



# General Reference Center Gold Tip Sheet

## Sources:

- 1,300 General interest magazines
- 500+ historical images from *All Our Yesterdays*
- Knight-Ridder/Tribune newspaper articles
- Indexing to *The New York Times*, *The Wall Street Journal* and the full text of *The Christian Science Monitor*
- Children's magazines and Monkeyshines reference books
- 15+ reference books

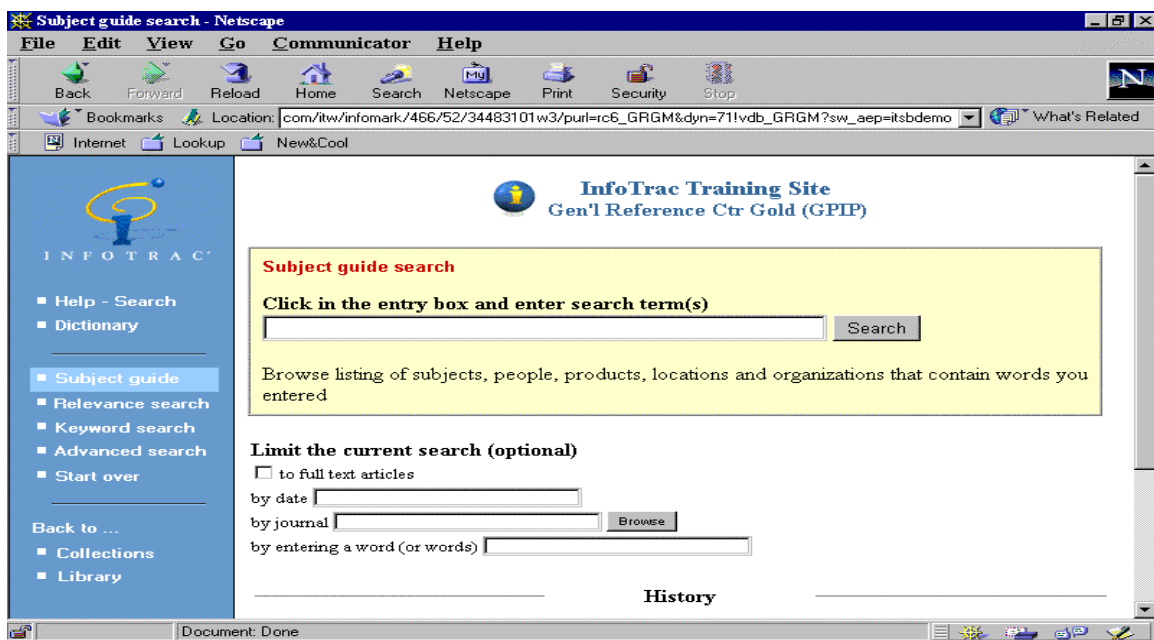
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## Getting Started:

The screen will ask you to select a collection to search. Under the **General Reference Center Gold** description, click on the link **Start searching** to go to the search screen.

## Search Options:

There are 4 different types of searches you can perform in General Reference Center Gold. You can search for articles by subject or keyword. For those who want to do a "power search", an advanced search option is available. The advanced search can be as simple or as complex as you would like. The other search feature is the relevance search that is similar to Web searching. The results list from a relevance search will display those articles that most closely match your topic first.





## Subject Search:

Many times the Subject search will be the default search. If it is not, click on the link **Subject Guide** in the blue area on the left-hand side of the screen. This will allow you to search your topic by subject.

If you type in your topic and no matching Subject Heading is found, InfoTrac automatically defaults to a Keyword Search. This means that you'll see a citation list NOT the Subject Guide.

