

# Getting started with **Infotrac Powersearch**

## Access to Infotrac Powersearch

Access to Infotrac requires a username and password. Further information is available on a separate information sheet or from any staff member at The British Council Information Centre.

Once you have gained access, you have a choice to individually search **British Council Journals Database** or **British Council Newspapers Database** or search across both databases simultaneously.

## What is Infotrac Powersearch?

Infotrac Powersearch is a super-powered search engine with cross-searching capabilities allowing users to access to a vast range of information. With precision searching and powerful features for organising and retrieving your search data, this is an ideal resource which appeals to a wide target audience from novice researchers, college students to advanced researchers and academic professionals.

### Access to 50 newspaper titles:

Dating back to 1996 and no more than 48 hours behind print, examples include: Daily Mail, Telegraph, Financial Times, Guardian, Independent, International Herald Tribune, Los Angeles Times, New York Times, Observer, Sun, Sunday Mirror, Times.



### Access to over 1000 journals:

There is access to information on a vast range of subjects (including, for example, management, law, technology, arts, languages, science, economics and the environment). These range from refereed academic journals to popular magazines and newspapers. Examples of journals include: Economist, Newsweek International, Time, Forbes, National Geographic, New Scientist, Science, Business Week, Spectator.

## Different ways to search...

### Basic Search

A straightforward way to search based on the most widely used search options.

1. Click **Basic Search**
2. Enter one or more words in the **Find** box

3. Click on one of the options to search for words by **Subject**, **Keyword** or **Full text**.

**Subject** - search for topics such as academic disciplines, companies, events, laws, geographic locations, organisations, people, etc.

**Keyword** - search on significant fields in documents, including titles, introductory text, authors, and subject terms. This option searches a broader range of fields than more specific searches like by subject or publication title.

**Full text** - looks for any word or words within the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the Keyword search. This is a good search to use if you are looking for a particular line of text or an unusual phrase.


4. Optionally click the **More search options** link to specify criteria to limit your search e.g. to search for documents with a specific publication date or only for documents with images.


5. Click the **Search** button. 

If your search is successful, you will see a results list page with citations matching your search criteria on the right-hand side of the page organised into tabs. You may also see a list of the subject terms most closely matching your search terms on the left-hand side of the page known as the Subject Guide sidebar (however this feature may not be available for all collections). If no results can be found, you will see a message asking you to revise your search.

### Advanced Search



With this search you can create complex search strategies by assigning each of your keywords a specific **search field**.

1. Click **Advanced Search**. 
2. Select the 'index' you want to search from the dropdown menu (the default is keyword, but there are many to choose from, including author, subject, document title, person, etc).
3. Enter your search term(s).
4. Optionally select a logical operator (**AND**, **OR**, **NOT**), select an additional index, and enter additional search term(s). There are three rows of search boxes

- for entering your search terms (you can add more rows).
- Optionally enter search limits by clicking **More search options**.
- Click the **Search** button. 

### Subject Guide Search

Use this method to browse a listing of subjects, people, products, locations and organisations that contain word(s) you entered. From this listing (known as the Subject Guide), you can select a term and see a results list of citations, or navigate through the Subject Guide by selecting related subject links.

- Click **Subject Guide Search**. 
- Enter one or more words in the **Find** box.
- Click the **Search** button. 

Hint: It is best to enter only one or two words. Enter the most important word first.

### Search results

Results are organised into different groups of content (articles, research items etc), each with its own results list. There are four tabs for these groups: **Magazines & Journals**, **Reference**, **News and Multimedia**. Not every tab may contain items.

Generally, if your search is successful, you will see a results list page with citations matching your search criteria on the right-hand side of the page organised into tabs.

You may also see a list of the subject terms most closely matching your search terms on the left-hand side of the page known as the Subject Guide sidebar (however this feature may not be available for all collections). If no results can be found, you will see a message asking you to revise your search.

### Tips for searching

**Limit your searches** to produce a smaller result set more precisely focused on what you want, such as articles with full text, articles from refereed publications or particular journals, or articles published within a date range.

**Use logical operators** such as **AND**, **OR**, **NOT** to refine your search strategy. **Stress AND work** will look for both words in an article. **Staff OR employees** will look for either word in an article. **UK NOT America** will discard articles that mention America.

**Use wildcard symbols (\*?!)** in your search terms. **Technolog\*** will look for technology, technological, technologically. **?ffective** will look for effective and affective. **Color** will look for the British and American spelling. Searching for **job!** will find job and jobs.

## Printing, saving and e-mailing

### Printing

Click the **Print** icon on the toolbar at the top of the page. The document will be re-displayed in a separate browser window without the title banner, navigation bar, etc. Click **File** and then **Print**. Close the window when you have finished.

### Saving to your computer/diskette

Click the **Download** icon on the toolbar at the top of the page to display the **Download Options** page. Then choose the download format. Select **HTML** format to retain text formatting and active hyperlinks, or select **Plain Text** format. Click **Download**.

*Note: Data such as images, audio clips, and video files cannot be downloaded.*

### The PDF Document option for viewing/printing

This allows you to retrieve, whenever possible, a Portable Document Format (PDF) file of a document (a facsimile of the article as it originally appeared in publication) for viewing or printing with Acrobat Reader. Look for the **PDF** link below the citation on a results list or your **Marked List** page, and as a link on the document display page. Use Acrobat Reader to read or print the document.

### Emailing

Click the **E-mail** icon at the top of the page. Use the **E-mail Document** page to enter details of the e-mail message(s) you wish to send and choose your options for formats, full text or citations, etc.

### Marked items



Items you are interested in (e.g. search results and documents) can be 'marked' and set aside to be viewed and/or retrieved all at once (rather than doing so one by one) in your **Marked Items** list. You may mark up to 50 items. Note that once you have exited this database, your Marked Items list will be lost, unless you InfoMark it (see below).

### InfoMarks



A unique feature allowing you and others to re-visit practically any page you choose after you have ended your current session. You can InfoMark most kinds of pages (search input screens, entire result lists, specific documents, full-text/PDF versions), and your Marked Items list. While viewing a page, just click the **InfoMark** link in the toolbar at the top of the page. You can copy and paste the InfoMark into another document, bookmark it, and/or e-mail it.

### When in doubt use Help Help

The Infotrac Powersearch help pages provide guidance to help you make optimum use of this powerful system. Contextual help is available on all pages - simply click on the **Help** icon found at the top of each page.