WinSPIRS™ User's Manual

for
Windows NT™
Windows 98™
Windows 95™
Windows 3.11™

SilverPlatter®

Version 4.0

April 1999

WinSPIRS™ Administrator's Manual

Table of Contents

Preface

This manual explains how to install, configure, and use WinSPIRS v4.0 for Windows NT®, Windows 98®, Windows 95®, Windows 3.11®.

Using this Manual

This Manual is available in PDF format so you can view it in Adobe Acrobat Reader. You can print the document, or use it online. If you use it online you can click on a Table of Contents entry, or a cross-reference, to move to the relevant text.

Some Conventions used in this Manual

These are the conventions used throughout this manual

Example	Describes
/sproot/bin	This bold type indicates a filename, or a directory path, or a URL.
`pkgadd`	This typeface indicates text as you would type it, or an example of how it appears on the screen.
filename	This bold type indicates a placeholder, when included in something you type. You substitute the text appropriate to your system.
filename	This italic type indicates a placeholder, when described in the text.

(Sheet 1 of 2)

Example	Describes
root	This italic type indicates an account name.
File	This bold type indicates a menu, menu option, or the name of a button on the screen.
	It is also used for command names.
[Enter]	This bold type inside [and] indicates a key on your keyboard. Note: if the instructions say "Enter..." this means type in the text as instructed, (substituting your text for any placeholders) and press the **[Enter]** key.

(Sheet 2 of 2)

Chapter 1

Introduction

SilverPlatter databases are organized collections of records. Each record represents an article, book, bibliographic citation, etc. Records are divided into categories of information known as "fields," such as title, author, etc.

WinSPIRS, the SilverPlatter Information Retrieval System for Windows, lets you search SilverPlatter databases and display, print, or save the retrieved records. You can also save your search strategy to use again in later sessions.

Before You Begin

Before you begin working with WinSPIRS, you should be familiar with general Windows techniques, such as how to move and resize windows and how to use the mouse. If you have any Windows-related questions, see your Windows documentation. All references to mouse clicks refer to the left mouse button on a right-hand mouse unless otherwise specified.

What is in this Manual?

Listed below are brief descriptions of the contents of this manual.

Read...	If you are...	It will tell you...
Chapter 2	Responsible for installing WinSPIRS	How to get the software, and install and configure it.
Chapter 3	A WinSPIRS user	How to use the different WinSPIRS screens

(Sheet 1 of 2)

Read...	If you are...	It will tell you...
Chapter 4	A WinSPIRS user	How to search using WinSPIRS
Chapter 5	A WinSPIRS user	How to use the records you find: marking, sorting, printing, and downloading records, and changing various options.
Chapter 6	A WinSPIRS user	An alphabetical list of menu items and buttons.

(Sheet 2 of 2)

Contacting SilverPlatter

To learn more about SilverPlatter software, or if you have any queries about installing and running the WebSPIRS software, please contact us in one of the following ways:

By Email
support@silverplatter.com

By Telephone
Call your SilverPlatter distributor, or one of the following SilverPlatter Technical Support teams:

For the Americas, Japan, Australia, and the Pacific:

Boston Office:

Tel:	1-781-769-2599
	1-800-343-0064 (US/Canada)
Fax	1-781-769-8763

For Europe, Africa, Middle East, and South Asia:

London Office:

Tel:	+44 (0)181-585-6400
	0800-262-096 (UK)
Fax:	+44 (0)181-585-6640

Amsterdam Office:

Tel:	+31 (0) 20 6259650
Fax:	+31 (0) 20 6237408

Berlin Office:

Tel:	+49 30-85 77 99-0
Fax:	+49 30-85 77 99-99

For Asia:

Hong Kong Office

Tel:	852 2529 0356

Fax:	852 2804 2746

SilverPlatter Web Site

www.silverplatter.com

<table>
<tr><td>Chapter 2</td><td></td></tr>
</table>

Chapter 2　　# Installing WinSPIRS

This chapter provides details on installing WinSPIRS including:

- If you have an earlier version of WinSPIRS

- Checking hardware and software requirements

- Installing WinSPIRS from SilverPlatter's FTP site, Software Resource CD, or installation disks

- Network installation instructions

- Configuring WinSPIRS

- Accessing databases on network directories

- Setting up SilverLinker

- Setting up SDIs and Alerts

- Providing Library Holdings Information

If You Have an Earlier Version of WinSPIRS

You can install WinSPIRS 4.0 over an existing version of WinSPIRS if it is version 2.0 or later. If you do this, WinSPIRS 4.0 updates the **winspirs.ini** file, but retains any options you have set.

If you have a version of WinSPIRS that is earlier than WinSPIRS 2.0, we recommend that you install the software into a *different* directory. WinSPIRS 4.0 will not update the **winspirs.ini** file correctly if installed over versions earlier than WinSPIRS 2.0.

Checking Hardware and Software Requirements

Before you start to install the software you must check the hardware requirements for your platform.

For the very latest information about hardware requirements, please see the SilverPlatter web site at:
http://www.silverplatter.com/erl/erlclientreq.htm

Getting the Software

The ERL software and full documentation set is available on SilverPlatter's ftp site.

Downloading with a Browser

1. Access the SilverPlatter web site; **http://www.silverplatter.com**

2. Click on the link to the ftp site, and click on **Software**, then on **winspirs4.0**

3. Double-click on each file to download it. The files are:

    •   **win40.exe**

    •   The release notes (**readme.txt**)

    •   The *WinSPIRS User Manual* (this manual **- winman40.pdf**)

Downloading from the ftp Site

1. Use anonymous ftp to connect to SilverPlatter's site:
    ftp.silverplatter.com

    Login with user-id *anonymous* and enter your email address as a password.

2. Change to the **/software/winspirs4.0** directory.

    (To do this, enter `cd /software/winspirs4.0`)

3. Make sure you will download the files as binary files.

    (To do this, enter `bin`)

4. Download all the files from the directory.

(To do this, enter mget *. You are prompted to enter y to agree to download each file.)

The files will download into whatever is your local directory. The files are:

- **win40.exe**

- The release notes (**readme.txt**)

- The *WinSPIRS User Manual* (this manual - **winman40.pdf**)

Installing the Software

Installing a version from the ftp site

If you downloaded software via FTP, double-click on **win40.exe** to expand the file and start the installation program. This is a self-extracting file, which extracts to your **\temp** directory.

When you have completed the installation, you can use **Reconfig.exe** to configure WinSPIRS

Installing from the Software Resource CD

SilverPlatter regularly distributes its current ERL and SPIRS software on the "SilverPlatter Software Resource CD."

1. If you have a copy of the Resource CD, follow the instructions that come with the CD to access the WinSPIRS Setup program.:

2. When the WinSPIRS Setup screen appears, follow the instructions on-screen. Setup presents a license agreement, which you must accept to install WinSPIRS, and then asks whether you want to install a standalone or shared version, what directory you want to install in, and what folder you want to put the WinSPIRS icons in.

Installing from Disk

If you have WinSPIRS installation disks, follow the instructions below:

1. Insert WinSPIRS Setup Disk 1 into the computer's drive.

2. Choose **Run** from the Taskbar's Start menu in Windows 95, or from the Program Manager's File menu in Windows 3.1. Windows displays the Run dialog box.

3. Click **Browse**, open the disk, and double-click on **setup.exe**.

4. Click **OK** to run WinSPIRS Setup.

5. Follow the instructions on-screen. Setup presents a license
    agreement, which you must accept to install WinSPIRS, and then
    asks whether you want to install a standalone or shared version, what
    directory you want to install in, and what folder you want to put the
    WinSPIRS icons in.

Network Installation Instructions

The WinSPIRS Setup program lets you install WinSPIRS as a standalone
or shared application.

If you install WinSPIRS as a shared application on a server, for example,
you need to install some software on the server and some on the client
machines.

When you set up a network installation, you choose which of the
following types of installation you want:

•   Single (server) shared copy of configuration files

    All users use the settings in the configuration files that are on the
    server.

•   Multiple (local client) unique copies of configuration files

    Client machines have their own configuration files. Users can make
    their own settings, or you can make specific changes to the set up for
    specific machines.

Note: For a single WinSPIRS installation on a server, all the clients must
have the *same* configuration type (All "shared" or all "unique"
configuration files.

In either case the installation is in two stages: installing software on the
server, and on the client.

First Stage: Installing
on the Server

1. Check that there are no **winspirs.ini** or **erlclnt.cfg** files already in
    the server's Windows directory, or in the intended WinSPIRS
    installation directory on the server.

2. Working on the server (not remotely from a client machine), run **setup.exe** from the WinSPIRS installation files.

3. Choose the option for "Shared", multiple-user installation type.

4. Uncheck the Configure WinSPIRS box on the final install wizard screen, so that the **Reconfig** utility is not run automatically.

For single (server) copy of configuration files:

1. During install, choose the option "shared", single configuration for all users.

2. The **Reconfig** and ERL configuration (**erledit.exe**) utilities can be run on the server at any time, to change options for all users. After running **Reconfig**, use a text editor to remove the directory path from the ERLPATH statement near the end of the **winspirs.ini** file. This line then only contains the following:

    ERLPATH=

For multiple (local client) copies of configuration files:

1. During install, choose the option "Unique" for one per user configuration.

2. Delete the **winspirs.ini** file in the WinSPIRS installation directory on the server.

    Do not run **Reconfig** directly from the server at any time, or perform a client installation on the server itself. These actions would create a copy of **winspirs.ini** in the server's WinSPIRS installation directory, and this copy would override the locally-held configuration files of the clients.

    Note: If you want to run WinSPIRS from the server after multi-user installation (rather than running WinSPIRS from one of the clients) we recommend that you do an additional, entirely separate, standalone "workstation" installation on the server, selecting a different WinSPIRS installation directory and icon group.

**Second Stage:
Installing on the Client**

1. Working on each client machine (not remotely from the server), run the **setup.exe** that is in the server's WinSPIRS directory. This version of setup differs from the one in the initial WinSPIRS

installation files.

For a single copy of configuration files

If you opted for "shared", single configuration, during server installation:

1. Running **setup.exe** creates a WinSPIRS icon, which allows your user to run the server copy of WinSPIRS, using shared configuration settings.

For multiple local copies of configuration files

If you opted for "unique", one per user configuration, during server installation:

1. Running **setup.exe** creates a WinSPIRS icon and a Reconfig icon. These let the client machine run the server's copy of WinSPIRS, and **Reconfig**, but using configuration files on the local machine.Using **Reconfig** from the client machine does not affect any other clients.

    Note: If WinSPIRS is to be used as an ERL client, you must set the ERLPATH. To do this, run **Reconfig** from the client, and select ERL Options. Then enter the path to the directory containing the **erlclnt.cfg** file. This file specifies which ERL servers can be accessed: typically a shared copy of **erlclnt.cfg** is held on the server. If the ERL servers to be accessed need to be set up for each individual client, you can create a suitable **erlclnt.cfg** using a temporary standalone installation of WinSPIRS. Then you can copy **erlclnt.cfg** to the client machine, and set up the ERLPATH appropriately.

Configuring WinSPIRS

WinSPIRS is installed with a number of default options that determine various settings, such as how records are displayed, printed, and downloaded. You can modify these options at any time after installation with the WinSPIRS Reconfiguration program.

To run the WinSPIRS Reconfiguration program:

1. Double-click the **Reconfig** icon in the WinSPIRS folder to display

the Configuration Options menu.
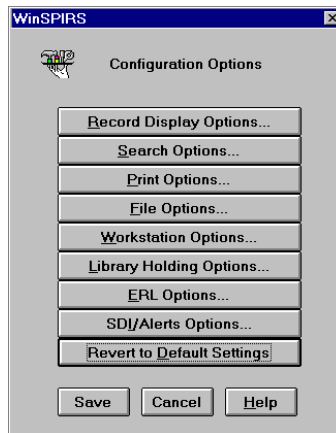
FIGURE 2-1 Configuration Options menu

The following list shows the options available

Option	Use
Record Display Options	Change the display of records
Search Options	Set Fast Phrase searching, and display of intermediate results
Print Options	Set print options
File Options	Set download options
Workstation Options	Set general display and search parameters for this workstation
Library Holdings Options	Set up links to library holdings
ERL Options	Set up ERL server access
SDI/Alerts Options	Set up SDI and Alerts access
Revert to Default Settings	Reset each configuration to its default setting

Refer to the online Help for detailed information about the configuration options and default settings.

2. Click the option you want to change, such as **ERL Options...**

3. Modify the options as desired.

4. Click **OK** to save the changes.

5. If necessary, click **Revert to Default Settings** to reset each configuration option to its default setting. Note that this option erases all ERL settings.

6. When you have finished, click the **Save** button.

Accessing Databases on Network Directories

To access databases on network subdirectories:

1. Open the file **winspirs.ini** in the WinSPIRS directory, using any text editor.

2. In the [CORE] section of **winspirs.ini** make sure that MAGDRIVE= is set to 1, and edit DRIVES= to specify the directories for the databases you want to access. Enter the databases as a list separated by semi-colons (;). You can include UNC or drive-letter based paths. You can use the wildcard * at the lowest level of a path to include all the databases in that subdirectory.

    For example: to allow access to all the databases in directories one level under **DBASES** on the machine **SERVER**, you would enter:

    ```
    [CORE]
    DRIVES=\\SERVER\DBASES\*
    MAGDRIVE=1
    ```

3. Save **winspirs.ini** as unformatted text and close the file.

Setting up SilverLinker

WinSPIRS 4.0 includes support for the SilverLinker database, which provides links from bibliographic records to the full text of articles in electronic journals to which your library subscribes.

The SilverLinker database contains URL links from articles. These links are displayed dynamically within SilverLinker-enabled bibliographic databases. The links appear as hotlinks in a separate field with the short name **FTXT** and link directly to the website where the full text article is located.

SilverLinker full-text links are displayed only when the SilverLinker database, and your SilverPlatter bibliographic databases, are installed on ERL dbserver 4.0. They are not available for databases accessed directly by WinSPIRS. In addition, your institution must have subscriptions to electronic journals at the web site or sites that host the full text.

For more information about SilverLinker see the *ERL Administrator's Manual* available at the SilverPlatter ftp site, for example at: **ftp://ftp.silverplatter.com/software/erl-server/solaris/**

Note: Earlier versions of WinSPIRS do not support the SilverLinker feature. In WinSPIRS 2.1 and 2.2, the full text links display as hotlinks, but clicking the link displays an error message.

Note: Users must display WinSPIRS to display the **FXTF** field to see SilverLinker links.

Setting up SDIs and Alerts

Links to WebSPIRS for SDIs and Alerts

In libraries that have the WebSPIRS 4x gateway installed, you can link WinSPIRS 4.0 to WebSPIRS so that authorized users can access the SDI (Selective Dissemination of Information) current awareness search feature.

The SDI feature lets users save and identify searches to be rerun automatically. The user specifies the interval at which they want the search to be rerun along with the email address to which search results are to be returned.

With WebSPIRS 4.1 and later, the Alert feature is also available: authorized users can subscribe to a selection of searches prepared by the administrator or librarian. These searches are run periodically, and the results emailed to the user.

Users must have the following components to take advantage of these features:

- An account on a WebSPIRS 4x server and an internet or intranet connection and its URL, to access WebSPIRS 4x.

- A browser: Netscape 3.01 or Internet Explorer 4 or later.

- Access to the databases required for the SDI.

- Windows 95, 98 or NT.

- Two logins assigned on the ERL Server, for when a user creates or edits an SDI. This is because the ERL Server treats the contact between WinSPIRS and WebSPIRS, which takes place through the Server, as two simultaneous Server users: one a WinSPIRS user, and one a WebSPIRS user. In some circumstances, these two users will share the same username. For this reason, you should set the Server's limit on the number of simultaneous logins for a single username to two or more.

Note: Because of buffer size restrictions, browsers currently available on Windows3.x systems do not support WebSPIRS 4.x. For this reason, WinSPIRS running on Windows 3.x *cannot* use SDIs and Alerts.

Note: The databases selected for a WinSPIRS search must be available on the WebSPIRS server hosting the SDIs.

For information about configuring WebSPIRS for SDIs and Alerts, see the WebSPIRS Implementor's Guide, available at the SilverPlatter web site at **http://webspirs.silverplatter.com/ws40docs/**

Configuring WinSPIRS to Allow SDIs and Alerts

You give or restrict access to the SDI and Alerts feature using the WinSPIRS 4.0 configuration option: **SDI/Alerts options...**

To setup the SDI and Alerts features:

1. Choose the **Reconfig** icon from the **WinSPIRS** folder.

2. Click **SDI/Alerts Options...** on the Configuration Options screen to display the SDI/Alerts Options dialog box.

3. Click **Allow SDI Creation and Access** to enable users to create SDIs, and **Allow Access to Alert Service** to enable users to subscribe to alerts.

4. Enter the URL for WebSPIRS.

5. To specify a username and password, click **Login to WebSPIRS automatically** and enter a username and password.

   Note: WinSPIRS stores only one username and password for an individual workstation. This is true if the software is installed individually, or by a network installation with configuration files on each client PC. If the network installation has been done with shared configuration files on the server, *all* users share only one username and password.

6. Click **OK** to close the SDI/Alerts Options dialog box.

7. Click **Save** to save your changes and exit the Configuration Options screen.

SDI/Alert Menu Items

WinSPIRS 4.0 contains new **File** menu items that function with the SDI feature. The following menu items appear *only* after WinSPIRS has been configured to enable the SDI feature.

Use this File Menu Item	To do this
Create SDI...	Set up an SDI. After conducting a search and choosing this menu item, WinSPIRS 4 links automatically to WebSPIRS and displays the Create SDI screen.
Show SDI Account...	Edit or administer existing SDIs by linking to WebSPIRS 4 to view an account users setup previously.
Alert Service...	View and subscribe to alerts by linking to WebSPIRS 4.1.

Creating an SDI and Subscribing to an Alert

For instructions on how your users create SDIs, see "Creating an SDI from WinSPIRS" on page 4–32 and "Subscribing to an Alert" on page 4–33.

Providing Library Holdings Information

The Holdings Conversion Utility (HCU) lets you display local holdings information about SilverPlatter bibliographic databases.

About the Holdings Conversion Utility (HCU)

HCU converts a library's serials holdings file (in ASCII or MARC format) into a SilverPlatter formatted file which, when installed on a server or stand-alone system, can be used to display local holdings information along with SilverPlatter bibliographic records. HCU-generated files support the display of holdings information within any ISSN-based SilverPlatter database. HCU can be installed on either a Windows 32-bit platform or a UNIX platform.