The screenshot shows a Netscape browser window with the title "Citations 1 to 19 - Netscape". The address bar contains the URL "andals)&dyn=93!sg\_df\_presidential+scandals". The page content is from the "InfoTrac Training Site Gen'l Reference Ctr Gold (GPIP)". A navigation menu on the left includes "Help - Citations", "Dictionary", "Limit search", and "View mark list". The main content area displays search results for "presidential scandals". It states "No exact matches in the Subject Guide. Citations found with Keyword search." and lists three citations:

- The half-life of presidential scandals.** (Bill Clinton's situation put in historical context)(Column) Michael Kazin. *The New York Times* Sept 26, 1998 v148 pA23(N) pA15(L) col 2 (16 col in) View [extended citation and retrieval choices](#)
- An effort to widen Clinton's shadow.** (congressional race in North Carolina and the presidential sex scandals) Alexandra Marks. *The Christian Science Monitor* Sept 3, 1998 v90 n199 p1 col4 (23 col in) View [extended citation and retrieval choices](#)
- Overrated and underrated.** (US history people and things)(Cover Story) Bruce McCall,

If InfoTrac does not find the subject terms you entered, InfoTrac Web will display a list of subject headings spelled similarly to the term you initially typed. You can click on the appropriate word to you to the subject heading.

There are several ways to refine a Subject Search.

### **Wildcards:**

1. Asterisk (\*)—matches any number of characters
2. Question mark (?)—matches an exact number of characters
3. Exclamation point (!)—matches one or no characters

### **Boolean operators:**

1. and
2. or
3. not



### Restoration Marks:

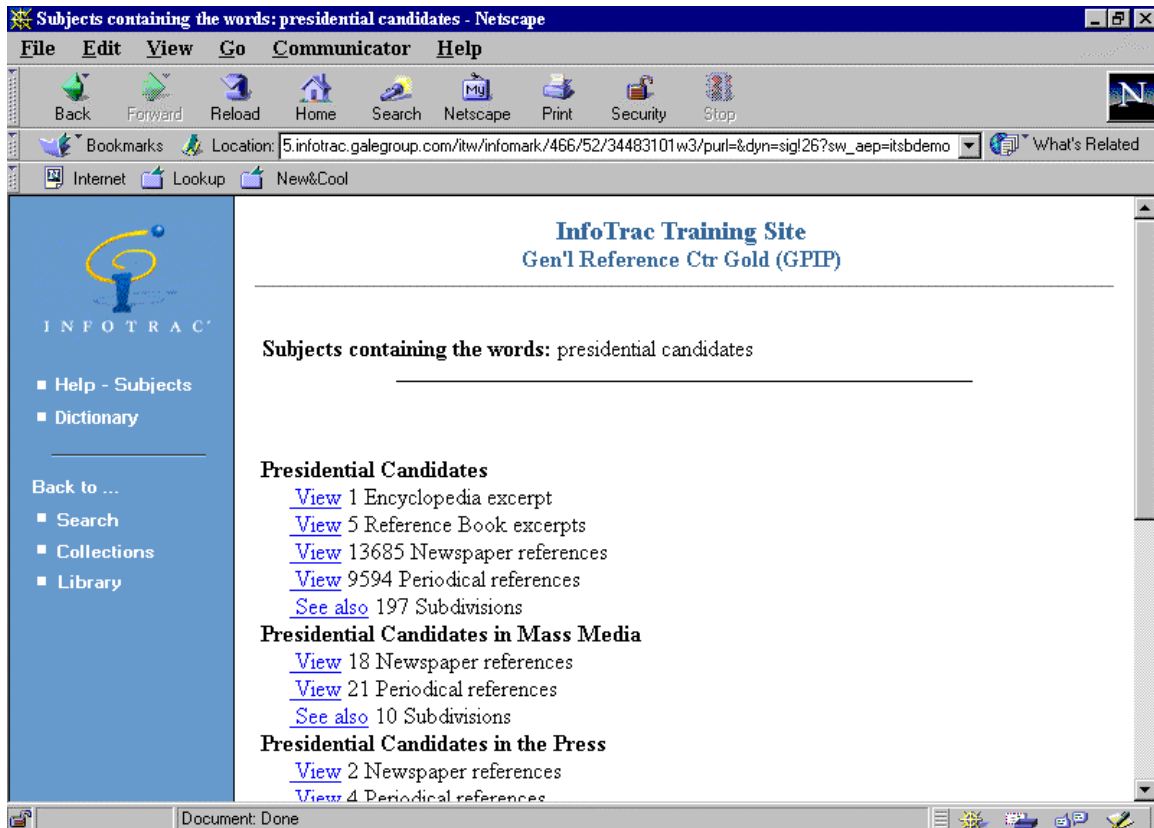
When phrases contain operators that are also stop words, like AND, you can use quotation marks (“...”) to override the stop words. By using quotation marks, InfoTrac will search for all the words together.

e.g. “crime and delinquency”

In this example, InfoTrac will look for the phrase **crime and delinquency** rather than the word crime and the word delinquency separately.

