



InfoTrac Databases

Including:

Custom Newspapers
Expanded Academic ASAP
General BusinessFile ASAP
Health Reference Center-Academic
Computer Database
Opposing Viewpoints

InfoTrac includes several databases that provide access to citations and abstracts of periodical literature (journals, magazines, and newspapers) as well as some full text and/or full image articles.

ACCESSING INFOTRAC:

Click on InfoTrac from the library's online databases page, <http://www.stfrancis.edu/lib/name.htm>

Access requires a password; call the reference desk at 815-740-504 or 800-726-6500 to obtain passwords.

SUBJECT AND DATE COVERAGE:

Custom Newspapers- national and international news from New York Times, Los Angeles Times, Christian Science Monitor, Washington Post. Citations from 1996, Full text from 1996.

Expanded Academic ASAP- for research in all academic disciplines from advertising and microbiology to history and women's studies. Citations from 1980, Full text from 1983.

General BusinessFile ASAP- international business, industry, management, economics, investment and company information. Citations from 1980, Full text from 1983.

Health Reference Center-Academic- nursing, allied health, medicine, consumer health topics in magazines; newsletters; pamphlets; newspaper articles; topical overviews; and reference books. Citations from 1997, Full text from 1997.

Computer Database- computer-related product introductions, news, and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology. Citations from 1998, Full text from 1998.

Opposing Viewpoints- information on social issues including topic overviews, statistics, primary documents, links to websites, and full-text magazine and newspaper articles.

CREATING A SEARCH:

The InfoTrac databases default to a subject guide search. To create a subject search, simply click in the box and enter a word or phrase that you believe defines the main subject of the information you are seeking. Click on the Search button. InfoTrac will return a list of subject headings. If there are articles with the subject you identified, click on View to see the articles or click on Narrow to define a more specific topic. If InfoTrac uses another term, it should give you an option to "See" that term. Click on See and then view the articles.

In InfoTrac there are several other options for searching. You may select a Keyword Search from the menu in the blue area on the left of the screen. If you use multiple words, you should use Boolean operators

(AND, OR, NOT) to connect those words. If you do not, you cannot be sure what exactly the computer is searching for. Remember that keyword searching is less precise than subject searching.

Examples are given below:

AND: alcohol and abuse

This search will find all articles that have both the word alcohol and the word abuse in them. Use this operator to limit your search.

OR: computer or CPU or mainframe

Use this operator to broaden a search or when there are multiple words that describe the same concept.

NOT: holocaust not Nazi

Use this operator to eliminate words or concepts from your search. Be very careful, because this operator can eliminate articles that might be useful.

The **Advanced Search** will allow you to search using indexes other than keyword or subject (i.e. Author, Title) **Relevance Search** allows you to search for exact phrases by using quotation marks around the phrase, or requiring that certain words appear in the results (somewhat like using AND). Results of an advanced search will appear at the bottom of the Advanced Search screen, not on a new page.

For more information about how to build searches and using truncation or wildcards, refer to the help screens within the InfoTrac databases.

LIMITING OPTIONS:

InfoTrac allows users to limit their search from the main search screens. The following limits are available:

To articles with text: When this option is checked, only articles with the full text available are returned in the results list.

To the following journal(s): Enter a single journal or magazine name into this box and all of your results will come from this journal. You may use this limit with or without entering a keyword or subject.

By date: Use this option to limit results to articles published within your specified date ranges.

To refereed publications: When this option is checked articles returned in your results list will only come from publications that are refereed. Use this limit when you need scholarly/academic/peer reviewed publications.

VIEWING / MARKING RECORDS:

Once a search has been completed, a list of results will be displayed. The total number of records will be shown at the top of the screen. Use the blue directional arrows to view the next or previous page of results. To see more information or the full text of an article, simply click on the viewing information below the citation. There are options on this results screen for viewing the citation, abstract and/or Full Text; clicking on Full Text will show the article full text in HTML format. If the scanned .pdf image of an article is available, you may access that by clicking Email or Retrieval on the left of the screen and then clicking Retrieve under the Acrobat Reader option (requires Adobe Acrobat Reader).

You may also mark records of interest by clicking in the box to the left of the citation on the results page. To view only the records you have marked, click on "View Mark List" on the blue bar at the left of the screen. Links to the full text of articles, if available, will automatically be maintained.

PRINTING / EMAILING / SAVING:

To print an article or citation, click into the record from the result list and click the Print button to reformat the article. Once you have the article on a page free of graphics and buttons, click on the Print button on your web browser to print it.

Another option is to email the article or list of citations to your own email account. Click Email or Retrieval. Enter your full email address (e.g. JohnDoe@aol.com) in the address box. You may also enter a subject. Click Submit. Each article in a list may be emailed separately.

There is currently no option available in InfoTrac for saving articles.

UNIQUE FEATURES OF INFOTRAC:

Dictionary: Allows you to look up words within the program.

Collections: Takes you back to the directory of databases available in InfoTrac.

Search: Click this button to begin a new search.

HOW TO FIND ARTICLES THAT ARE NOT FULL TEXT IN INFOTRAC:

If you find a citation to an article that you would like to view, but the full text is not available in ProQuest, you have several options to try to obtain the full text. Print your citations and do one or more of the following:

1. Use the **Article Linker** link within the article citation to see if full text is available in another database.
2. Perform a title search in the Online Catalog (on library homepage) for the title of the journal (not the title of the article) to see if the University Library owns a copy of the journal. If you are a distance learner, you may submit an Interlibrary Loan Request to have the article mailed at <http://www.stfrancis.edu/lib/forms.htm>.
3. If you cannot find the article full text online or owned by our library, submit an interlibrary loan request (see link information above) to have the library staff try to obtain the article from another library (this process may take two weeks).
4. For more information see the web page: <http://www.stfrancis.edu/lib/hotoft.htm>

SAMPLE CITATIONS:

Articles obtained from an online database must be cited in a bibliography just as those from a print journal must be. However, the format of the citation is somewhat different. Examples are given in APA (5th ed.) and MLA (5th ed.) formats. For more complete information see the Citing Electronic Resources link on the library homepage or refer to the printed APA and MLA manuals.

APA:

Gremillion, Kristen J. (1996). Early agricultural diet in Eastern North America: evidence from two Kentucky rockshelters. *American Antiquity*, 61(3), 520. Retrieved March 17, 2000, from InfoTrac Expanded Academic ASAPdatabase.

MLA:

Gremillion, Kristen J. "Early agricultural diet in Eastern North America: evidence from two Kentucky rockshelters." *American Antiquity* 1996: 61(3), 520. Expanded Academic ASAP. InfoTrac. University of St. Francis Lib., Joliet, IL. 17 March 2000 <<http://www.galegroup.com/>>.