WinSPIRS 4.0 supports library holdings for all databases supported by the Holdings Conversion Utility (HCU).

If users have a browser running on a WinSPIRS 4.0 workstation, WinSPIRS 4.0 also supports holdings messages with embedded URLs. (Earlier versions of WinSPIRS *do not* support URLs embedded in holdings messages.)

For details of how to *create* library holdings information, see the Holdings documentation available at SilverPlatter's ftp site, for example at: **ftp://ftp.silverplatter.com/software/hcu/solaris/**.

About SPLHA

WinSPIRS 4.0 will continue to support files generated by the earlier utility: SilverPlatter Library Holdings Administration (SPLHA) However, WinSPIRS 4.0 does *not* support both formats simultaneously. Your holdings *must* be in either the SPLHA format or converted to the new holdings format.

For details of how to *create* library holdings information, see the HCU documentation.

Making Holdings Information Available

To make holdings information available:

1. Choose the **Reconfig** icon from the WinSPIRS menu.

2. Click **Library Holdings Options...** on the Configuration Options screen to display the Library Holdings Options dialog box.

3. Check **Holdings Exist**, and specify the directory in which the

holdings file is located.

4. Click **OK** to close the Library Holdings Options dialog box.

5. Click **Save** to save your changes and exit the Configuration Options screen.

   Note: Make sure that the default setting for the fields WinSPIRS displays includes the ***LHM** and ***LHC** fields, to give your users access to library holdings information.

Disabling Holdings for Specific Databases

WinSPIRS 4.0 lets you exclude holdings information for specific databases. If you do this, holdings messages do not appear in records from the databases you specify. This mechanism applies *only* to locally mounted databases. Records from databases accessed using an ERL server will still show holdings messages, unless holdings from these databases are disabled at the ERL server.

To disable a database from displaying holdings messages:

1. Open **winspirs.ini** in a text editor.

2. Go to the first section, which starts with [ ].

3. Find tag !42. Delete the semi-colon (;) at the beginning of the tag. (This makes the tag active.)

4. Enter a comma-delimited list of the database families for which you *do not* want holdings messages to display.

   The default is for holdings messages to display for all SilverPlatter databases. If you explicitly list in this file some subset of your databases for which holdings message display is disabled, holdings messages will display only for those database families you have *not* included in the list.

For example:

If your library subscribes to the following databases:

• Medline Advanced (MEDS)

• PsycInfo (PY)

- Sociofile (SO)

- Cinahl (NU)

you might want holdings messages to display *only* for Medline Advanced and PsycInfo. So you add the following to **winspirs.ini**:

```
!42=SO,NU
```

Note: You must enter the database family names, and you must separate each with a comma.

An example line appears in **winspirs.ini**, commented out by an initial semicolon.

Default Holdings Messages

You can enable the display of default holdings messages for situations when WinSPIRS cannot identify a message to display from your HCU-generated holdings file. The most common occurrence of this would be for journals that your library does not subscribe to, although other circumstances might also cause this.

Note: This mechanism applies *only* to locally mounted databases. Records from databases accessed using an ERL server will not show these messages. A similar mechanism is available for configuring an ERL server to provide default messages. See the *ERL Administrator's Manual* for details.

The **winspirs.ini** file contains a list of numeric tags and text messages associated with various conditions that result in no holdings information being available for display:

```
;!50=Holdings files missing or incomplete
;!51=Holdings files have no compatible keys
;!52=Holdings for this database family disabled
;!53=No holdings key field in record
;!54=No holdings key found in field
;!55=The holdings key in this record is invalid
;!56=Holdings index file corrupt - rebuild
;!57=No holdings information for this record
```

You specify which of these messages you want to display, and you can change the text displayed.

To change the default holdings messages:

1. For any condition for which you would like a default message to display, open the **winspirs.ini** file in your text editor.

2. Delete the semi-colon (;) at the beginning of the tag which corresponds to the condition for which you would like a default message to display.

You can leave the text as it is, or edit the text to display any wording you wish. If messages span multiple lines, you *must* type \n at the end of each separate line of text at the point where you wish the line-break. If you press **[Enter]** at the end of a line, the message will be truncated at that point.

For example:

If you want to display a message for journals that your library does not subscribe to, locate tag !57 and delete the semi-colon (;). You might want to replace the default text:

```
No holdings information for this record
```

with appropriate text such as:

```
The library does not subscribe to this\n
journal. Please ask library staff\n
for help in getting this article.
```

Languages

WinSPIRS 4.0 is available initially in English. Interface files for other languages can be added when available by using the **Add Language** icon.

Chapter 3   # WinSPIRS Overview

This chapter introduces you to the basics of using WinSPIRS:

- Starting WinSPIRS

- Selecting a database

- SPIRS at a glance

- Getting online help

- Ending a search session

You should be familiar with basic mouse techniques and WinSPIRS conventions as outlined in the Introduction.

WinSPIRS allows you to search both full-text and bibliographic databases. Except where specifically mentioned, the term "database" refers to both types of database.

Starting WinSPIRS

There are several ways to start WinSPIRS. The easiest is to double-click on the WinSPIRS icon in the folder in which it was installed.

Other methods vary depending on whether you have Windows 95 or 3.1:

- Double-click on **winspirs.exe** in Windows Explorer (95) or File Manager (3.1)

- Run **winspirs.exe** from the Run command in the Taskbar's Start menu (95) or in the Program Manager's File menu (3.1)

Once you launch WinSPIRS, you can choose the databases you want to search.

Selecting a Database

When started, WinSPIRS displays a database title screen or database selection screen, depending on how many databases are available.

If multiple databases are available:

If you have access to multiple databases, WinSPIRS displays the Available Databases dialog.

1. Click to highlight database

2. Click **Add**

Selected databases listed here
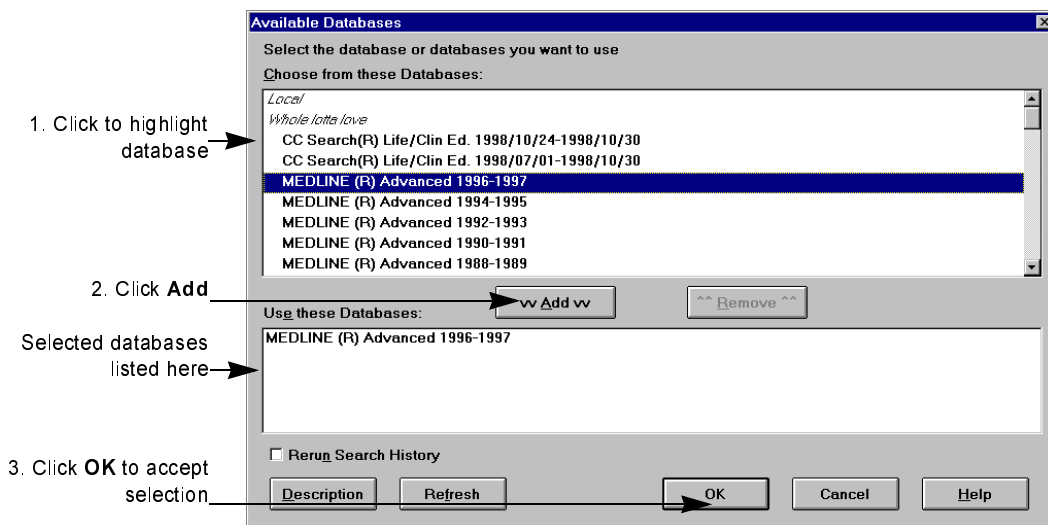
3. Click **OK** to accept selection

FIGURE 3-1 Selecting databases

Depending on the source and type of available databases, this list includes the server names (for databases on ERL servers), database names, and coverage dates (if available)

To select databases from the list:

1. Click on the title of the database you want to select.

    To select multiple databases, hold down **[Shift]** or **[Ctrl]** while clicking on the databases titles.

2. Click **vvAddvv** to select the highlighted database.

3. Click **OK**. WinSPIRS displays the first database title screen and the Title Screen dialog box,.
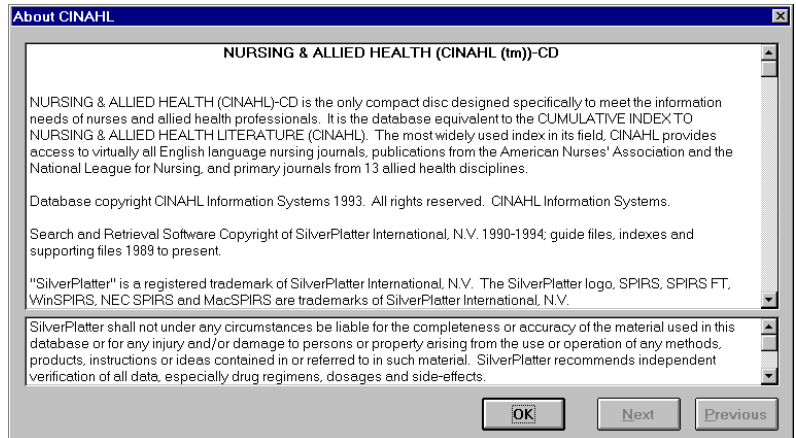
FIGURE 3-2 A database title screen

This screen provides the coverage dates, scope, and copyright information for the current database.

4. Click **Next** and **Previous** to view the remaining title screens.

5. Click **OK** to open the Search screen and begin your search.

If only one database is available

If only one database is available, WinSPIRS automatically displays the database title screen, as shown above.

WinSPIRS at a Glance

WinSPIRS consists of the following screens:

• Search

• Index

• Thesaurus (for databases that include a Thesaurus)

• Table of Contents (for full-text databases)

All screens include a menu bar and a button bar at the top of the screen. From there you have access to the commands, dialog boxes, and screens that are available to you.

Click the icons on the button bar for access to their associated functions and screens.

Click this button:	To open or move to:
Database	Available Databases dialog box
Print	Print Records dialog box
Download	Download Records dialog box
Searches	Search screen
Index	Index screen
Contents	Table of Contents screen
Thesaurus	Thesaurus screen

The menu bar contains the menus from which you select commands and dialog boxes. Menus and commands vary slightly depending on which WinSPIRS screen is displayed. Some of the menu commands are available on the button bar or as buttons elsewhere on the screen.

File Menu

The **File** menu contains commands to save and reuse your search history, to output your search results to a disk or to a printer, and to select other databases to search. This menu also enables you to restart or exit WinSPIRS.

Edit Menu

The **Edit** menu contains commands to copy and paste text and clear the search history or text entry area.

Utilities Menu

The **Utilities** menu lets you view suggested terms, view loaded databases, and select fields to search.

Records Menu

The **Records** menu lets you display marked records, sort records, show held titles, and move the cursor around the list of retrieved records.

Mark Menu

The **Mark** menu lets you mark and unmark records. If you are searching a full-text database, you can mark portions of the records.

Options Menu

The **Options** menu lets you set (for a single search session) how WinSPIRS prints, shows, and saves retrieved records. This menu also lets you: show intermediate results, show hits per database (when searching more than one), select fast phrase searching, have records display automatically, change the color scheme, and change language interfaces (if available).

Views Menu

The **Views** menu lets you move among the WinSPIRS screens, and expand your view of portions of the screen. For example, on the Search screen, you can expand the view of the Search History area to cover the entire screen.

Help Menu

The **Help** menu gives you access to the various types of help available in WinSPIRS. "Getting Online Help" on page 3–11 provides more information on the **Help** menu.

Search Screen

The Search screen lets you perform searches and view the records retrieved by those searches. The major components of this screen are labeled in the figure below. For more detail about using the Search screen, see "Using the Search Screen" on page 4–2.
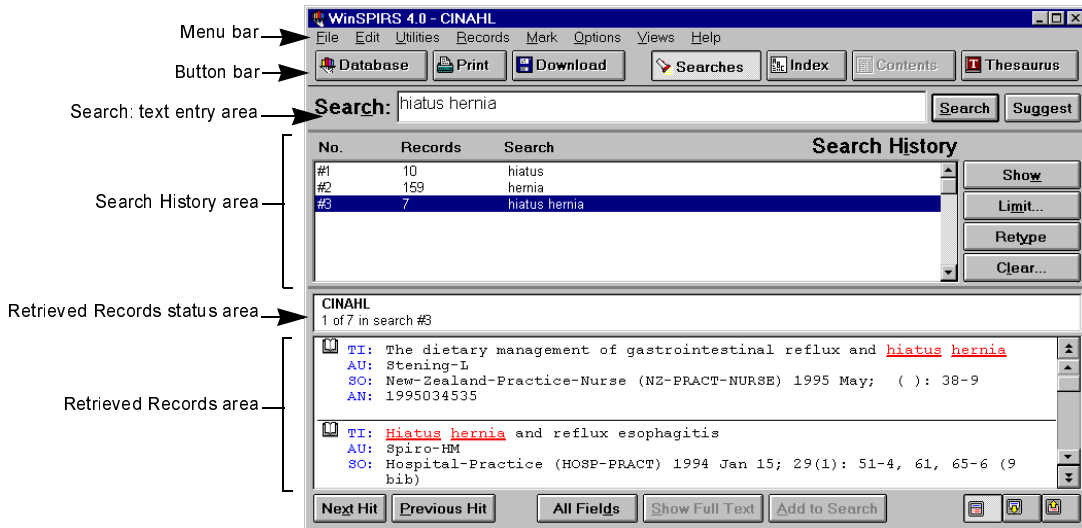
FIGURE 3-3 WinSPIRS Search screen

To perform a search, type a term in the Search: text entry area and click **Search**. WinSPIRS lists the search in the Search History area and displays the records containing your search terms in the Retrieved Records area.

The Search History area is a list of searches performed during a session. Each line in the Search History shows one search and the number of records it retrieved.

The Retrieved Records status area provides information about the active record including the database name and the number of the active record,

for example *1 of 7 in search #1*. The active record is indicated by a blinking cursor.

The left side of the Retrieved Records area is the record-marking area. In this portion of the screen, each record is identified with a book icon. You can click on this icon to mark the record for later printing or downloading.

Index Screen

The Index screen lets you look for particular terms and view the records that include those terms. The major components of this screen are labeled in the figure below. For detailed information about using the Index screen, see "Using the Index" on page 4–14.

To display the Index screen, click **Index** on the button bar, choose **Index** from the **Views** menu, or press **[F5]**.
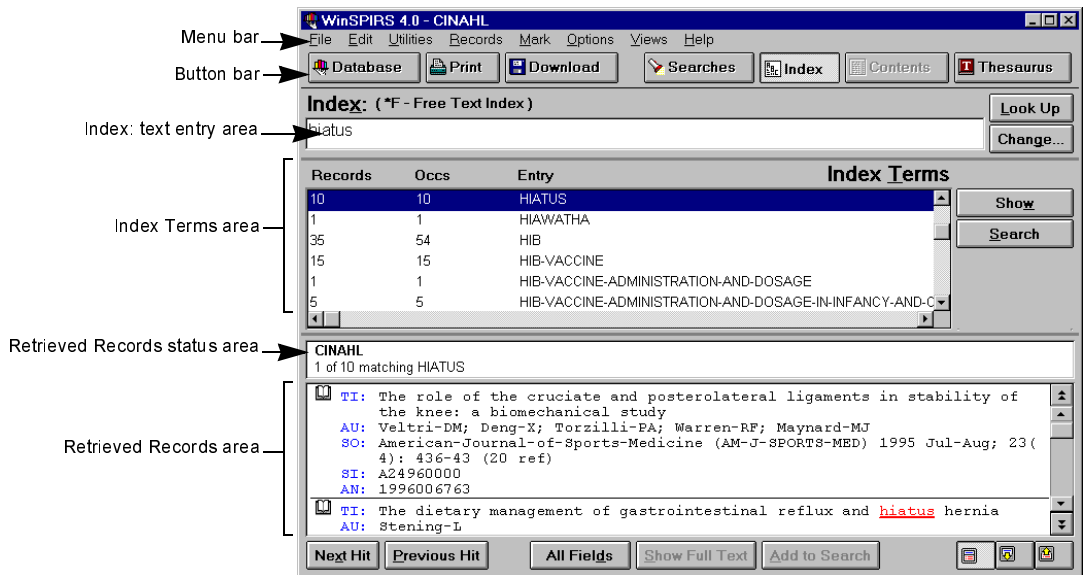

FIGURE 3-4 Index Screen

To look up a term, type it in the Index: text entry area. The Index Terms area scrolls to find the closest match to your term.

When you find a term, you can show the records in which the term is found in the Retrieved Records area or search for the term (which returns

you to the Search screen.) You can select and search for multiple terms. You can also change indexes.

Thesaurus Screen

Many databases include a thesaurus: a list of controlled vocabulary used to standardize the indexing in the database. This lets you select and search for synonyms and preferred terms, and also to see descriptions of the terms. Also, if the database's thesaurus is arranged hierarchically, you can select more general and more specific terms. For detailed information about using the Thesaurus screen, see "Using the Thesaurus" on page 4–17.

Note: If you are searching multiple databases from different database families, the Thesaurus is unavailable.

To display the Thesaurus screen, click **Thesaurus** on the button bar, choose **Thesaurus** from the **Views** menu, or press **[F9]**.
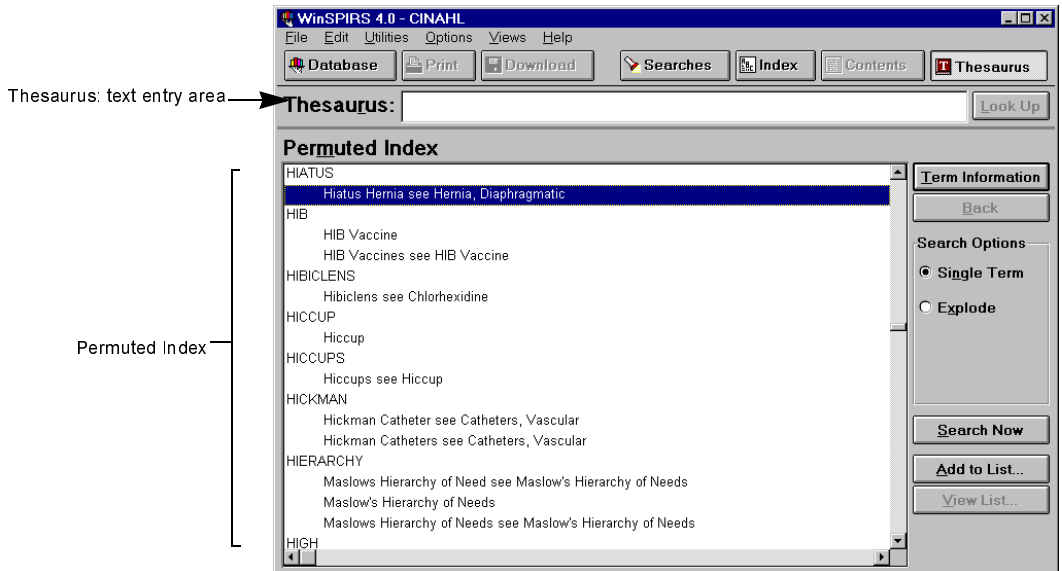

FIGURE 3-5 Thesaurus displaying the Permuted Index

To look up a term, type it in the Thesaurus: text entry area and click the **Look Up** button. The Permuted Index scrolls to find the closest match to your term.