### \*\*\*Let’s try a **Subject Search**\*\*\*

1. Click in the rectangle slot and type the words **presidential candidates**. Click on the **Search** button to start the search.
2. The subject guide list will be displayed on the screen. There are several different types of materials to select depending on your research needs. Click on the link **View** or **See also** to see the articles.





### **Keyword Search:**

A Keyword Search looks for the word or words entered. Results are listed from most recent to oldest publication date.

There are several ways to refine a Keyword Search.

#### **Wildcards:**

1. Asterisk (\*)—matches any number of characters
2. Question mark (?)—matches an exact number of characters
3. Exclamation point (!)—matches one or no characters

#### **Boolean operators:**

1. and
2. or
3. not

#### **Order of Operators:**

When using more than one Boolean operator, InfoTrac evaluates them in this order:

1. and, not
2. or

#### **Nesting Operators: (...)**

If you want to override the order of operators, you can use parenthesis so certain terms are searched together.

#### **Restoration Marks:**

When phrases contain operators that are also stop words, like AND, you can use quotation marks (“...”) to override the stop words. By using quotation marks, InfoTrac will search for all the words together.

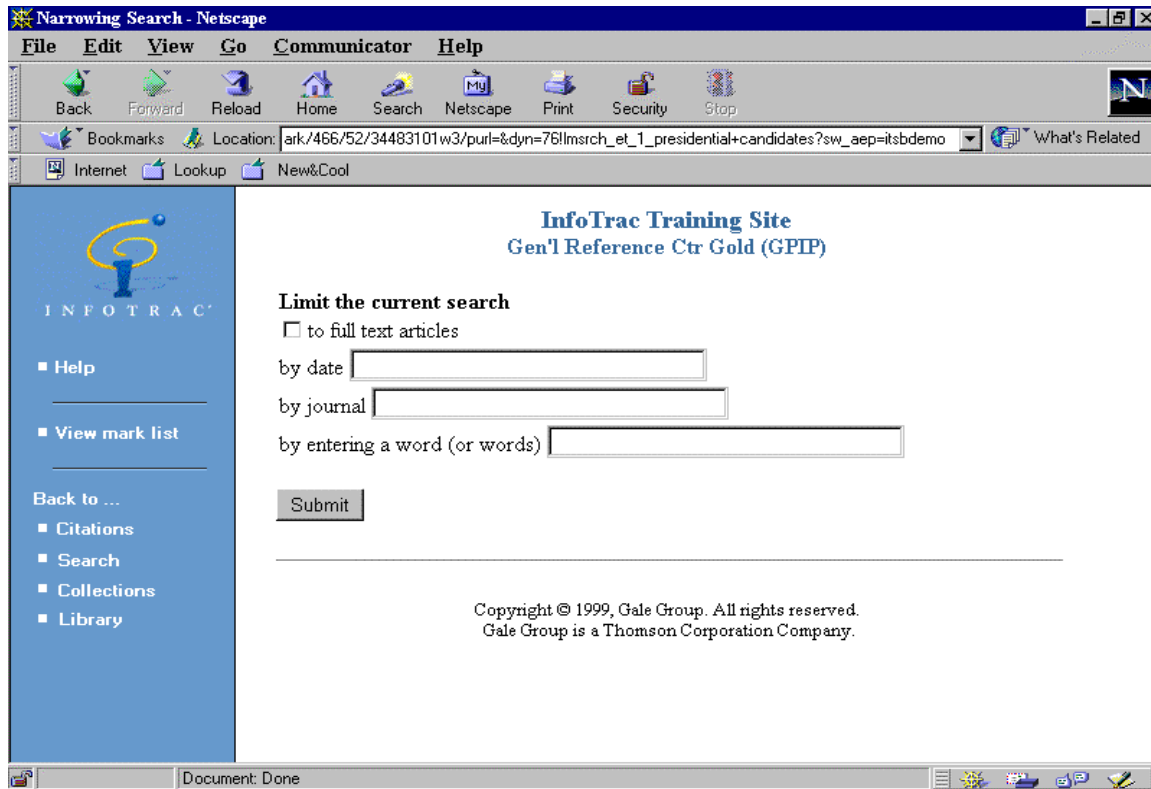
e.g. “crime and delinquency”

