


WebSPIRS™ 4.2 Quick Reference

Note: A caption in a box with a bar like this  describes the page you open with that captioned WebSPIRS button. Other boxes describe actions on this Main page

Enter a word or phrase then click **Start Search**

Focus your search using database limit fields

Specify your preferences for displaying results

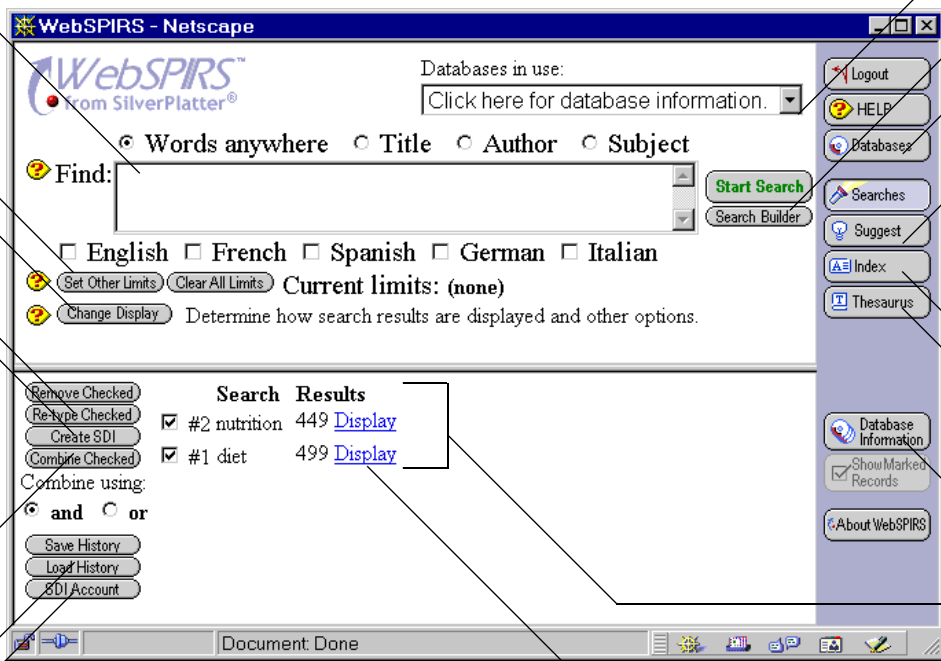
Select search results in the Search History area, then click here to remove the search, or retype it at **Find:**

Select a search, then click here to get automatic updates by e-mail

Combine 2 or more searches with **and** or **or** then click **Combine Checked**

Save a search to reuse later, or load one you already saved

Keep track of your SDIs



Use a form to build complex searches easily

Select new or extra databases to search

Find alternative search terms

Browse indexes and choose words to search

Find and choose subject terms from this database

See a list of selected databases and information about the fields they contain

This Search History area shows a summary of your searches

Click on **Display** to see the list of records returned for an individual search. Then you can print or save them

Type in your search like this to find:

A term: cat
 A phrase: Y2K compliant
 Use parentheses to clarify the relationship: (dog and cat) in TI is not the same as dog and cat in TI

Use these symbols to find more records:

* replaced by 0 or any number of characters: child*
 ? replaced by 0 or 1 characters: wom?n Or colo?r

Use 1 of these between 2 terms, and the results will:

and ...include both terms cat and dog
or ...include either or both terms cat or dog
not ...not include the second term cat not dog
adj ...include both terms, in the specified order puppy adj love
with ...have both terms in the same field cat with dog
near ...include both terms in the same sentence, in either order, with n to specify how close cat near2 dog

Use 1 of these to find information in a specific field:

- Select one of the radio buttons above **Find:** then enter your search term
- Enter both the search term and the field name at **Find:** cat in TI
- Use the **Search Builder**

Look for an author like this:

Select the **Author** radio button and enter the name in either of these formats: smith-pat
 smith-p*