You can view the index of thesaurus terms, get a brief description of the term and how it is used in the thesaurus, and select terms and search for records containing them.

Table of Contents Screen

Full-text databases are organized into hierarchies that you can view on the Table of Contents screen. For detailed information about using the Table of Contents screen, see "Using the Table of Contents" on page 4–25.

To display the Table of Contents screen, click **Contents** on the button bar, choose **Table of Contents** from the **Views** menu, or press **[F3]**.
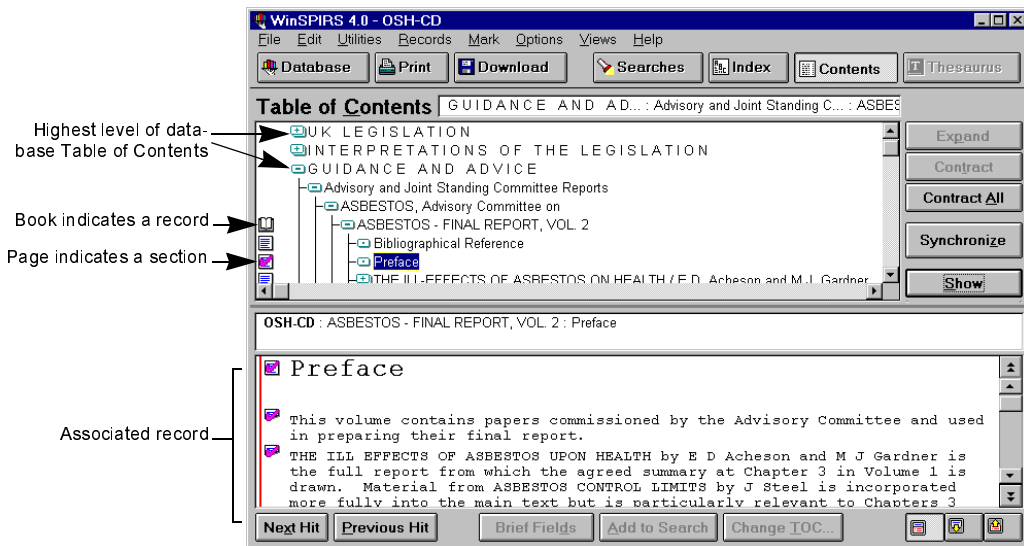

FIGURE 3-6 Table of Contents screen

To locate a record in the Table of Contents, you can expand the appropriate branches until you reach the level of the record, identified with the book icon.

You can also display the contents of individual records in the Table of Contents area. You can then select the portion of the record you want to view.

Getting Online Help

Online help is available both for WinSPIRS and for the databases you are searching. You can get context sensitive help for screen areas and dialog boxes. By using the Help menu, you can get help on all menu items, WinSPIRS commands, and search techniques through a variety of topics from which you can choose. You can access database guides: information specific to the database you are using, and you can even get help on how to use the help system.

Displaying Online Help

Press **[F1]** or click **Help** to access context sensitive help, or use the **Help** menu to move through Help topics.
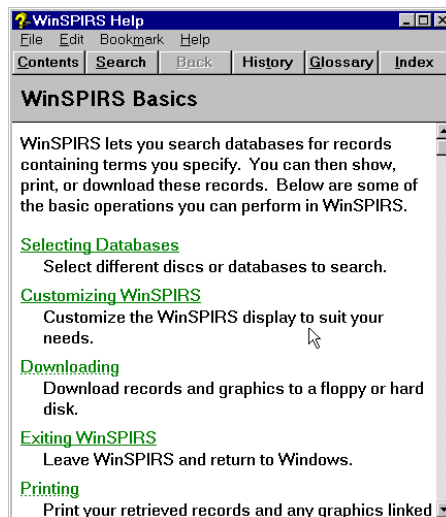

FIGURE 3-7 A typical help window

The WinSPIRS help system uses Windows standards; if you have used any other Windows applications, you may be familiar with the help system.

Click **Contents** for a hierarchical list of help topics, or **Index** for an alphabetical list. Click **Search** to search a list of keywords.

Getting Database-Specific Help

Each SilverPlatter database comes with a guide, help information unique to that database. To see the guide for the database you are using, choose **Guide** from the **Help** menu.

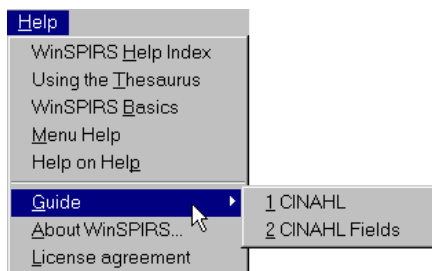For each loaded database you will see two entries in the **Guide** submenu.

FIGURE 3-8 A typical Guide submenu

The first choice displays a list of all topics covered in the database guide. The second choice displays all the fields in the database. Some of the topics typically included in the guide, in addition to the fields, are an introduction to the database, sample searches, lists of special codes, and a list of stopwords.

Ending a Search Session

When you are finished searching, you can either exit WinSPIRS or restart to leave it ready for the next user.

To exit WinSPIRS, choose **Exit** from the **File** menu.

To restart, choose **Restart....**

In either case, you are given the opportunity to save marked records or your search history before closing WinSPIRS.

Chapter 4

Searching with WinSPIRS

You can search for records in a variety of ways, depending on your search concepts, the database you are searching, and your preference. The first part of this chapter illustrates the various techniques of using the Search screen:

- Performing a Simple Search

- Valid Search Statements

- Using Truncation and Wildcards

- Searching for Hyphenated Phrases

- Using Parentheses

- Combining Terms with Operators

- Searching in Specific Fields

- Searching in Limit Fields

- Searching SGML Full Text

- Using the Suggest Feature

The second part of the chapter addresses some of the more advanced WinSPIRS functions:

- Using the Index

- Using the Thesaurus

- Using the Table of Contents

 • Using the Search History

 • Using Current Awareness Searches: SDIs and Alerts

 • Searching Multiple Databases

 • Narrowing and Broadening Your Search

Using the Search Screen

The first step in a search is to decide what you are searching for. Identify terms or concepts that describe your search objective. Once you have your topic, think of the search terms that represent the search topic.

Next, evaluate your search terms in relation to the database: do they adequately describe the topic? Will they be too specific or too general? The answers to these questions depend on many factors including the scope of the database you choose to search.

Once you identify the objective of your search, you can determine how to search the database. The simplest way to search is described below.

Performing a Simple Search

To search for a term or phrase:
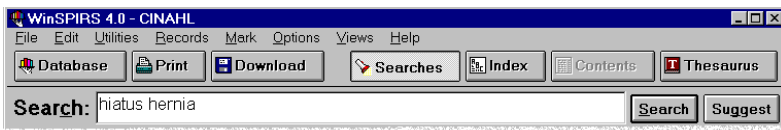
1.   Type a term in the Search: text entry area.

FIGURE 4-1 Searching

2.   Click **Search**. WinSPIRS lists the results of your search in the

Search History.

FIGURE 4-2 Results of a simple search

Note that the results of the individual terms of a phrase are included if you have **Show Intermediate Results** turned on in the **Options** menu.

3. If necessary, click **Show** in the Search History. WinSPIRS displays the records retrieved by your search.

FIGURE 4-3 Records retrieved by a search

Note that the records are displayed automatically if you have **Automatic Records Display** turned on in the **Options** menu.

Refer to the following sections in this chapter for information on refining your search. Remember online help is available: press **[F1]** or use the **Help** menu.

Valid Search Statements

Below are examples of search requests that you can type in the Find Records dialog box. Each request can be up to 1024 characters long.

Description of Search	Example
A term	dog

Description of Search	Example
A term with truncation	`comput*`
A term with wildcards	`colo?r`
A number	`1994`
Letters and numbers combined	`3m`
A phrase	`new york city`
A hyphenated phrase	`drug-abuse`
A phrase with operators in quotes	`"near" death experience`
A term or phrase limited to a field	`smith in au`
A previous search request number	`#3`
Any of the above, combined with operators	`3m and #2`
Any of the above, separated by semi-colons	`drug-abuse;#4;smith in au`
Any of the above, grouped with parentheses for clarity	`(canine or #1) near puppy`

Using Truncation and Wildcards

You can retrieve variations of a search term by using truncation and wildcards. This is a useful way of broadening a search that has retrieved too few records.

The truncation symbol (*****) serves as a substitute for any string of zero or more characters. For example, type `cardio*` to retrieve *cardiology*, *cardiogram*, etc.

The wildcard symbol (**?**) serves as a substitute for one character or none. For example, type `m?cdonald` to retrieve *McDonald* or *MacDonald*.

The truncation and wildcard symbols can be used anywhere in your search term, except as the first character.

Searching for Hyphenated Phrases

Often, when a database is set up, the individual words of a phrase are "bound" with hyphens so that the complete phrase can be indexed, rather

than just the individual words. For example, authors' names are hyphenated so that the first and last names are kept together in the Index. Similarly, controlled vocabulary terms, such as descriptors, are hyphenated so that key phrases are kept intact.

When searching a field that uses hyphens, you can include them in or omit them from your search request to make the search more or less focused. To determine which fields use hyphens, take note of the fields in a retrieved record or refer to the database **Guide** in the **Help** menu.

Including Hyphens for a Focused Search

If the field you are searching uses hyphens, you can hyphenate your search term to retrieve only occurrences of that term.

For example, if you are searching the Descriptors (DE) field, the search request `marine-aquaculture in de` retrieves only occurrences of *marine-aquaculture*. Similarly, in the Authors (AU) field, the search `lindeman-c in au` retrieves only records authored by *C. Lindeman*.

Alternatively, you can select hyphenated phrases from the Index. See "Using the Index" on page 4–14 for more information.

Omitting Hyphens for a Broad Search

If the field you are searching uses hyphens, you can omit them from your search term to retrieve variations of your term. For example, if you are searching the Descriptors (DE) field, the search request `marine in de` retrieves occurrences of *marine*, *marine-aquaculture*, *marine-crustaceans*, *marine-environments*, and so on. Similarly, in the Authors (AU) field, the search `lindeman in au` retrieves records authored by *A.K. Lindeman*, *C. Lindeman*, *C.A. Lindeman*, and so on.

Using Parentheses   Use parentheses to avoid ambiguity in complex search statements.

For example, suppose you want to retrieve records that discuss rabies in dogs or rabies in cats.
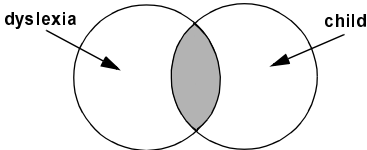
The search request `rabies and dogs or cats` retrieves records that discuss rabies *and* dogs, and records that discuss cats, but not necessarily records that discuss rabies *and* cats.

The search request `rabies and (dogs or cats)` retrieves records that discuss rabies *and either* dogs *or* cats, which is what you intended.
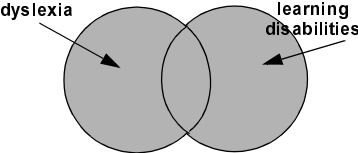
If you omit parentheses from a complex search statement, WinSPIRS automatically inserts them. Check the Search History window to see if WinSPIRS' interpretation is what you intended. If it is not, click **Cancel** to stop the search and edit the search request.

Combining Terms with Operators

Operators are words that have a special meaning in WinSPIRS. You can use them to combine search terms into a more complex search statement.
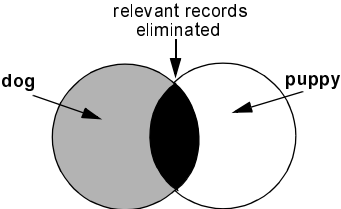
Operator	What It finds
and	Records that contain both of two search terms.
	For example, `dyslexia and child` retrieves records containing both *dyslexia* and *child*.

Shaded area represents records containing the term dyslexia *and the term* child

Operator	What It finds
with	Records that contain both of two search terms in the same field.
	For example, the search `dyslexia with research` retrieves records that contain both *dyslexia* and *research* in any one of the database fields.
near	Records that contain both of two search terms in the same sentence.
	For example, `dyslexia near treatment` retrieves only those records where *dyslexia* and *treatment* are in the same sentence (either term can appear first).
	You can add a number to **near** to specify exactly how close the terms should be. For example, `language near2 computer` retrieves records containing *language* within two words of *computer*, in any order, in the same sentence.

(Sheet 1 of 3)

Operator	What It finds
adj	Records that contain two adjacent terms in the order you specify.
	For example, the focus of the search "`racing bicycle`" is different from that of "`bicycle racing`." The adjacent operator means WinSPIRS searches for the two terms in the order you specify, thus preserving the focus of your search.
	adj also lets you search for identical, adjacent terms, such as "`gorilla adj gorilla`." This is useful for searching biological classifications, in which several organisms have identical genus and species names, such as "bufo bufo."
	You cannot use **adj** to combine the current search with a previous one.
or	Records that contain either or both of two search terms.
	For example, the search `dyslexia or learning disabilities` retrieves all records that contain *dyslexia*, *learning disabilities*, or both *dyslexia* and *learning disabilities*.
	Shaded areas represent records containing the term dyslexia *or the term* learning disabilities

(Sheet 2 of 3)

Operator	What It finds
not	Records that contain the first of two search terms, but not the second. This can be helpful for eliminating false hits.
	For example, `truman not capote` retrieves records that contain *Truman* and do not contain *Capote* (references to the president but not the writer.)
	not should be used carefully, however, because it can also eliminate useful records.
	For example, if you search for `dog not puppy`, you will miss records that discuss both *dog* and *puppy*.

Grey area represents records retrieved by `dog not puppy`*; Black area represents relevant records eliminated by* `dog not puppy`

(Sheet 3 of 3)

To combine terms with an operator:

1. Enter your first term in the Search: text entry area.

2. Type the operator you want to use after your first term.

3. Enter your second term after the operator.
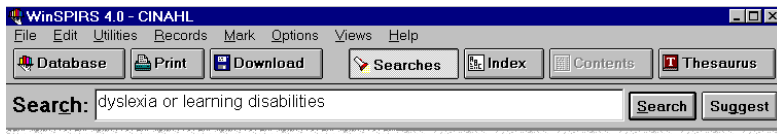
FIGURE 4-4 Searching for either of two synonyms

4. Click **Search**.

Searching in Specific Fields

You can narrow your search by limiting it to a particular field or group of fields in the database. By searching only in relevant fields, you can eliminate false hits.

For example, suppose you are looking for the works of a particular author. Rather than search the entire database, you can search only those fields that contain author information, such as the Author (AU) and Corporate Author (CA) fields.

To search in a specific field:

1. In the Search: text entry area, type a term or phrase followed by `in` and the label of the field you want to search.

   For example, to search for *Freud* in the Author (AU) field, type `freud in au`.

   To search in multiple fields, separate the labels with commas, such as `freud in au, su`.

2. Click **Search**.

You can also select field labels from a list and add them to your search:

1. Select **Fields to Search...** from the **Utilities** menu. WinSPIRS displays the Field List dialog.
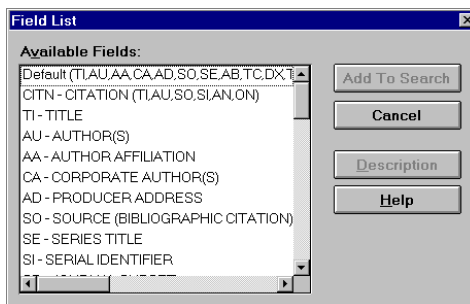
FIGURE 4-5 Field List dialog box

2. Highlight the fields in which you want to search and click **Add to Search**.

Field-specific indices also provide a way to search particular fields. For more information, see "Using the Index" on page 4–14.

Searching in Limit Fields

Each database contains several specially indexed fields called limit fields. Limit fields typically contain information common to a large number of records, such as publication year or language. A limit field search can be very helpful in combination with other search statements.

When you search for terms in limit fields, you must use the field label, along with the **in** operator, the = operator, or, if the limit field contains numeric data, one of the range operators described in the table below.

For example, to search for articles published in French, you might search the Language (LA) field as follows: french in la or la=french.

In limit fields that contain numeric values, such as publication year, you can also use the following special range operators:

Operator	What it Means	Search Example
<	less than	py<1986
>	greater than	py>1984
<=	less than or equal	py<=1985
>=	greater than or equal	py>=1984
-	within a range	py=1983-1986

Note: When you search without specifying a field (such as the statement french), or if you search from the free-text index, limit fields are not searched.

Limit fields vary according to the database. Click **Limit...** in the Search History area for a list of the limit fields in the database you are using or refer to the online Guide.

You can perform a limit search by entering your search statement in the Search: text entry area or by selecting a search from the Search History and applying a limit search.

1. Click on a search listed in the Search History.

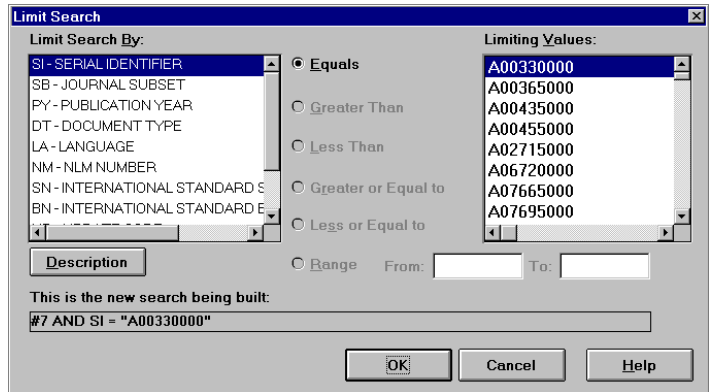2. Click **Limit...** to display the Limit Search dialog box.