In this example, InfoTrac will look for the phrase **crime and delinquency** rather than the word crime and the word delinquency separately.

#### **\*\*\*Let’s try a Keyword Search\*\*\***

Click on the link **Keyword Search** in the blue area on the left-hand side of the screen. This will allow you to search your topic by keywords. A keyword search will look for the words in your topic in the title, citation, and abstract.

1. Click in the rectangle slot and type the words **presidential candidates**. Click on the **Search** button to start the search.
2. There are times when you may want to limit your search. In the blue area on the left-hand side of the screen is a **Limit Search** link. Click on that link.
3. You will have several different options that will allow you to limit your search. You can limit to full text articles, by date, by journal title or by entering another word(s).



4. Click on the **Submit** button when you are ready to re-execute the search with the limits included.

### **Relevance Search:**

A Relevance Search will look for the word(s) you enter. The results will be listed according to their relevance to the search terms. This is determined by where the words appear in the article (title, text, etc.) and how closely they match the original search terms (exact match, word variant, etc.).

There are several ways to refine a Relevance Search.

### **Wildcards:**

Wildcards are NOT needed in a Relevance Search since variations of the terms entered are searched.

### **Exact Words/Phrases:**

Enclose searches that are for exact words or phrase with quotation marks (“...”)

e.g. “moon landing”



### **Inclusion of Specific Terms:**

Place a plus sign (+) before a term or terms to ensure that InfoTrac does search for that part of the word or phrase. Any results that do not include the term or terms with a plus sign before it will be rejected.

e.g. +folic acid

InfoTrac will look for only the articles that have the word acid in them and also include the word folic. Any articles with just the word acid without the word folic will not appear in the results list.

### **Exclusion of Specific Terms:**

Place a minus sign before term or terms to ensure that InfoTrac does not search for that part of the word or phrase.

