.
3. Click

WebSPIRS displays your term (or its closest match) at the top of the index term list.

### To pick an index

- Select **General Index** from the drop-down list if you want to search the combined free text index for all open databases.
- Select any of the field indexes (if available) if you want to find field specific terms such as author names.

NOTE: Some field indexes may be unique to a particular database.

**To display records for an index term**

- Click the term you want to search for.

WebSPIRS searches for your term and displays the results.

**To display the records for several terms**

1. Check the box next to each term you want to search for.
2. Click



WebSPIRS searches for records containing at least one of your terms and displays the results.

# Database Table of Contents

## Searching from a Database Table of Contents

Databases that provide full text documents are organized hierarchically and include a browsable Table of Contents (TOC). Just like the TOC in a book, it provides an outline of the database organized by subject, publication, or some other means.


### To navigate through the TOC

- Click  to expand individual topics.
- Click  to collapse all levels of the Table of Contents and just show the top level.

You can use the Table of contents to display full text records.

### To view the full text

1. Navigate through the TOC until you reach the document level.

The document level is identified by the  icon.

2. Click a topic to display its full text.

WebSPIRS displays the Full Record Display page in a new window, allowing you to view the entire record.

## Using the Record TOC

The record TOC allows you to:




- navigate and display sections of a record
- access print, save, and email options

**To navigate and display sections of a record**

- Click an item in the left hand TOC.

WebSPIRS displays the content of the selected item.

**To access print, save, and email options**

- Click the appropriate icon to access options.
  - Click  to access print options.
  - Click  to access save options.
  - Click  to access email options.

# Searching Tips

- Before You Start Your Search...
- Before selecting databases, find the ones that are most relevant to your search. You can use the Suggest Databases feature. If you are not sure which databases are relevant to your search then use the 'Suggest Databases' feature
- When typing your search requests:
  - Searching for a simple term searches all the fields.
  - Search in specific fields for more precise results.
  - Use truncation or wildcards to retrieve variations of a search term.
  - Use parentheses to avoid ambiguity in complex search statements.
  - Use hyphens when searching for hyphenated search terms.
  - Use operators to combine terms within a single request.
  - Search examples
- Set limits on your search to narrow down your results.
- If you need help developing or focusing your search, use the Advanced search.
- Use the Index to locate specific terms within a database
- If available with the databases you are searching:
  - Use the Suggest feature to get suggested alternatives to your search terms.



- Use the Thesaurus to look up and search for synonyms, related terms, and preferred terms.
- Use the Database Table of Contents to look up and display full text records.
- If you perform a complex search, or the same search on a regular basis, save your search history so you can use it in future sessions.

### Before you start your search

- List the ideas and concepts that describe your search topic.
- Narrow your topic. Remember, your goal is to get a manageable number of useful records.
- Think of as many search terms describing your topic as you can. You might find what you want right away, but results can improve as you become more familiar with the database.

### Using Truncation and Wildcards

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

- The truncation symbol (\*) substitutes for a string of zero or more characters. For example, **cat\*** retrieves *cat*, *catatonic*, *catatonia*, *category*, etc.
- The wildcard symbol (?) substitutes for one character or none. For example, the search **m?cdonald** retrieves both *mcdonald* and *macdonald*.

You can use truncation or wildcards anywhere in your search term, except as the first character.

### Using Parentheses

Use parentheses to avoid ambiguity in complex search requests. For example, suppose you want to retrieve records that discuss rabies in dogs or rabies in cats.

- If you search for **rabies and (dogs or cats)**, you will retrieve records that discuss *rabies* and either *dogs* or *cats*, which is what you intended.
- If you search for **rabies and dogs or cats**, you will retrieve records that discuss *rabies and dogs*, and records that discuss *cats*, but not necessarily records that discuss *rabies and cats*.

If you omit parentheses from a complex search request, WebSPIRS in-

serts them automatically. Always check your search results to see if WebSPIRS interpreted your search request correctly.

## Using Hyphens

If the fields you are searching use hyphens, you can hyphenate your search terms.

- For example, **marine-aquaculture in de** retrieves only occurrences of *marine-aquaculture* in the DE field.

If you omit hyphens, you can retrieve variations of your search term.

- For example, **marine in de** retrieves records occurrences of *marine*, *marine-aquaculture*, *marine-crustaceans*, *marine-environments*, etc.

## Combining Terms with Operators

You can use the operators **adj**, **and**, **near**, **not**, **or**, **with** to combine multiple search terms into a single, more focused search request.

- **adj** retrieves records with search terms next to each other in a specified order.

For example, **dyslexia adj treatments** retrieves records in which the term *dyslexia* immediately precedes the term *treatments*.

NOTE: The **adj** operator does not work with bound terms. For example, searching for **collaborative adj learning** does not return records that contain the bound term **collaborative-learning**.

- **and** retrieves records with both search terms.

For example, **dyslexia and child** retrieves records with both *dyslexia* and *child*.

- **near** retrieves 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 must be. For example, **language near2 computer** retrieves records with *language* within two words of *computer* (in any order).

- **not** retrieves records with first of two search terms, but not the second. For example, **truman not capote** retrieves records with *Truman*, excluding *Capote*.

Use the **not** operator carefully as it can eliminate useful records. For example, **dog not puppy** misses records that contain both *dog* and *puppy*.

- **or** retrieves records with either or both search terms.

For example, **dyslexia or learning disabilities** retrieves records with either *dyslexia*, *learning disabilities*, or both.

- **with** retrieves 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.

## Search Examples

- Single term: **dyslexia**
- Term or phrase in a specific field: **smith in au**
- Term or phrase in a limit field: **py>1995** or **la=german**
- Term with truncation or wildcards: **comput\***, **colo?r**
- Previous search request number: **#3**
- Number (in quotes if equal to previous search number): **22 "#5"**
- Letters and numbers combined: **3m**
- Phrase with hyphens: **drug-abuse**
- Phrase with operator in quotes: **"near" death experience**
- Multiple terms combined with operators: **dog or puppy or canine**
- Any of the above, grouped with parentheses for clarity: **(dog or 1) near puppy**



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