FIGURE 4-6 Limit Search dialog box

3. Select a limit field from the Limit Search By: portion of the dialog box.

4. Select the limit operator you want to use, such as **Equals**.

5. Select a limiting value from the Limiting Values: portion of the dialog box. The search you are constructing appears at the bottom of the dialog box.

6. Click **OK**.

    WinSPIRS performs the search and displays the results in the Search History and Retrieved Records areas of the Search screen.

Searching SGML Full Text

WinSPIRS 4.0 includes support for SGML full text databases. SGML, or Standard Generalized Markup Language, is an ISO standard that provides methods for representing structured documents in electronic form. You can search the bibliographic portions of SGML records as you do non-SGML records. You can also browse the database Table of Contents, and you can search specific elements of SGML full text. For more details about Table of Contents, see "Browsing an SGML Table of Contents" on page 4–27

SGML records include "elements", which are sub-fields of the Full Text field. Elements allow you to search specific portions of the full text, such as tables and section headings.

To search SGML full text:

1. Select **Full Text Search** from the **Utilities** menu, or click **Full Text Search** on the Full Text window, to display the Full Text Search dialog box.
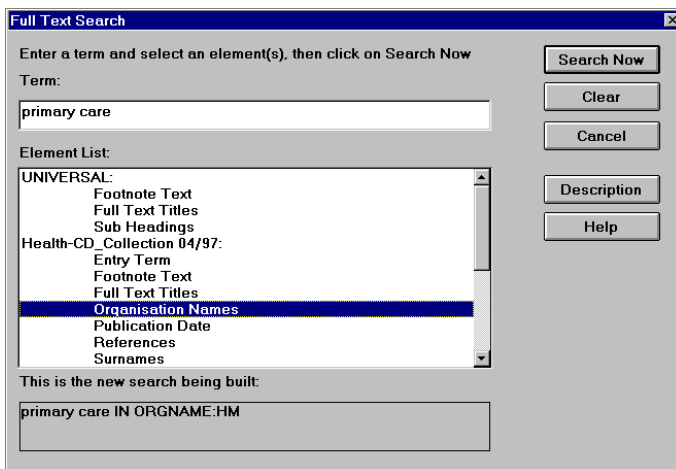
FIGURE 4-7 Searching a portion of SGML full text

The Element List lists all the elements in any SGML databases you are searching. If you are searching more than one, the elements that are common to all the databases are listed under the heading "UNIVERSAL", and unique elements are listed under the database in which they occur.

2. Type a term in the Term: text entry box. WinSPIRS adds the term to the search box at the bottom of the dialog box.

3. In the Element List, click on any elements in which you want to search. WinSPIRS highlights the selected elements and adds them to your search.

    If you select a database-specific element, WinSPIRS appends a two-letter database code to the element in your search, such as ":HM" in

the example in FIGURE 4-7.

4. If you have a single element highlighted, you can click **Description** for a brief definition of the element.

5. Click **Search Now**. WinSPIRS performs the search and lists the results in the Search screen.

Using the Suggest Feature

The Suggest feature, or Automatic Subject Lookup, provides you with a list of suggested terms related to your search request. These suggested terms are taken from the database's controlled vocabulary and appear in a window that lets you search or display definitions.

Suggested terms are available only with certain SilverPlatter databases, and only if you are searching a single database. The **Suggest** button is grayed out if the feature is unavailable.

To use the Suggest feature:

1. Type a word or phrase in the Search: text entry area.

2. Click **Suggest**. WinSPIRS displays a list of suggested terms in the Suggestions dialog box.
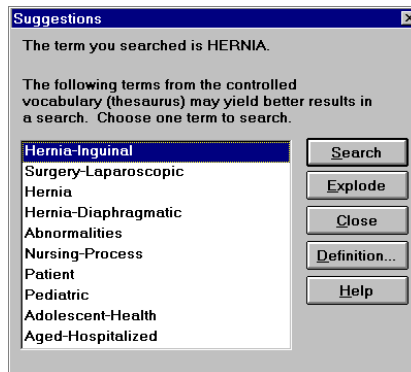
FIGURE 4-8 Suggestions for the term "hernia"

3. Click on a suggested term.

4.   Click **Definition** to display a description for the highlighted term.

5.   Search for the suggested term:

   •   Click **Search** to search for the term without any narrower terms.

   •   Click **Explode** to search for the term and all its narrower terms. (Note: Exploding is unavailable if the database does not have a hierarchical thesaurus.)

Using the Index

The Index lists all the searchable terms in the database and indicates the number of records that contain each term. Many databases have more than one index. For example, a database can have an index for the Author field, and a separate index for the Title field. The Index is especially useful for finding hyphenated phrases and variations of authors' names.

Note: Words that appear too frequently to be used in searching are omitted from the Index; these are called "stopwords" and are listed in the database **Guide** in the **Help** menu.

Looking Up an Index Term

To look up an index term:

1.   Click **Index** on the button bar. WinSPIRS displays the Index screen.

2.   Type a term in the Index: text entry area.
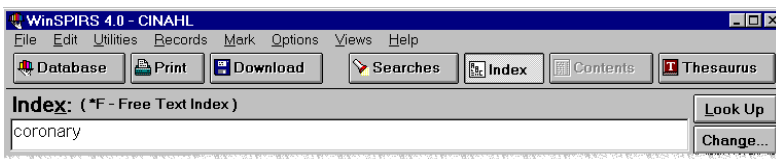
FIGURE 4-9 Looking up "coronary" in the Index

WinSPIRS displays the Index Terms, with your term, or its closest

match, highlighted.

FIGURE 4-10 Index Terms

3. Scroll through the Index Terms. For each term, WinSPIRS displays the number of records that contain the term and the total number of occurrences of the term.

4. Click on any term of interest. WinSPIRS highlights the term.

5. Click **Show** to preview the records that contain the term. (**Show** is grayed out if you have more than one term selected.)

FIGURE 4-11 Records containing the index term "coronary"

You can scroll through the records, change their display, and print and download them as with records in the Search screen, but the index terms are not added to your search history until you search for them, as described below.

Searching for Index Terms

You can preview, print, and download records that contain a particular index term, but the term is not added to the Search History until you search for the term. After you search for an index term, you can combine the search with other searches, limit the records retrieved by the search, and save the search as part of your Search History.

To search for index terms:

1. Select one or more terms. To select multiple terms, press **[Shift]** or **[Ctrl]** and click on the desired terms
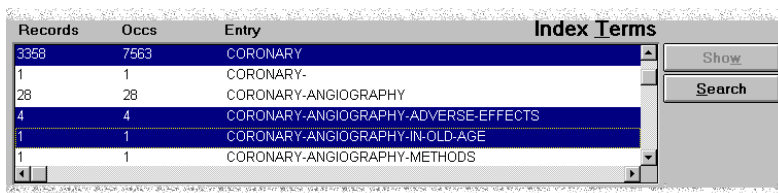

FIGURE 4-12 Searching for multiple terms in the Index

2. Click **Search**. WinSPIRS adds the term(s) to the Search History. If you select multiple terms, WinSPIRS combines them with the **or** operator.

Changing Indexes

If the database you are searching has more than one index, you can change indexes as follows:

1. Click **Change...** or choose **Change Index...** from the **Options** menu. WinSPIRS displays the Available Indexes dialog box
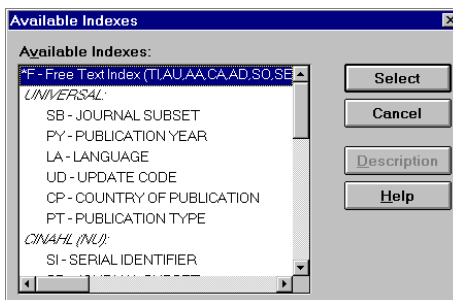
FIGURE 4-13 Selecting an index

The Free Text Index is listed first and is the default. It indexes the fields listed in parentheses, and is a good index to search if you don't want to limit your search to a specific field.

If you are searching more than one database, the indexes that are common to all the databases are listed under the heading "UNIVER-SAL", and unique indexes are listed under the database in which

they occur.

2. Click on the desired index.

   You can select more than one field-specific index by holding down **[Shift]** or **[Ctrl]** and clicking on the indexes you want to search. However, the Free-Text index can only be searched by itself.

3. Click **Select** to select the index(es) you want to search and to return to the Index screen. The names of the selected indexes appear in parentheses next to the Index: prompt.

Using the Thesaurus

Many databases include a thesaurus, which is a list of controlled vocabulary terms used to standardize the indexing in the database. The Thesaurus enables you to select and search for synonyms, related terms, and preferred terms. If the thesaurus is arranged hierarchically, you can select more general (broader) and more specific (narrower) terms.

Looking Up a Thesaurus Term

To look up a thesaurus term:

1. Click **Thesaurus** on the button bar. WinSPIRS displays the Thesaurus screen.

2. Type a term in the Thesaurus: text entry area
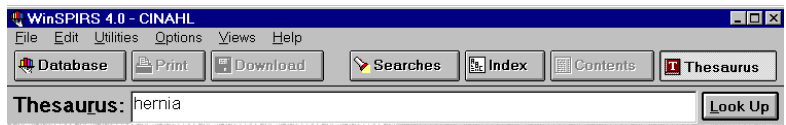
FIGURE 4-14 Looking up a term in the Thesaurus

3. Click **Look Up**. WinSPIRS displays the Permuted Index, with your

term or its closest match highlighted.
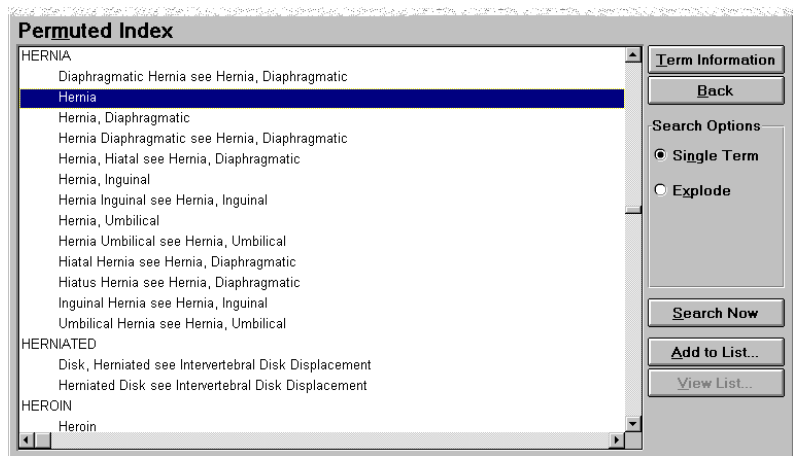
*FIGURE 4-15 Permuted Index, showing the descriptor phrases in which
the term occurs*

4.   Scroll through the Permuted Index. It lists all the descriptor phrases
in which each controlled vocabulary term occurs. You can get
information and search for any term of interest, and you can add
terms to a list for batch searching.

**Getting Information
about a Thesaurus
Term**

The WinSPIRS Thesaurus includes a Term Information section, which
provides details about a selected thesaurus term. The information
provided depends on the database you are searching. It often includes a
definition, scope notes, previous indexing terms, and related, broader,
and narrower terms.

To get information about a thesaurus term:

1.   If necessary, look up a term in the Thesaurus as described on page
4–17.

2.   Click on a term in the Permuted Index.

3.   Click **Term Information**. WinSPIRS displays the Term Information

screen.
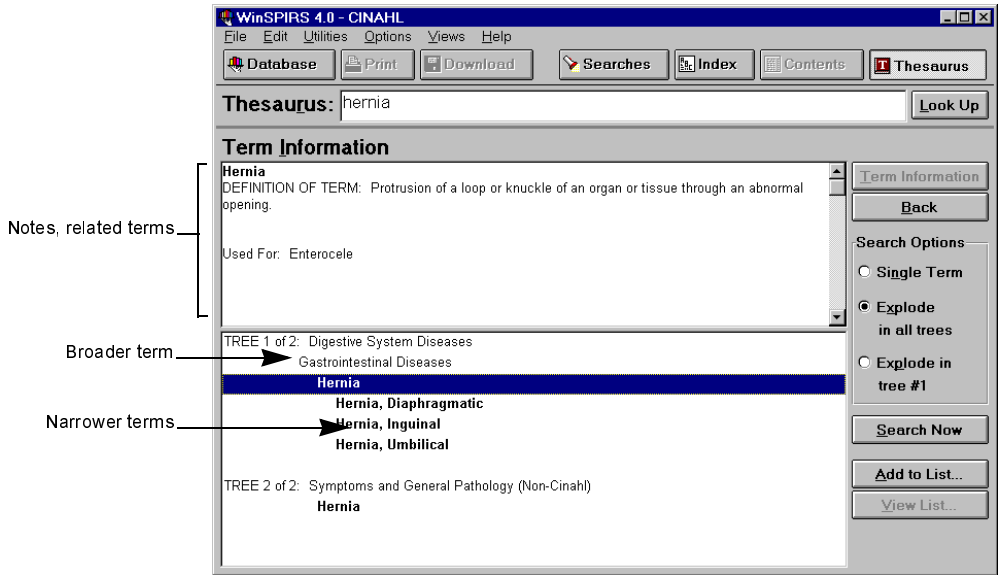
FIGURE 4-16 Term Information, showing term notes, related terms, and tree structure (broader and narrower terms)

You can search for the term, add the term to a list to search for later, or get information on another term.
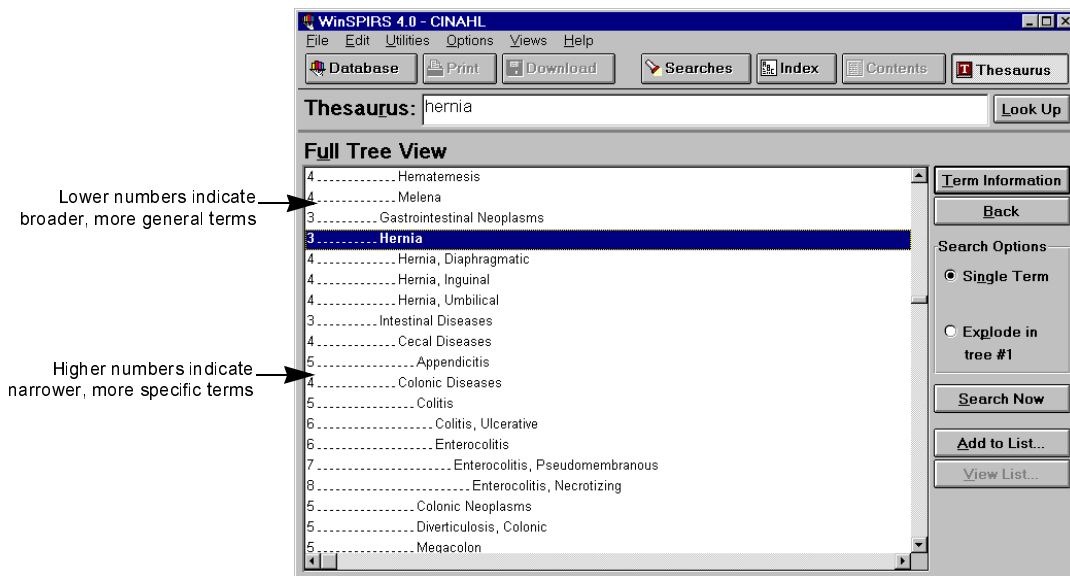
Displaying Trees

Some thesauri display broader and narrower terms in a hierarchical structure called a "tree." Trees are shown in abbreviated form in the Term Information screen.

To display the complete trees:

1. If necessary, get information about a term as described above.

2. Select **View Full Tree** from the **Options** menu. WinSPIRS displays

the Full Tree View screen.

Lower numbers indicate broader, more general terms →

Higher numbers indicate narrower, more specific terms →

FIGURE 4-17 Full Tree View, showing the broader and narrower terms for "kidney"

The column of numbers on the left side of the tree indicates the level of each term in the tree. Broader, more general terms are indicated by lower numbers, and are listed further left than narrower, more specific terms.

You can search for, get information on, or add to a list any term in the tree.

Searching for Thesaurus Terms

WinSPIRS allows you to search for thesaurus terms directly from the Permuted Index, Term Information, and Full Tree View screens. Once you select a term, you can search for it individually, or you can add it to a list of thesaurus terms for batch searching.

To search for thesaurus terms:

1.   Select any term of interest in the Permuted Index, Term Information, or Full Tree View screen.

2. In the Search Options box, choose the type of search you want to perform:

    •   Select **Single Term** to search for the selected term without its narrower terms.

    •   Select **Explode** to search for the selected term along with its narrower, more specific terms. This is more comprehensive than searching for the term by itself. (If the thesaurus is organized into trees, you may be able to select the tree in which to explode the term.)

3. Click **Search Now** to perform the search, or click **Add to List** to add it to a list of searches to perform later.

4. If the thesaurus you are searching uses subheadings, WinSPIRS displays the Subheadings Selection dialog box. Select one or more subheadings and click **OK**. See "Selecting Subheadings" on page 4–21 for instructions.

5. If you chose **Search Now**, WinSPIRS copies the term, and any subheadings, to the Search screen and performs the search.

    If you chose **Add to List**, WinSPIRS copies the term, and any sub-headings, to the Selected Term List. You can then view the list, add more searches to it, or perform all of the searches.

If You Have Built a List of Searches

Once you add a search to the Selected Term List, you can view the list, add more searches to it, or perform all of the searches.

To view the list:

•   Click **View List...** in the Permuted Index, Term Information, or Full Tree View screen. WinSPIRS displays the Selected Term List dialog

box
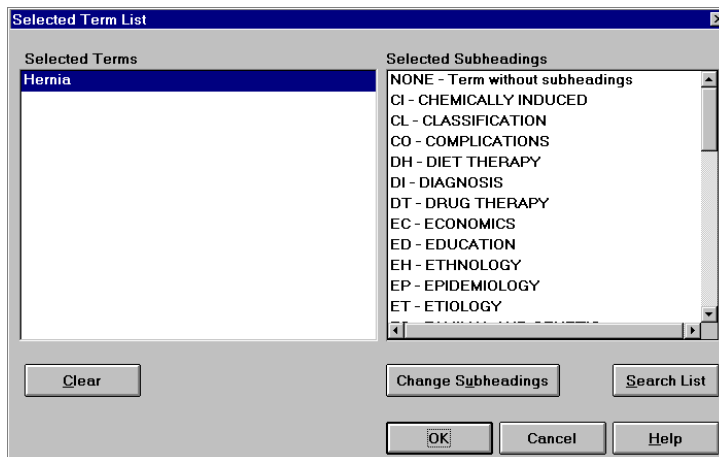
FIGURE 4-18 Selected Term List with subheadings

To delete searches from the list:

1. Click on a search in the Selected Term List.

2. Click **Clear**. WinSPIRS deletes the term and any subheadings
    selected for that term.

To perform the searches:

•   Click **Search List** in the Selected Term List dialog box. (You can
    also click **Search List** in the Permuted Index, Term Information,
    and Full Tree View screens.) WinSPIRS performs all of the searches
    and discards the list.