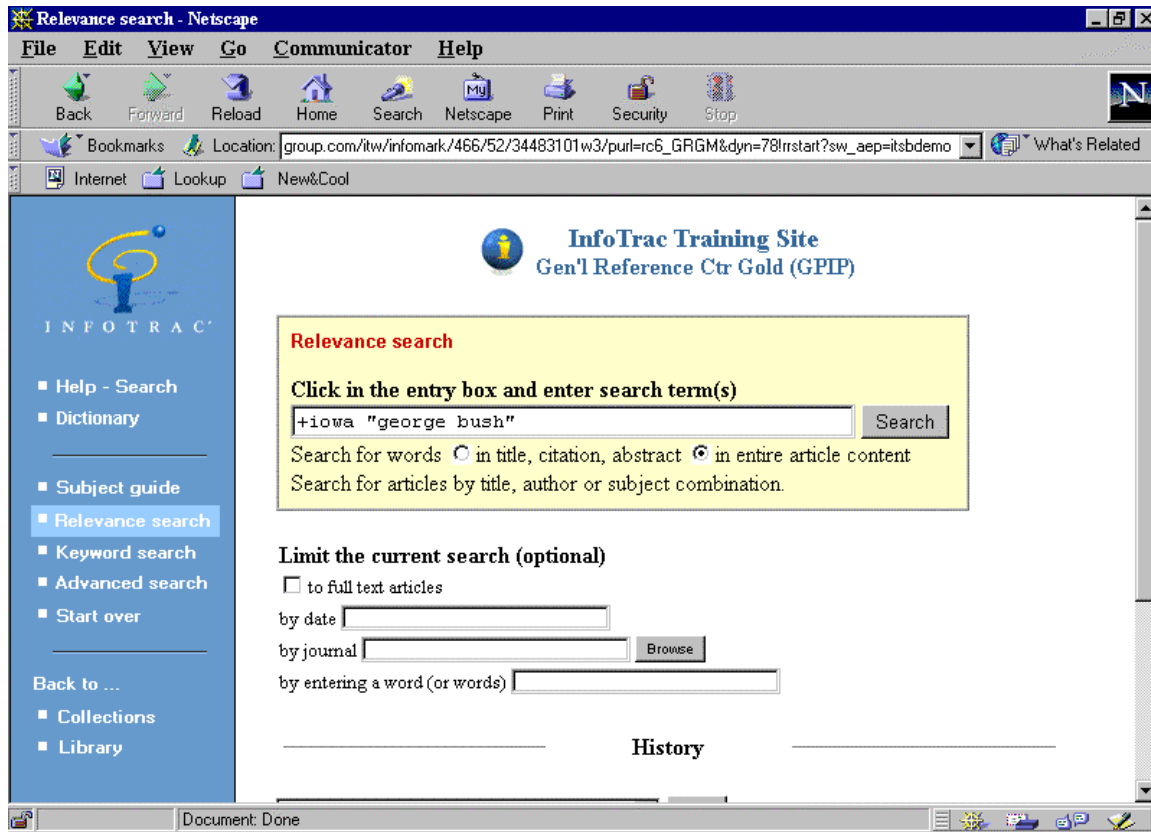
e.g. -Cuban jazz

InfoTrac will search for articles with the word jazz in them but will not include any articles that also include the word Cuban in the results list.

### **\*\*\*Let's try a Relevance Search\*\*\***

Click on the **Relevance Search** link in the blue area on the left-hand side of the screen. The articles that are considered to be most relevant to your search terms will be listed first. The results list will NOT be listed by most current first.

1. Click in the rectangle slot and type the words +iowa "george bush". Click on the **Search** button to start the search. InfoTrac will look for only the articles that have the words george bush in them and also include the word iowa. Any articles with just the words george bush without the word iowa will not appear in the results list.



2. There are times when you may want to limit your search. In the blue area on the left-hand side of the screen is a **Limit Search** link. Click on that link.
3. You will have several different options that will allow you to limit your search. You can limit to full text articles, by date, by journal title or by entering another word(s).
4. Click on the **Submit** button when you are ready to re-execute the search with the limits included.

### **Advanced Search:**

The Advanced Search provides searchers with the most control. There are several different ways to refine your search.

### **Wildcards:**

1. Asterisk (\*)—matches any number of characters
2. Question mark (?)—matches an exact number of characters
3. Exclamation point (!)—matches one or no characters

### **Boolean operators:**

1. and
2. or
3. not



### Proximity operators:

1. Wn—finds essays containing the specified words in the specific order within the number of words you indicate  
e.g. electronic w2 book
2. Nn—locates essays containing the words you specify within the number of words you indicate, but the words can be in ANY order  
e.g. bulls n2 basketball

### Range operators:

- |                                  |                   |
|----------------------------------|-------------------|
| 1. Since                         | 6. before         |
| 2. After                         | 7. lt (less than) |
| 3. gt (greater than)             | 8. < (less than)  |
| 4. > (greater than)              | 9. to             |
| 5. ge (greater than or equal to) | 10. -             |

### Dates:

Dates can be written in several formats.

1. January 18, 1999
2. 1/18/1999
3. March 1999
4. 3/1999

### Browsing:

If you're not sure which search terms to use, you can browse first. At the Advanced Search prompt screen, look in the drop-down menu of index abbreviations. Any index abbreviation followed by an equal sign (=) indicates a browseable index.