Selecting Subheadings

Subheadings are qualifiers used in some thesauri to describe specific
aspects of terms. If the database uses subheadings, you need to apply one
or more to your term before searching for the term.

To select subheadings:

1. When you click **Search Now** or **Add to List** in the Permuted Index,
    Term Information, or Full Tree View screen, WinSPIRS displays

the Subheadings Selection dialog box.
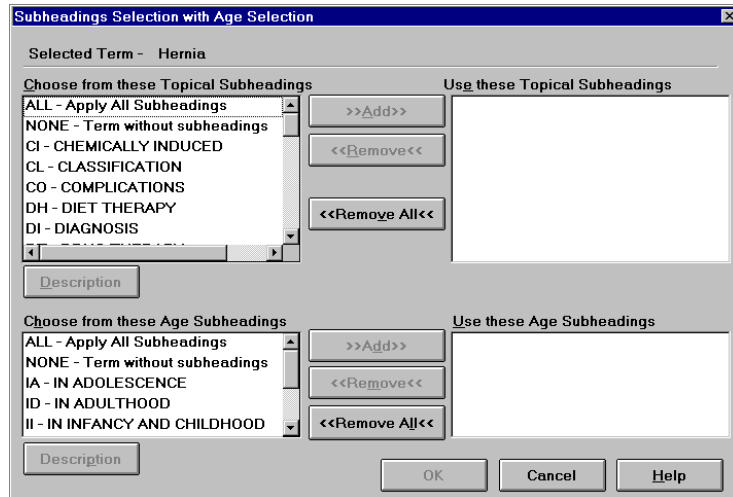
FIGURE 4-19 Subheadings Selection dialog box

2. Click on a subheading in the Choose from these Subheadings list.

3. If desired, click **Description** to view a short description of the subheading.

4. Click **>>Add>>** to add the subheading to the Use these Subheadings list.

5. Repeat steps 2 through 4 to apply additional subheadings to your term.

6. Click **OK**. WinSPIRS searches for the term and any subheadings, or adds the search to the Selected Term List.

Using the Thesaurus History

WinSPIRS keeps track of the thesaurus terms you view in the Thesaurus History.

To view the Thesaurus History:

•   Select **Show Thesaurus History** from the **Options** menu. WinSPIRS displays the Thesaurus History dialog box. It displays thesaurus terms you have viewed and indicates the screen in which

each was viewed
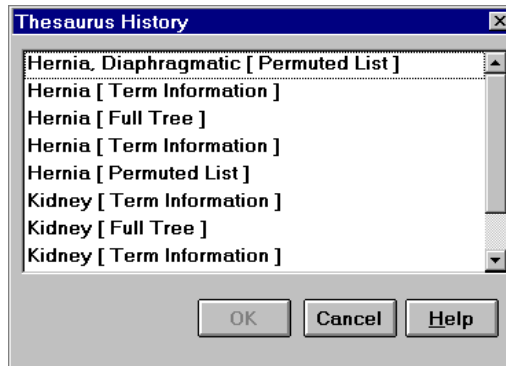
FIGURE 4-20 Thesaurus History

To return to the display of a term:

1.   Click on a term in the Thesaurus History.

2.   Click **OK**. WinSPIRS returns to the screen in which you had viewed the term.

Resetting the Thesaurus

At any point, you can clear the Selected Term List and Thesaurus History, and return to a blank Permuted Index screen.

To reset the Thesaurus:

1.   Choose **Reset Thesaurus** from the **Options** menu at the Permuted Index, Term Information, or Full Tree View screen. WinSPIRS confirms that you want to reset the Thesaurus.

2.   Click **Yes**.

Using the Table of Contents

Databases that provide the full text of documents are organized hierarchically. These full text databases include a Table of Contents, which is similar to that in a book: it provides an outline of the database, which may be organized by subject, publication, chronology, or other means.

The Table of Contents is not available for bibliographic databases that do not have full text.

Selecting a Table of Contents

If you display the Table of Contents with multiple full text databases loaded, WinSPIRS displays the Available TOCs dialog box, and you must choose the database you want to search.
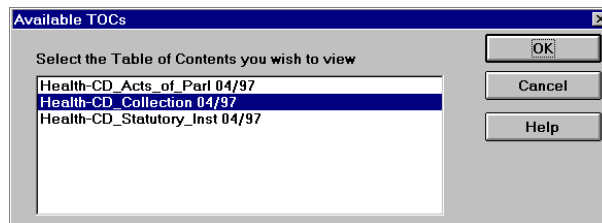
FIGURE 4-21 Available TOCs dialog box

To select a table of contents:

1. Click on the database whose contents you want to view.

2. Click **OK**.

Once in the Table of Contents, you can change to the table of contents of another database. To do so, click **Change TOC...** or select **Change Table of Contents...** from the **Options** menu.

Looking Up a Full Text Record

To look up a record in the Table of Contents:

1. Click **Contents** on the button bar. WinSPIRS displays the Table of Contents.

2. Click the plus icon: ⊞ to the left of a topic of interest. WinSPIRS

displays the topic's subtopics.
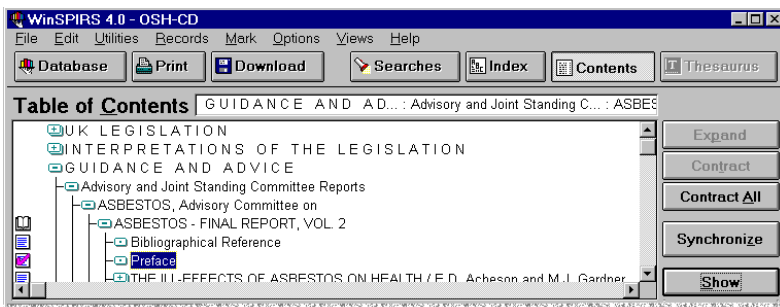
FIGURE 4-22 Expanded topics in the Table of Contents

3. Scroll through the subtopics and expand one of interest.

4. Continue expanding topics until you reach a level of topics that have book: 📖 and page: 📄 icons to their left. These icons represent records and sections of records, which you can display, as described below.

Showing Full Text Records

To show a record in the Table of Contents:

1. Click on any topic with a book: 📖 or page: 📄 icon to its left.

2. Click **Show**. WinSPIRS displays the text of the highlighted topic
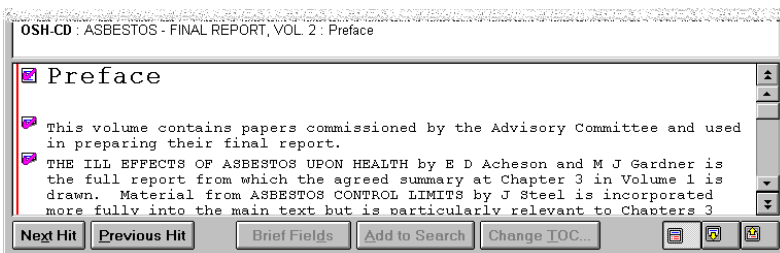
FIGURE 4-23 Portion of a full-text record

3. Scroll through the text. Note that you can scroll to other topics in the Table of Contents.

4. If necessary, click **Synchronize** to scroll to and highlight the heading in the Table of Contents that corresponds to the currently displayed text.

You can mark, print, and download portions of the full text records. See "Marking and Unmarking Records" on page 5–17, "Printing Records" on page 5–19, and "Downloading Records" on page 5–22 for more information.

The Table of Contents screen has been modified to accommodate SGML databases. For non-SGML databases, the only change is that you now need to select one table of contents if you are searching multiple full-text databases.

Browsing an SGML Table of Contents

Browsing SGML databases is slightly different:

1. If necessary, click **Go to Top** to reset the Table of Contents so that all the broadest-level headings are displayed.
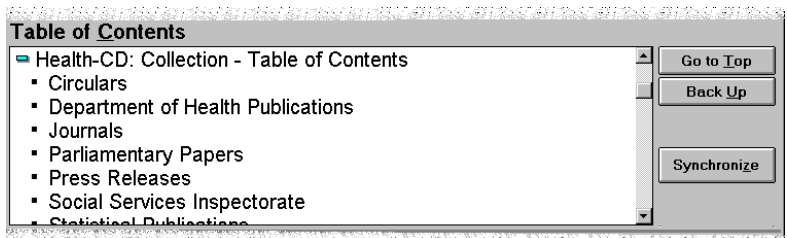
FIGURE 4-24 Top level of an SGML Table of Contents

2. Expand a topic of interest:

    •   If a topic is preceded by a bullet ▪ click the topic to display its subtopics.

    •   If a topic is preceded by a plus ✚ or minus ➖ icon, click the icon to show (plus) or hide (minus) the subtopics.

3. Continue expanding topics until you reach headings that are highlighted in blue. This highlighting indicates record titles and section headings

.

FIGURE 4-25 Record and section titles in an SGML Table of Contents

4. Click on a highlighted record or section title to display the text. WinSPIRS indicates progress as it loads the record, and then displays the record.
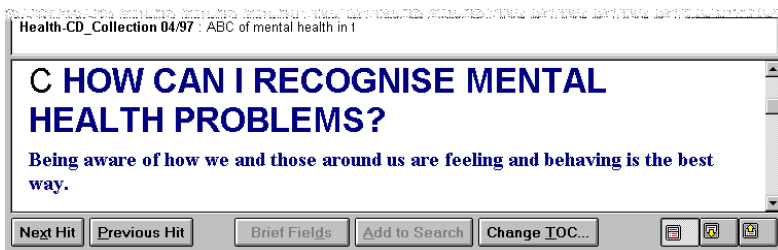

FIGURE 4-26 Portion of an SGML record

5. Scroll through the text. Note that you can scroll to other sections of the record.

If necessary, click **Synchronize** to display the portion of the Table of Contents that corresponds to the currently displayed text

Using the Search History

The Search History area of the Search screen provides a numbered list of all your search requests and indicates the number of records retrieved by each. The Search History is updated with each search request.

You can reuse or clear any search from the Search History. You can also save your history and rerun a previously saved history.

Reusing Search Requests

You can reuse any search request in the Search History to combine it with a new search or to show, print, or save the records retrieved by it.

To combine a previous search with a new one:

1. Click on the desired search request in the Search History area and click **Retype**. The search statement is automatically placed in the Search: prompt.

   Alternatively, you can type the number of the desired search request in the Search: prompt.

2. Combine the search with additional terms using the available operators. For example, you could construct a search request, #1 and freud in au.

3. Click **Search**. The Search History reports the number of records retrieved by the search request and the records are displayed in the Retrieved Records area.

To show, print, or save the results of a previous search:

1. Double-click on the desired search in the Search History window. WinSPIRS performs the search on the currently selected database(s). The records from the search are displayed.

2. Select **Print Records** or **Save Records** from the File menu.

   See "Showing Records" on page 5–1, "Printing Records" on page 5–19, and "Downloading Records" on page 5–22 for more information.

Clearing Search Requests

During a search session you can clear searches from the Search History area. For example, before you save a search history you can eliminate the unwanted search statements for clarity.

1. Click the **Clear...** button in the Search History area or choose **Clear Search History** from the Edit menu. WinSPIRS displays the Clear Search History dialog box.

2. Indicate the searches you want to clear:

   • Click **All** to clear the entire search.

   • Click **Searches** to enter the numbers of the searches to clear.

Use commas to separate individual search statements and hyphens to identify a range of search statements. For example, to clear search statements 2 and 3 and search statements 7 through 10, type 2,3,7-10.

3. Click **OK**. WinSPIRS renumbers the remaining searches, if necessary.

Saving a Search History

WinSPIRS allows you to save your search requests and run them during future work sessions. This is especially useful for complex searches or those you perform on a regular basis.

Note: You may want to clear unwanted searches before saving, as described in the previous section.

To save your search history:

1. Choose **Save Search History...** from the **File** menu. WinSPIRS displays the Save Search History dialog box.
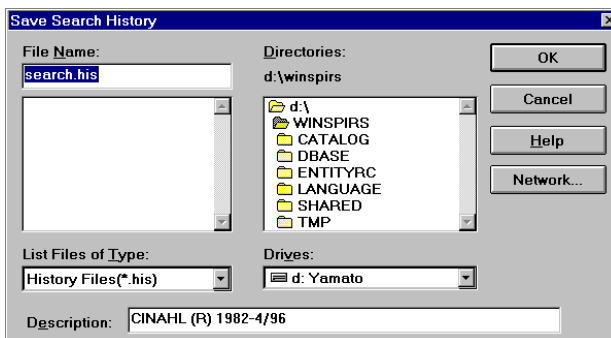
FIGURE 4-27 Saving a search history

2. Select the appropriate drive and directory from the lists provided.

3. The default name of your search history file is **search.his**. You can type a new name File Name text entry area.

4. Enter a brief description, up to 45 characters long. The description will be available when you run the history.

5. Click **OK** to save the search history.

**Running a Saved
Search History**

To run a previously saved search history:

1. Choose **Load and Run Searches…** from the **File** menu. WinSPIRS
    displays the Run Search History dialog box.
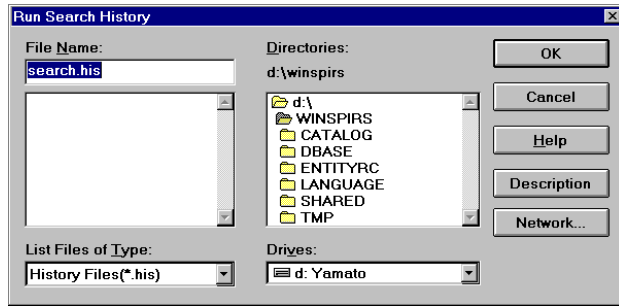
FIGURE 4-28 Running a saved search history

2. Select the appropriate drive and directory form the lists provided.

3. Select a search history from the list of search history files.

4. If desired, click **Description** for a description of the selected search
    history.

5. Click **OK** to run the search history. WinSPIRS performs the searches
    and displays the results in the Search History area of the Search
    screen.

    Note: If the search history is from a different database than the one
    you are currently using you can still run the search. However, if
    fields are searched in the search history that do not exist in the cur-
    rent database, those search statements are identified with **n/a** in the
    results column; in other words, the results are not available.

Using Current Awareness Searches: SDIs and Alerts

Your WinSPIRS administrator may have set up WinSPIRS in your
organization so that you can use "current awareness searches". These are
searches that the system runs automatically, at regular intervals, and then

emails the results to you. There are two types of current awareness searches: SDIs, and Alerts.

With SDIs, (**S**elective **D**issemination of **I**nformation) you create and save your own searches and the system runs them automatically. You specify the interval at which you want the search to be rerun and give your email address so that search results are mailed to you. You create an SDI search in WinSPIRS, then, when you choose the **Create SDI...** menu item, WinSPIRS automatically establishes a link to WebSPIRS, where you set up the SDI.

With Alerts, authorized users can subscribe to a selection of searches created by your WinSPIRS administrator or librarian. These searches are run periodically, and the results emailed to users who have subscribed to the Alert service.

Ask your WinSPIRS administrator if you are not sure whether you have access to SDIs or Alerts.

SDI and Alert Menu Items

If you have been authorized to use SDIs and Alerts, your WinSPIRS 4.0 screen contains new **File** menu items that function with the SDI feature.

Use this File Menu Item	To do this
Create SDI...	Set up an SDI. After conducting a search and choosing this menu item, WinSPIRS 4 links automatically to WebSPIRS and displays the Create SDI screen.
Show SDI Account...	Edit or administer existing SDIs by linking to WebSPIRS 4 to view an account you setup previously.
Alert Service...	View and subscribe to alerts by linking to WebSPIRS 4.1.

Creating an SDI from WinSPIRS

To create an SDI:

Note: The databases you select for a WinSPIRS search must also be available on the WebSPIRS server that runs the SDIs. Ask your WinSPIRS administrator if you are unsure about this.

1. Carry out one or more searches in WinSPIRS.

2. Revise your search until it meets your needs for an SDI.

3. Save the search that you want to use for the SDI. See "Saving a Search History" on page 4–29.

4. Choose **Create SDI...** from the **File** menu. This launches a browser connection to WebSPIRS 4x.

5. Follow the WebSPIRS online help for creating the SDI.

Subscribing to an Alert

Your WinSPIRS administrator may have set up some Alerts. These are pre-configured searches, similar to SDIs, that you can subscribe to and have the search results emailed to you automatically by the system.

To subscribe to an alert:

1. Choose **Alert Service**. from the **File** menu. This opens a browser, and connects to WebSPIRS.

2. In the WebSPIRS Alerts screen, choose any Alerts you want to subscribe to, and enter your email address.

    See the WebSPIRS online help for more information about subscribing to Alerts.

Searching Multiple Databases

With WinSPIRS, you can search more than one database at a time. When doing so, you must keep the following in mind:

- The databases may not have all fields in common; if you search in a specific field (either in the Search screen or the Index), you will only retrieve records from those databases that contain the field.

- The Thesaurus is unavailable, even if each of the selected databases has a Thesaurus.

- The Suggestions feature is unavailable.

- Each database has its own set of Guides in the Help menu.

See "Selecting a Database" on page 3–2 for instructions on selecting multiple databases.

Narrowing and Broadening Your Search

If your initial search request retrieves too many or too few records, you can narrow or broaden the search using the following techniques. These are discussed further in previous sections of this chapter.

To narrow your search:

• "Searching in Specific Fields" on page 4–9

• "Searching in Limit Fields" on page 4–10

• "Combining Terms with Operators" on page 4–6

• Select more specific terms by "Using the Index" on page 4–14 and "Using the Thesaurus" on page 4–17.

To broaden your search:

• "Using Truncation and Wildcards" on page 4–4, to retrieve variations of your search terms.

• "Combining Terms with Operators" on page 4–6

• Select broader terms by "Using the Index" on page 4–14 and "Using the Thesaurus" on page 4–17.

• "Searching Multiple Databases" on page 4–33)

Chapter 5

Using Retrieved Records

Once you have searched for and retrieved records of interest, you have several options, including displaying, printing, and downloading records, and marking a subset of records. You can also output records in a variety of formats by changing the Show, Print, and Download options.

Showing Records

You can show the records retrieved by any of your searches.

To show records:

1. In the Search History area, click on the search you want to show; the search is highlighted.

2. Click the **Show** button to display records for the selected search.

Records are displayed automatically after each search if you select **Automatic Records Display** from the **Options** menu. You can turn this option off for faster searching, and then show retrieved records as described above.

Changing Show Options

You can determine how records are displayed by changing the Retrieved Records Options. These options include which fields are displayed, how field labels are displayed, and whether graphics are displayed within records.

To change show options:

1. Choose **Show Options...** from the **Options** menu. WinSPIRS

displays the Retrieved Records Options dialog box.
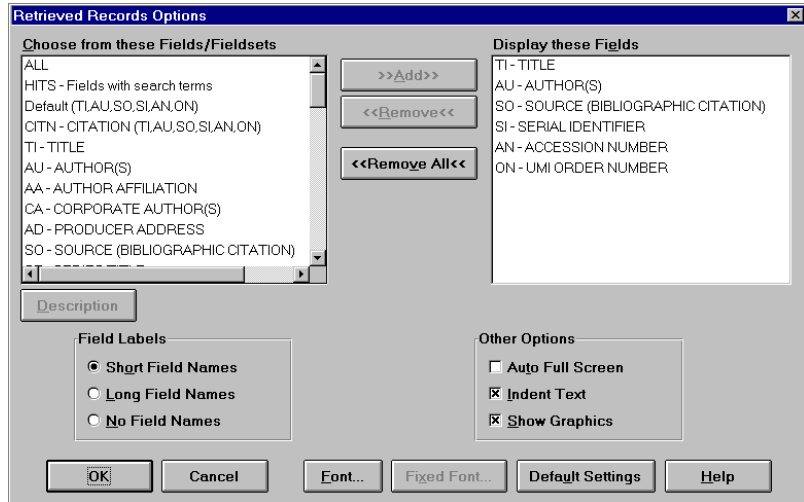
FIGURE 5-1 The Retrieved Records Options dialog box

2. Add the fields you want to show to the Display these Fields list.

    Note: If the **Make Default Fields** button is available, you can make the selected set of fields the default for the current database. You will be asked to restart WinSPIRS; the new default will be effective every time you search the current database.

3. Indicate how you want fields to display in the Field Labels area:

    •   **Short Field Names** displays field abbreviations, such as "TI".

    •   **Long Field Names** displays the full field names, such as "Title".

    •   **No Field Names** omits field names from retrieved records.

4. Choose from the Other Options:

    •   **Auto Full Screen** shows a full-screen view of the retrieved records each time you click **All Fields**.

    •   **Indent Text** indents the text of retrieved records under the field labels.

    •   **Show Graphics** displays graphics within the text of retrieved

records.

Note: WinSPIRS always displays links to the graphics; **Show Graphics** determines whether graphics are displayed inline in addition to the links.

5. If desired, change the style of text in retrieved records:

    •   Click **Font** to set the font and size of text.

    •   Click **Fixed Font** to select from a list of monospaced fonts, in which all characters are the same width. These fonts are useful for aligning columns and tables in records.

6. Click **OK** to close the Retrieved Records Options dialog box.

Sorting Records

You can sort up to 1000 retrieved records by a field that you choose. For example, you can sort records alphabetically by author, or chronologically by publication date. You can then show, print, or download the records in sorted order.

To sort records:

1. Choose **Sort Records** from the **Records** menu. WinSPIRS displays the Sort Records dialog box.
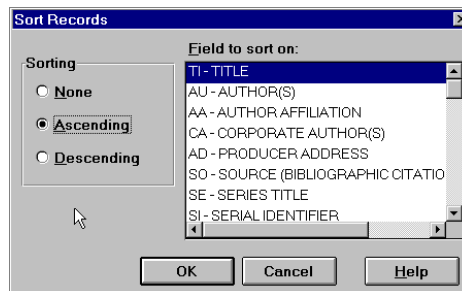
FIGURE 5-2 Sorting records chronologically by publication date

2. Choose **Ascending** or **Descending** as the method of sorting.

3. Click on the field to sort by.

4. Click **OK**. WinSPIRS displays a progress message as it sorts the records.

Note: Sorting is deactivated automatically when you perform another search or display records from another search in your search history.

Using Full Text Records

If you are searching full text database, the Retrieved Records areas of the Search and Index screens (but not the TOC screen) display *only* bibliographic portions of full text records: the full text is displayed in a separate window.

Showing Full Text Records

To show the full text of a record:

1. Perform a search in the Search area screen or choose a term or phrase from the Index screen.

2. Scroll through the retrieved records. WinSPIRS enables the **Show Full Text** button if the current record contains full text.
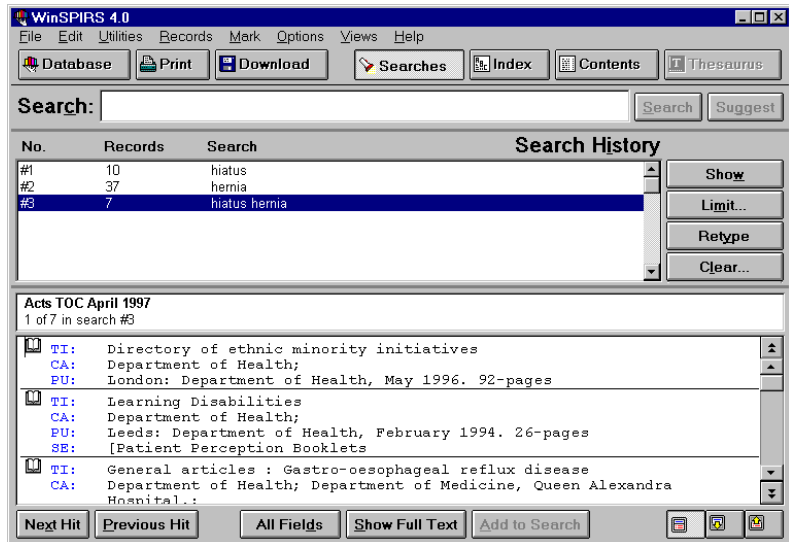
FIGURE 5-3 Search screen, displaying bibliographic portions of full text records

3. Click **Show Full Text**. WinSPIRS displays the new Full Text

window and, if appropriate, shows display progress as it loads the full text of the current record. Only the current record is displayed in the full text window, so the scrollbar is more sensitive and navigation within the record is improved.

To display the full text of a different record just click into the bibliographic section of that record (on the main search or index screen) and then click **Show Full Text** again. In this way the main and Full Text windows can be used as a 'coarse' and 'fine' control for navigating between and within records.

4.   Click **Show Full Text**. WinSPIRS displays the Full Text window and indicates its progress as it loads the full text of the current record.
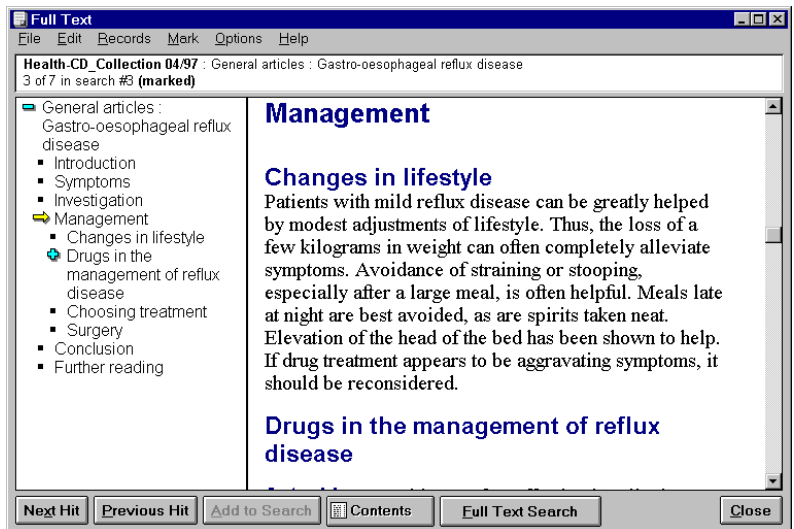
FIGURE 5-4 Full Text window with record outline, for an SGML database

The Full Text window displays the full text and, optionally, an outline of the record.

5.   Browse the record using the scroll bar and **Next Hit** and **Previous Hit** buttons.You can also use the record outline, described in the next section.

Displaying Records using the Outline

The record outline in the Full Text window is virtually the same as the Table of Contents, but it applies only to the current record. You can show any section of the record, and you can expand and contract headings and subheadings.

The record outline functions differently for SGML and non-SGML databases.

Note: By default, WinSPIRS displays the record outline. To hide the outline and expand the record display area, select **Hide Record Outline** from the **Options** menu.

For SGML Databases

FIGURE 5-4 shows the record outline as it appears in SGML databases

To do this:	Do this:		The result is:
Show a section of the record	Click on a heading.	⇨	WinSPIRS highlights the heading with a yellow arrow and displays the corresponding section of the record.
Expand and contract headings	✚ ➖ Click on any heading preceded by a plus or minus to show or hide its subheadings.		
Browse a record	Use the scroll bar, or **Next Hit** and **Previous Hit**.	⇨	WinSPIRS adjusts the position of the yellow arrow in the record outline as you scroll through the record.

See "Using the Table of Contents" on page 4–25 for more information on navigating SGML records.

For Non-SGML Databases with Full Text

The record outline as it appears in non-SGML databases is slightly different.
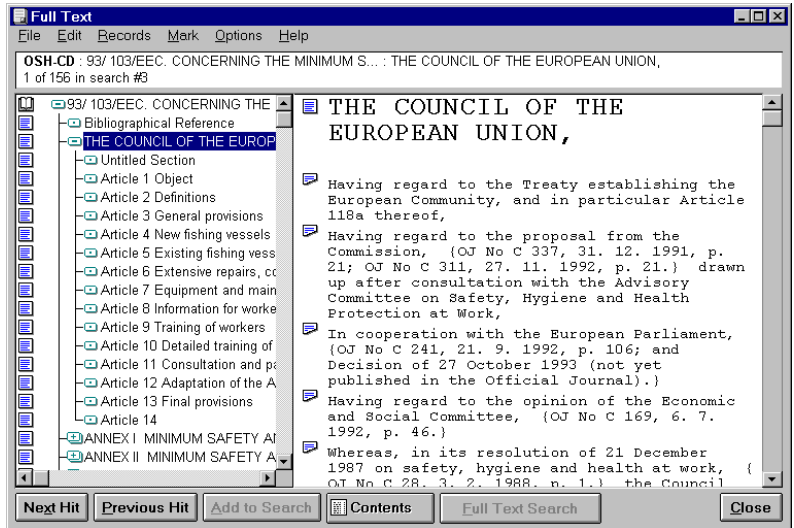
FIGURE 5-5 Full Text window with record outline, for non-SGML database

To do this:	Do this:	The result is:
Show a section of the record	Double-click on a heading.	WinSPIRS highlights the heading and displays the corresponding section of the record.
Expand and contract headings	Click on any heading preceded by a plus or minus to show or hide its subheadings.	

Searching from Retrieved Records

You may see a word or phrase in a retrieved record that suggests an alternative search strategy. You can select the terms for searching and

WinSPIRS automatically places them in the Search: text entry box. This process is often referred to as "lateral searching."

Lateral Searching   To make a lateral search:

1. Browse through the retrieved records. When you identify a term in one of the records that suggests another search, highlight the term by double-clicking or dragging across the term.

    Note: Some words and symbols that might occur within records have a special meaning in WinSPIRS, (for example; operators such as AND and OR, stop words, such as "the", and hyphens or { and }) Do not include such items in the text you highlight for lateral searching.

2. Click **Add to Search**.

    WinSPIRS adds the selected text to the Search: text entry box, followed by the short name of the field from which the text was selected. If there is text already in the Search: box, WinSPIRS adds the **or** operator before adding the new text.
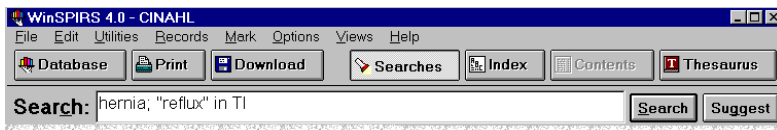
FIGURE 5-6 A term selected from the Title (TI) field

3. Click **Search**.

Displaying Hotlinked Records

In some SilverPlatter databases, records are linked to other relevant records. The links between these records, called "hotlinks," appear as a different color or shade of text within records.

Look at the database **Guide** in the **Help** menu to see if the database you are searching has hotlinks.

To show a hotlinked record:

1. Scroll through the retrieved records until you find a hotlink. Note that when you pass the mouse over the hotlink the cursor changes from an I-beam to a hand, as shown in the following figure:.
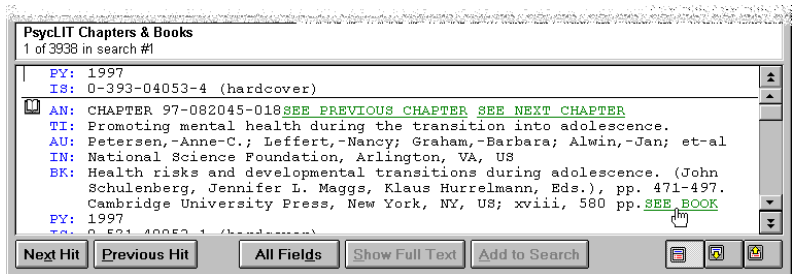
FIGURE 5-7 Retrieved record with hotlinks

2. Click on the hotlink. WinSPIRS displays the linked record in the Hotlink window:

.
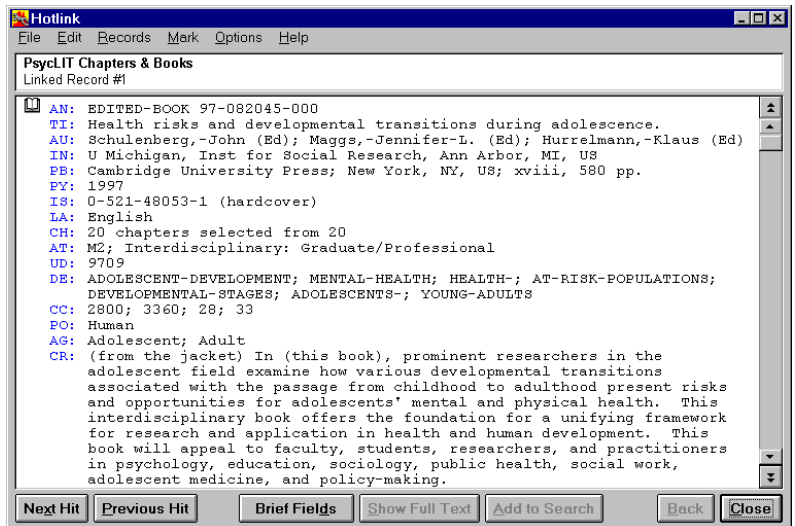
FIGURE 5-8 Hotlink window

3. Click **Close** to close the window.

You can also leave the window accessible by minimizing it or sending it to the background; you can later display it by selecting **Hotlink Window** from the **Views** menu.

Hotlinks in SGML Databases

The way hotlinks are shown varies from one SGML database to the next, but is generally as follows:

<u>text</u>	Underlined words, numbers, etc. provide links to relevant text.
←	Blue arrows pointing to the left generally provide return cross-references, such as from a citation to the text that referenced it.
	(Some databases use an arrow pointing to the right for cross-references.)
	If the current text is referenced more than once, WinSPIRS displays the Link Destination dialog box when you click on the reference arrow.
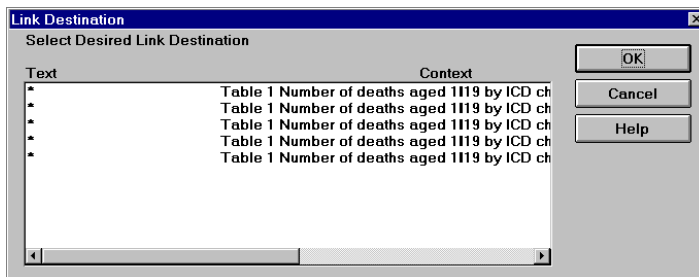
FIGURE 5-9 The Link Destination dialog, providing multiple contexts from which the current text is referenced

To choose a link from the Link Destination dialog box:

1.   Click on the text of the reference to which you want to link.

2. Click **OK**. WinSPIRS displays the text in which the link occurs.

🛈   An information symbol is a link to footnote text. When you click on one, WinSPIRS displays the following Footnote window:
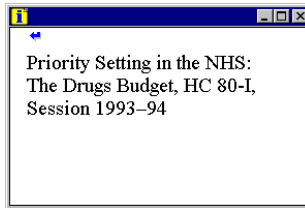
FIGURE 5-10 The Footnote window

To return to the location of the footnote, click the blue return arrow.

SilverLinker Support

If your organization has set up support for the SilverLinker database, you will see a new field, called **FTXT** (meaning full text), in some of the displayed records.

This field contains direct links to full text articles, located at publisher web sites. If you click on the link, your default web browser launches automatically, and links to the site containing the article.

If you know that you have SilverLinker support but you do not see any records with full text links, check that you have set your options for displaying records to include the field **FTXT**. (See "Changing Show Options" on page 5–1.) If you still do not see any full text links, ask your WinSPIRS administrator which publisher sites you have access to: your search may not be finding any records for articles at those sites.

.
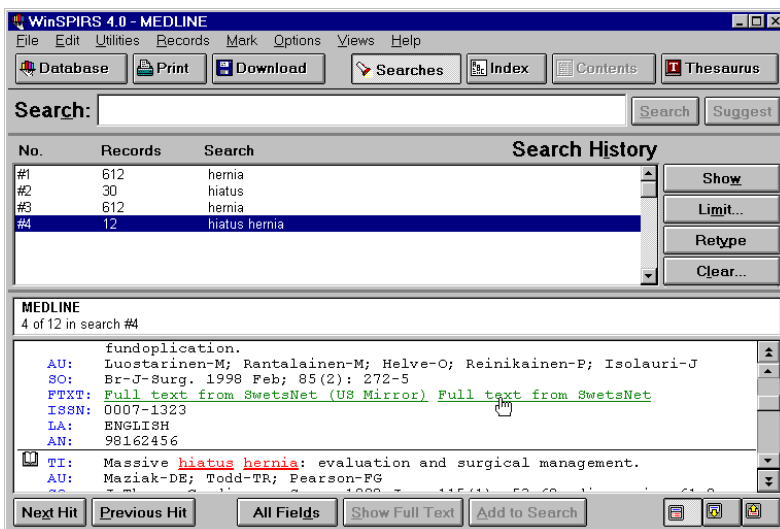
FIGURE 5-11 Record displaying a SilverLinker link

Note: Earlier versions of WinSPIRS do not support the SilverLinker feature. In WinSPIRS 2.1 and 2.2, the full text links display as hotlinks, but clicking the link displays an error message.