e.g. jn=

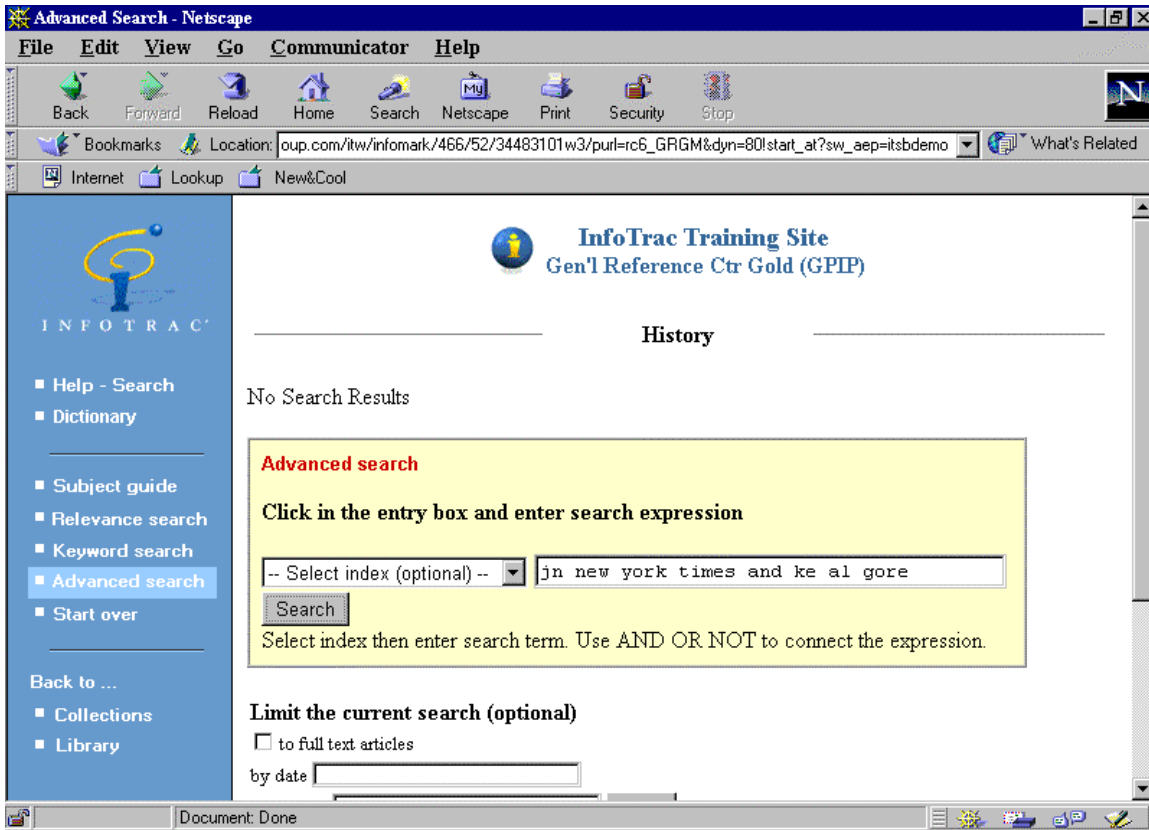
This will allow you to browse the list of journal titles included in InfoTrac.

### \*\*\*Let's try an **Advanced Search**\*\*\*

Click on the **Advanced Search** link in the blue area on the left-hand side of the screen. The advanced search can be as simple or as complex as you would like.

1. Click on the drop down menu in the search box area. Select **jn** (journal name) from the menu. The jn will appear in the search box. Click in the search box after the jn code, and type in **new york times**.
2. Click on the drop down menu in the search box area, and select **ke** (keywords) from the drop down menu. Click in the search box after the ke code, and type in **al gore**. Click on the **Search** button to start the search. Your search should look like the following:





InfoTrac will look for *The New York Times* as a journal name, and it will also look for the keywords al gore. The only articles that appear in the results list will be articles with the keyword al gore in *The New York Times*.

3. There are times when you may want to limit your search. In the blue area on the left-hand side of the screen is a **Limit Search** link. Click on that link.
4. You will have several different options that will allow you to limit your search. You can limit to full text articles, by date, by journal title or by entering another word(s).
3. Click on the **Submit** button when you are ready to re-execute the search with the limits included.

\*\*For more information about General Reference Center Gold, check out the Help feature located in the blue area on the left-hand side of the General Reference Center Gold database.