Displaying Local Library Holdings Information

When you look at records retrieved by a search, you may also see details of local library holdings: that is, information about whether your library has a copy of the publication, and, if so, where it is stored. The exact details you see depend on whether your WinSPIRS administrator has set

this feature, and the amount of detail about location and availability that they have decided to include.

Information about local library holdings, using the field *LHM

FIGURE 5-12 Examples of holdings information

You can only see holdings information if the fields ***LHM** and ***LHC** are supported by the database, and if you select them to display in the Retrieved Records Options dialog box. See "Changing Show Options" on page 5–1.

To display *only* records that have local holdings details:

1.   Perform a search.

2.   Choose **Show Options...** from the **Options** menu.

3.   In the Retrieved Records Options dialog box, select ***LHM** and ***LHC** and add them to the list of displayed fields. Click **OK**.

4.   Choose **Show Held Titles Only** from the **Records** menu.

Displaying Graphics

Some SilverPlatter databases include graphics, which are linked to the retrieved records. The links appear as a different color or shade of text within records, and usually say "see graphics". You can display linked graphics in a separate window or within the retrieved records.

Refer to the database **Guide** in the **Help** menu to determine if the database you are searching has graphics.

To display graphics in a separate window:

1.   Perform a search. The database Guide may suggest how to search for graphics.

2.   Scroll through the retrieved records until you find a linked graphic. Note that when you pass the mouse over the link the cursor changes from an I-beam to a hand.
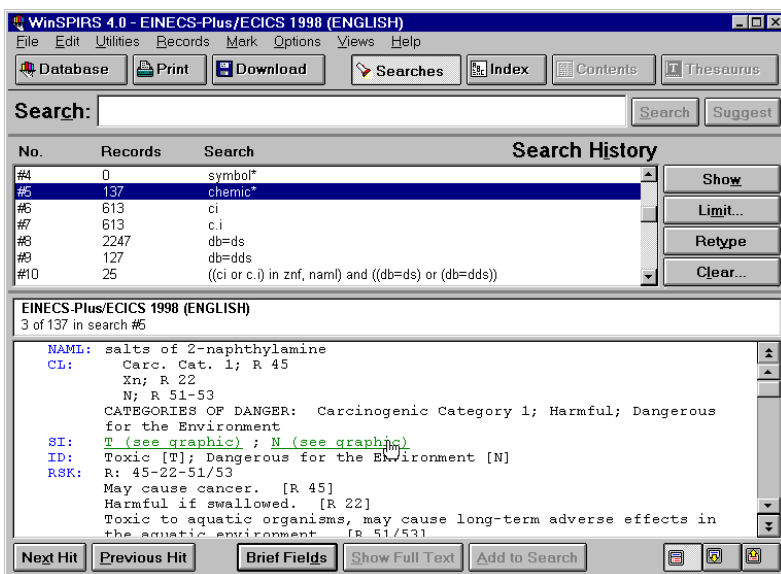
FIGURE 5-13 Retrieved record with linked graphic

3.   Click on the link.

WinSPIRS displays the linked graphic in the Graphic window.

.
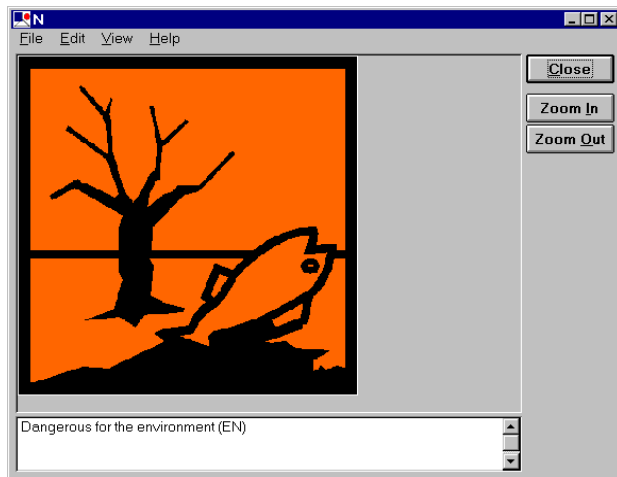
FIGURE 5-14 Graphic window

4.   Click **Zoom In** and **Zoom Out**, and select **Fit to Window** from the **View** menu to resize the graphic.

5.   Click **Close** to close the window.

    You can also leave the window accessible by minimizing it or send-ing it to the background; you can later display it by selecting **Graph-ic Window** from the **Views** menu of the Search, Index, Table of Contents, or Thesaurus screen.

To display graphics within records:

1.   Perform a search. The database Guide may suggest how to search for graphics.

2.   Select **Show Options...** from the **Options** menu. WinSPIRS displays the Retrieved Records Options dialog box.

3.   Select **Show Graphics** in the Other Options box.

4.   Click **OK**. Graphics are displayed in the records, as shown below. Note that links to the graphics are included, allowing you display the

graphics in a separate window.
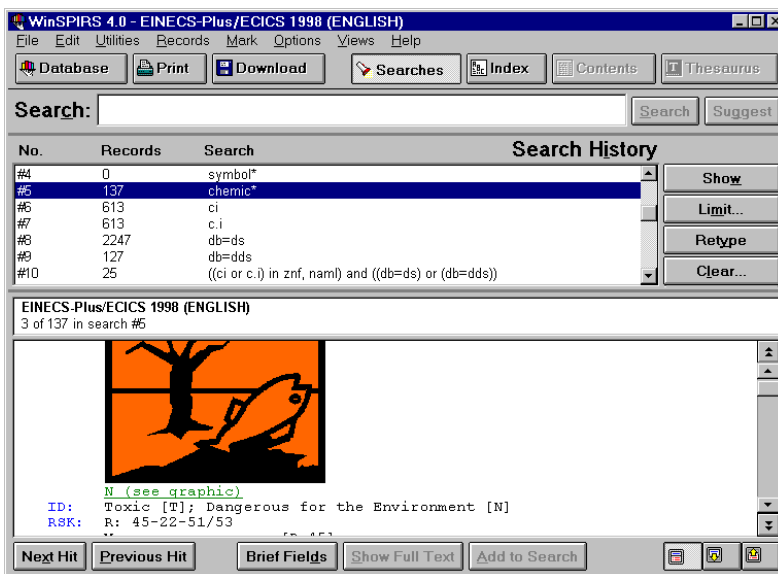
FIGURE 5-15 Graphics within retrieved record

Printing and Downloading Graphics

You can print graphics from the Graphic window or embedded in retrieved records. You can download graphics only from the Graphic window.

To print or download from the Graphic window:

•   Select **Print Graphic** or **Download Graphic** from the **File** menu at the Graphic window.

To print graphics embedded in records:

•   Check **Print Graphics** in the Print Records Options dialog box. Graphics are printed within the text of records each time you print records.

See "Changing Print Options" on page 5–20 and "Changing Download Options" on page 5–23 for more information.

Marking and Unmarking Records

With WinSPIRS, you can easily mark the records in which you are interested, and later show, print, or download only those records. At any point, you can unmark records in which you are no longer interested.

You can mark records in the Search, Index, Table of Contents, and Hotlink screens

Records that provide the full text of documents are usually divided into sections and paragraphs that you can mark individually. Collectively, the reference fields of a full text record are treated as a section, except they do not have a page icon.

Marking Non-SGML Records

The following table shows how to mark records for non-SGML records.

To do this:		Do this:
To mark a **record**		Method 1: Click the book icon to the left of the record you want to mark.
		Method 2: 1. Put the cursor in the record. 2. Select **Mark Record** from the **Mark** menu.
		WinSPIRS highlights the record.
To mark a **section** of a record		Method 1: Click the page icon to the left of the section that you want to mark; WinSPIRS highlights the text.
		Method 2: 1. Put the cursor in the section. 2. Select **Mark Section** from the **Mark** menu.
To mark a **paragraph** of a record		Method 1: Click the torn page icon to the left of any paragraph you want to mark.
		Method 2: 1. Put the cursor in the paragraph. 2. Select **Mark Paragraph** from the **Mark** menu.

(Sheet 1 of 2)

To do this:	Do this:
To mark the **reference fields**	1. Put the cursor in any of the reference fields. 2. Select **Mark Reference Fields** from the **Mark** menu.
To unmark a **record**, **section**, or **paragraph**:	Method 1: Click the book, page, or torn page icon to the left of the record or portion of record that you want to unmark. Method 2: Select **Unmark Record**, **Unmark Section**, **Unmark Paragraph**, or **Unmark Reference Fields** from the **Mark** menu.
To unmark **all marked text**	Select **Unmark All** from the **Mark** menu.

(Sheet 2 of 2)

Marking SGML Records

Marking SGML records is slightly different. With these records, you can mark the bibliographic portions or the complete records, but you cannot mark selected portions of SGML full text.

To do this:	Do this:
To mark **bibliographic fields**	Select **Mark Reference Fields** from the **Mark** menu of the Search or Index screen.
To mark a **complete record**: 📖	Method 1: Click the book icon to the left of the record in the Search or Index screen. Method 2: Select **Mark Record** from the **Mark** menu of the Search, Index, or Table of Contents screen or Full Text window.

Printing Records

With WinSPIRS, you can print the records retrieved by any of your searches. You can also determine which fields are printed and whether graphics and the search history are included.

To print records:

1. Click **Print** on the button bar, or select **Print Records** from the **File** menu in the Search, Index, Table of Contents, or Hotlink screen. WinSPIRS displays the Print Records dialog box, as shown below
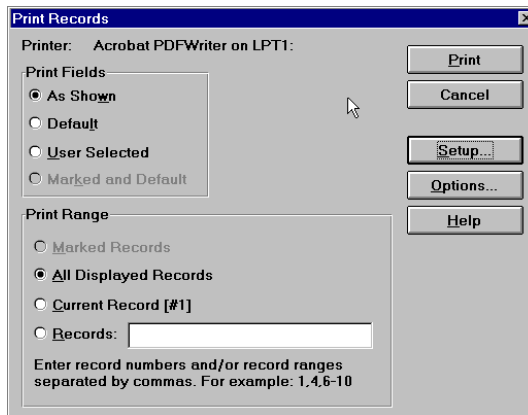
FIGURE 5-16 Print Records dialog box

2. Indicate the records you want to print in the Print Range area:

    •   **Marked Records** prints all records that are partially or fully marked.

    •   **All Displayed Records** prints all records displayed from the current search.

    •   **Current Record** prints the current retrieved record.

    •   **Records** lets you specify individual records to print. Separate record numbers with commas, and use a hyphen to indicate a range, such as `1,4,6-10`.

3. Indicate which fields you want to print:

    •   **As Shown** prints the currently displayed fields.

- **Default** prints the default fields for the database(s) you are searching.

- **User Selected** prints the fields selected in the Print Records Options (click **Options...** to view or change the selected fields).

- **Marked and Default** prints the default set of fields and any additional text that you have marked.

4.   If desired, click **Setup...** to change the printer configuration.

5.   Click **Print** to begin printing.

Printing SGML Records

Printing SGML records is similar to printing non-SGML records, with these exceptions:

- If the records you print include SGML and non-SGML records, WinSPIRS prints all the non-SGML records, followed by the SGML records.

- WinSPIRS does not limit the number of SGML records you can print.

Changing Print Options

You can determine how records are printed by changing the Print Records Options. These options include which fields are printed, how field labels are printed, and whether graphics and the Search History are printed.

To change print options:

1.   Choose **Print Options...** from the **Options** menu or click **Options...** in the Print Records dialog box. WinSPIRS displays the Print
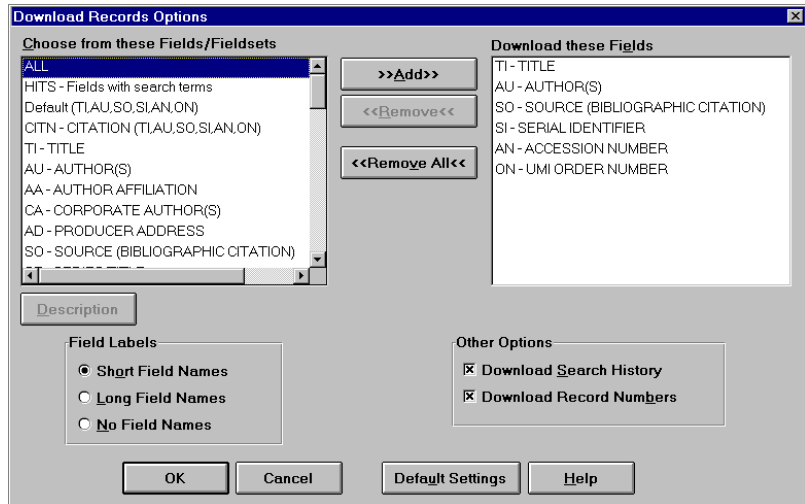
Records Options dialog box.
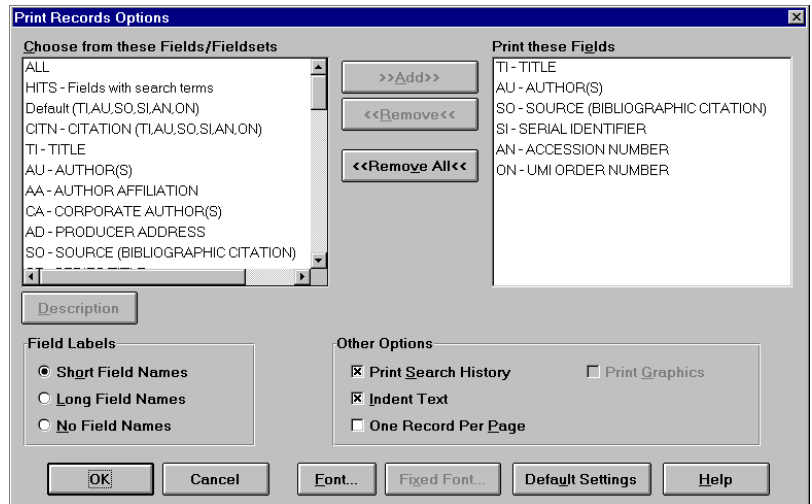
FIGURE 5-17 The Print Records Options dialog box

2. Add the fields you want to print to the Print these Fields list.

   Note: If the **Make Default Fields** button is available, you can make the selected set of fields the print default for the current database. You will be asked to restart WinSPIRS; the new default will be effective every time you search the current database.

3. Indicate how you want fields to print in the Field Labels area:

   • **Short Field Names** prints field abbreviations, such as "TI".

   • **Long Field Names** prints full field names, such as "Title".

   • **No Field Names** omits field names from printed records.

4. Choose from the Other Options:

   • Check **Print Search History** to include your search history with printed records.

   • Check **Indent Text** to indent the text of retrieved records under the field labels.

   • Check **One Record Per Page** to start each printed record on a new page.

- Check **Print Graphics** to print any graphics in the retrieved records. Each graphic is printed with its title, caption, and associated record number, if available.

5. Click **OK** to close the dialog box. The next time you print retrieved records, the new options will be in effect.

Note: To print a graphic by itself, you must first display the graphic in the Graphic window. Refer to "Displaying Graphics" on page 5–13 for more information.

Downloading Records

With WinSPIRS, you can download to a floppy or hard disk the records retrieved by any of your searches. You can also determine which fields are downloaded and whether graphics and the search history are included.

To download records:

1. Click **Download** on the button bar, or select **Download Records** from the **File** menu in the Search, Index, Table of Contents, or Hotlink screen. WinSPIRS displays the Download Records dialog box.
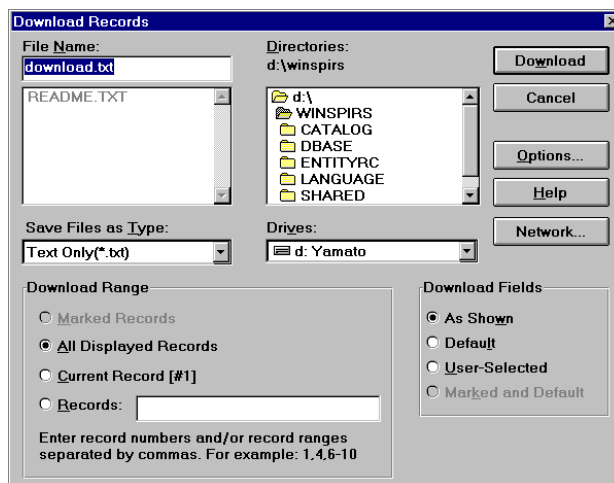
FIGURE 5-18 Download Records dialog box

2. Type a name for the download file in the File Name box.

3. If necessary, choose a different drive and directory in which to save the file.

4. Check the type of records you want to download in the Download Range area:

   • **Marked Records** downloads all records that are partially or fully marked.

   • **All Displayed Records** downloads all records displayed from the current search.

   • **Current Record** downloads the current retrieved record.

   • **Records** lets you specify individual records to download. Separate record numbers with commas, and use a hyphen to indicate a range, such as 1,4,6-10.

5. Check the fields you want to download:

   • **As Shown** downloads the currently displayed fields.

   • **Default** downloads the default fields for the database(s) you are searching.

   • **User Selected** downloads the fields selected in the Download Records Options (click **Options...** to view or change the selected fields).

   • **Marked and Default** downloads the default set of fields and any additional text you have marked.

6. Click **Download** to begin downloading.

Changing Download Options

You can determine how records are downloaded by changing the Download Records Options. These options include which fields are downloaded, how field labels are downloaded, and whether the Search History is downloaded.

To change download options:

1. Choose **Download Options...** from the **Options** menu or click **Options...** in the Download Records dialog box. WinSPIRS displays

the Download Records Options dialog box.

FIGURE 5-19 Download Records Options dialog box

2. Add the fields you want to download to the Download these Fields list.

    Note: If the **Make Default Fields** button is available, you can make the selected set of fields the download default for the current database. You will be asked to restart WinSPIRS; the new default will be effective every time you search the current database.

3. Indicate how you want fields to download in the Field Labels area:

    • **Short Field Names** downloads field abbreviations, such as "TI".

    • **Long Field Names** downloads full field names, such as "Title".

    • **No Field Names** omits field names from downloaded records.

4. Choose from the Other Options:

    • Check **Download Search History** to include your search history with downloaded records.

    • Check **Download Record Numbers** to include record numbers, such as *1 of 7*, with the downloaded records.

• Check **Formatted ASCII Text** to insert a carriage return/line feed after approximately 72 characters on each line.

5. Click **OK** to close the dialog box. The next time you download retrieved records, the new options will be in effect.

Note: To download graphics, you must first display the graphics in the Graphic window. Refer to "Displaying Graphics" on page 5–13 for more information.

Downloading SGML Records

WinSPIRS 4.0 lets you download SGML records with the markup codes intact. WinSPIRS also consolidates the available download file types into a single list, so you can easily choose to download records as text, text with line breaks, or SGML.

To download records:

1. Click **Download** on the button bar, or select **Download Records** from the **File** menu in the Search, Index, Table of Contents, or Hotlink screen. WinSPIRS displays the Download Records dialog box.
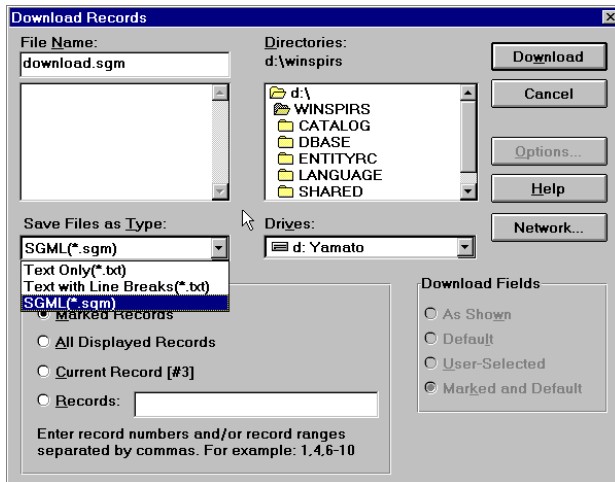
FIGURE 5-20 Downloading records

2. Select a file type from the Save Files as Type: list.

• **Text Only** downloads just the text of the records. Graphics are

omitted.

- **Text with Line Breaks** downloads the text and inserts a carriage return/line feed after approximately 72 characters on each line.

- **SGML** downloads SGML records with their markup codes intact. Note that WinSPIRS disables the Download Fields options and the **Options...** button, which do not apply to SGML records.

3. Type a name for the download file in the File Name box.

   Note: If you are downloading multiple records as SGML, Win-SPIRS truncates this file name to seven characters and appends to it a unique number for each record. For example, if your file name is **download.sgm** and you download two records, WinSPIRS creates **downloa1.sgm** and **downloa2.sgm**. It does this to preserve each record as a valid SGML document.

4. If necessary, choose a different drive and directory in which to save the records.

5. In the Download Range area, check the type of records you want to download.

6. Check the fields you want to download in the Download Fields area. (This option is not available if you are downloading records in SGML format.)

7. Click **Download** to begin downloading.

   - If you are downloading as text and your records include SGML and non-SGML records, WinSPIRS downloads all the non-SGML records first, followed by the SGML records.

   - If you are downloading as SGML, WinSPIRS skips all non-SGML records and notifies you if the selected set of records contains no SGML records. WinSPIRS downloads any external SGML entities, such as graphics, as separate files. These are named incrementally as **ent1.ent**, **ent2.ent**, and so on.

Chapter 6   # WinSPIRS Commands

This chapter provides a brief definition for each button and menu item in WinSPIRS. For more information, refer to the Index or to the online Help.

Use this button/command	On this screen/menu	To do this
Add to List...	Button on Thesaurus screen	Add the current thesaurus term to a list of terms to search
Add to Search	Button on Search/Index/Table of Contents screens	Add a highlighted term or phrase to the Search: text entry area on the Search screen
Alert Service	Search screen > File menu	View entries in an Alert (current awareness) service. The command is available when SDI / Alert functionality has been set up using the Reconfig utility. (Authorized users only.)
All Fields	Button on Search/Index/Table of Contents screens	Display all fields in the retrieved records. It also expands the Retrieved Records area if **Auto Full Screen** is on in the Retrieved Records Options. When you click **All Fields**, the button changes to **Brief Fields**.

(Sheet 1 of 11)

Use this button/command	On this screen/menu	To do this
Automatic Records Display	Search/Index/Thesaurus/ Table of Contents screens > Options menu	Determine whether retrieved records are displayed after each search.Turn **Automatic Records Display** off for faster searching; retrieved records are only displayed when you click **Show** in the Retrieved Records area.
Back	Hotlink window > Options menu	At the Hotlink window, **Back** display the previous hotlinked record that you viewed.
	Hotlink window and Thesaurus screen **Back** button	At the Thesaurus screen, **Back** display the previous term information or permuted index that you viewed.
Back Up	Button on Table of Contents screen	Move up one level higher in the Table of Contents (SGML databases only)
Brief Fields	Search/Index/Table of Contents screens	Display the current set of fields selected in the Retrieved Records Options dialog box. It also shrinks the Retrieved Records area if Auto Full Screen is on in the Retrieved Records Options.
		When you click **Brief Fields**, the button changes to **All Fields**.
Change...	Index screen	Display a list of available indexes from which you can choose a different index to search.
Change Index...	Index screen > Options menu	Display a list of available indexes from which you can choose a different index to search
Change TOC	Table of Contents screen > Options menu	Change to the Table of Contents of another loaded database.
	Button on Table of Contents screen	
Clear...	Search screen > Search History area	Erase one or more searches from the current search history
Clear Search Area	Search/ Index/Thesaurus screens > Edit menu	Erase all text from the text entry area of the active screen.

(Sheet 2 of 11)

Use this button/command	On this screen/menu	To do this
Clear Search History...	Search screen > Edit menu	Erase all or a portion of your current search history.
Clear Term List	Thesaurus screen > Edit menu	Delete all terms you added to the Selected Term List for later searching.
Clear Thesaurus History	Thesaurus screen > Edit menu	Clear the Thesaurus History, which lists all the terms you viewed while in the Thesaurus
		To view the Thesaurus History, select **Show Thesaurus History** from the Options menu.
Close	Graphic/Hotlink/Full Text windows	Close the active window
		If you leave the window open, you can display it again by selecting **Graphic Window** or **Hotlink Window** from the Views menu.
Colours...	Search/ Index/Thesaurus/ Table of Contents screens > Options menu	Change the color scheme of the WinSPIRS display
Contents	Button bar	Display the Table of Contents screen for full-text databases. The button is grayed out if you are not searching a full-text database.
Contract	Table of Contents screen	Contract the highlighted Table of Contents topic (Non-SGML full text databases)
Contract All	Table of Contents screen	Contract all expanded Table of Contents topics (Non-SGML full text databases)
Copy	Edit menu	Copy the highlighted text or graphic to the Clipboard for later pasting.
Create SDI	Search screen > File menu	Launch a browser connection to WebSPIRS to create an SDI. The command is available when SDI / Alert functionality has been set up using the Reconfig utility. (Authorized users only.)

(Sheet 3 of 11)

Use this button/command	On this screen/menu	To do this
Database	Button bar	Displays a list of available databases from which you can select one or more to search
Delete Saved Searches...	Search screen > File menu	Erase previously saved search histories from a floppy or hard disk
Download	Button bar	Download retrieved records to a floppy or hard disk
	Button on Download Records dialog box	
Download Graphic...	Graphic window > File menu	Save the currently displayed graphic to a floppy or hard disk.
		Note: Even if graphics are displayed in the body of the record, they must be downloaded separately.
Download Options...	Search/ Index/Table of Contents/Hotlink screens > Options menu	Determine which fields are downloaded and whether the Search History is included.
Download Records...	Search/Index/Table of Contents/Hotlink screens > File menu	Save the results of your current search to a floppy or hard disk.
End of Record	Search/ Index/ Table of Contents/Hotlink screens > Records menu	Move to the end of the current record.
Exit	File menu.	Exit WinSPIRS
Expand	Table of Contents screen	Expand the highlighted Table of Contents topic.
Explode	Button on Thesaurus screen	Search for an item, and any of its narrower terms.
Fast Phrase Searching	Search screen > Options menu	When it is selected, WinSPIRS searches for the individual terms of a phrase *in the same field*, rather than necessarily adjacent. This results in faster searching, but less precision.
		Fast Phrase Searching is not available for all SilverPlatter databases.

(Sheet 4 of 11)

Use this button/command	On this screen/menu	To do this
Fields to Search...	Search screen > Utilities menu	Display a list of searchable fields in the database(s) you are searching
Fit to Window	Graphic window > View menu	Resize the displayed graphic to fit in the window. It is useful if you have changed the magnification of a graphic or if you have resized the window
Full Text Search	Search/Index/Contents > Utilities menu Button on Full Text Window	Search the full elements in any loaded SGML databases.
Full Text Window	Search screen > Views menu	Bring the open Full Text window to the foreground. (Only available if the Full Text window is open.)
Go to Top	Table of Contents screen	Reset Table of Contents to highest level of topics. (SGML databases.)
Graphic Window	Views menu	Bring the open Graphic window to the foreground. (Only available if the Graphic window is open.)
Guide	Help menu	Provide unique and specific information about the database(s) you are using
Help		Provide information about using the WinSPIRS software. Press **[F1]** or click the **Help** button to get Help on the active window or dialog box. You can also choose a Help topic from the Help menu.
Hotlink Window	Search/ Index/ Thesaurus/Table of Contents screens > Views menu	Bring the open Hotlink window to the foreground. (Only available if the Full Text window is open.)
Index	Search/ Thesaurus/Table of Contents screens >Views menu **Index** button appears on the Button bar	Open the Index screen.
Index Full Screen	Index screen >Views	Expand the Index area

(Sheet 5 of 11)

Use this button/command	On this screen/menu	To do this
Language Options...	Search/ Index/ Thesaurus/Table of Contents screens > Options Menu	Select the language in which WinSPIRS displays screens, buttons, and menu items.
Limit...	Search screen > Search History area	Limit the current search by language, publication year, or other limit field
Load and Run Searches...	Search screen > File menu	Reuse a previously saved search history.
Look Up	Index/Thesaurus screens	Look in the Index Terms or Permuted Index for the term you typed, and scrolls to the nearest match.
Make Default Fields	Download Records Options/ Print Records Options/Retrieved Records Options dialog boxes. Button	Make the selected fields the default for downloading, printing, or showing records with the current database. WinSPIRS needs to restart to change the default fields. The **Make Default Fields** button is unavailable if WinSPIRS is not configured to allow setting of default fields.
Mark Paragraph	Search/ Index/Table of Contents/ Hotlink screens > Mark menu	Mark the current paragraph of a full-text record. (Non-SGML databases.)
Mark Record	Search/ Index/Table of Contents/Hotlink screens > Mark menu	Mark the current record for later printing or downloading
Mark Reference Fields	Search/ Index/Table of Contents/Hotlink screens > Mark menu	Mark the bibliographic fields of a full-text record. (Non-SGML databases.)
Mark Section	Search/ Index/Table of Contents/Hotlink screens > Mark menu	Mark the current section of a full-text record. (Non-SGML databases.)
Next Hit	Search/Index/Table of Contents/Hotlink screens > Records menu **Next Hit button** is available at the bottom of those screens.	Move to the next occurrence of the term you searched.

(Sheet 6 of 11)

Use this button/command	On this screen/menu	To do this
Next Record	Search/ Index,/Table of Contents screens > Records menu	Move to the record immediately following the current record
Paste	Search/ Index/Thesaurus/ Table of Contents screens > Edit menu	Insert the contents of the Clipboard at the insertion point. **Paste** is only available if you have copied text from WinSPIRS or another application to the Clipboard.
Previous Hit	Search/Index/Table of Contents/Hotlink screens > Records menu **Previous Hit** button is available at the bottom of those screens.	Move to the previous occurrence of the term you searched.
Previous Record	Search/ Index/Table of Contents screens > Records menu	Move to the record immediately preceding the current record
Print	Button bar	Print retrieved records.
Print Graphic...	Graphic window > File menu	Print the displayed graphic.
Print Options...	Search/Index/Hotlink screens > Options menu Button on Print Records dialog box	Determine which fields are printed, how field names are printed, and whether graphics and the search history are included.
Print Records...	Search/Index/Table of Contents/Hotlink screens > File menu	Print retrieved records
Print Setup...	Search/Index/Table of Contents/Hotlink/Graphic screens > File menu Button on Print Records dialog box	Select which printer to use, page orientation, and paper size. See your Windows documentation for details on Print Setup options
Records Full Screen	Search/ Index/ Table of Contents screens > Views menu	Expand the Retrieved Records area.

(Sheet 7 of 11)

Use this button/command	On this screen/menu	To do this
Reset Thesaurus	Thesaurus screen > Options menu	Choose **Reset Thesaurus** to clear the term list and Thesaurus history and return the Thesaurus to its startup condition
Restart...	Search/ Index/Table of Contents/Thesaurus screens > File menu	Reset all options to their defaults, clear the Search History, and restart WinSPIRS
Retype	Search screen > Search History area	Re-enter the text of the highlighted search in the Search: text entry area,
		Edit the statement and search again without retyping the entire statement.
Save Search History...	Search screen > File menu	Save your search history to a floppy or hard disk for later use.
Search	Button on Search/Index screens	On the Search screen, it searches for the term you typed in the Search: text entry area. On the Index screen, it copies the highlighted index term to the Search screen and searches for the term.
Search History Full Screen	Search screen > Views menu	Expand the Search History area
Search List	Button on the Thesaurus screen.	Search for the Thesaurus terms you have added to the Term List
Search Now	Button on the Thesaurus screen.	Copy the highlighted thesaurus term to the Search screen and searches for the term. (Depending on the database, you may be prompted to add one or more subheadings to the term before searching.)
Search Options	Radio buttons on Thesaurus screen	Select one of the following, then click Search Now
		Single Term: to search only for that term.
		Explode: to search for that term, and any narrower terms.

(Sheet 8 of 11)

Use this button/command	On this screen/menu	To do this
Searches	Search/ Index/Thesaurus/Table of Contents screens > Views menu **Searches** button appears on the button bar.	Move to the Search screen
Select Database...	Search screen > File menu	Display a list of available databases from which you can select one or more to search.
Show	Search/Index/Table of Contents screens	Display the record(s) associated with the highlighted search statement, index term, or contents heading.
Show Full Text	Button on Search screen	Show the full text of a record. (Full text databases only.)
Show Held Titles Only	Search/Index/Table of Contents screens > Records menu	Display only records from documents held at your library. It is only available if your system administrator has set up a library holdings file.
Show Hits Per Database	Search screen > Options menu	Indicate the number of records your searches retrieve from each database, if you are searching more than one
Show Intermediate Results	Search screen > Options menu	Display the results of each word when you search for a phrase, rather than just the results of the phrase.
Show Marked Records	Search/Index screens > Records menu	Show only the retrieved records you have marked.
Show Options...	Search/Index/Table of Contents/Hotlink screens > Options menu	Determine which fields are displayed, how field names are displayed, and whether graphics are displayed.
Show SDI	Search screen > File menu	Launch a browser connection to WebSPIRS to view and edit existing SDIs. The command is available when SDI / Alert functionality has been set up using the Reconfig utility. (Authorized users only.)

(Sheet 9 of 11)

Use this button/command	On this screen/menu	To do this
Show Thesaurus History	Thesaurus screen > Options menu	Display a list of the thesaurus terms you have viewed.
Sort Records...	Search/Index screens > Records menu	Sort retrieved records and specify the field to sort on and the order in which to sort
Split Screen	Search/Index,/ Table of Contents screens > Views menu	Divide the screen between the Retrieved Records area and the Search History, Index Terms, or Table of Contents area
Start of Record	Search/ Index/Table of Contents, and Hotlink screens > Records menu	Move you to the beginning of the current record
Suggest	Button on Search screen.	Provide alternate search terms for the term you enter
Synchronize	Table of Contents screen	Display the portion of the Table of Contents that corresponds to the text currently displayed in the Retrieved Records area
Table of Contents	Search screen/ Index screen /Thesaurus screen >Views menu	Display the Table of Contents screen for full-text databases **Note:** The **Table of Contents** command is disabled in bibliographic databases
Table of Contents Full Screen	Table of Contents screen >Views menu	Expand the Table of Contents area
Term Information	Thesaurus screen.	Display details about a highlighted term, such as definitions, scope notes, and broader and narrower terms.
Thesaurus	Search/Index/Table of Contents screens > Views menu **Thesaurus** button appears on the button bar.	Display the database's online Thesaurus
Undo Last Move	Search/Index/Table of Contents/Hotlink screens > Records menu	Cancel the last action you performed

(Sheet 10 of 11)

Use this button/command	On this screen/menu	To do this
Unmark All	Search/Index/Table of Contents/Hotlink screens > Mark menu	Unmark all marked records
Unmark Paragraph	Search/ Index/Table of Contents/Hotlink screens > Mark menu	Unmark the current paragraph of the full-text record
Unmark Record	Search/Index/Table of Contents/Hotlink screens > Mark menu	Unmark the current record
Unmark Reference Fields	Search/Index/Table of Contents/Hotlink screens > Mark menu	Unmark the bibliographic fields of the current full-text record
Unmark Section	Search/Index/Table of Contents/Hotlink screen > Mark menu	Unmark the current section of the full-text record.
View Full Tree	Thesaurus screen > Options menu	Display all the broader and narrower terms of the current term. This is not available for all thesauri.
View Last Suggestions...	Search screen >Utilities menu	Display the list of alternate search terms from the last time you clicked **Suggest**.
View List...	Button on the Thesaurus screen	Display the list of Thesaurus terms you have selected for searching
View Loaded Databases...	Search/Index/Thesaurus/ Table of Contents screens >Utilities menu.	List the currently loaded databases.
Zoom In	Graphic window >View menu **Zoom In** button is available at the top of the Graphic window.	Enlarge the current graphic
Zoom Out	Graphic window >View menu **Zoom Out** button is available at the top of the Graphic window	Shrink the current graphic

(Sheet 11 of 11)

Index