

***WinSPIRS™***  
***User's Manual***

**SilverPlatter®**  
Version 2.1

## **WinSPIRS™ User's Manual**

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# Preface

This manual is designed for novice and experienced users of WinSPIRS, SilverPlatter's search and retrieval software for Windows. It provides introductory material and reference information and a comprehensive index.

The WinSPIRS documentation set consists of the following.

- *WinSPIRS User's Manual*
- Online help system, available at all times while running WinSPIRS
- Online database guides, available at all times while searching, for each database published by SilverPlatter

## Conventions

This manual uses the following conventions.

<b>[F6]</b>	These brackets and typeface indicate a key on the keyboard, in this case, the F6 key.
dyslexia	This typeface indicates text as you would type it or an example of how a search statement would be typed.
<b>and</b>	This boldface type indicates a WinSPIRS operator—a special word used to combine search terms.
winspirs.ini	This typeface indicates a file name.
<i>drug-abuse</i>	This italic type indicates search concepts or text that appears on the screen.



# 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, 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 You Will Learn

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

- **Chapter 1 Installing WinSPIRS.** This chapter provides instructions on installing WinSPIRS from floppy disk and CD-ROM.
- **Chapter 2 WinSPIRS Overview.** This chapter provides instructions on starting WinSPIRS, a general introduction to the WinSPIRS screens, basic searching, and the online help system.
- **Chapter 3 Searching with WinSPIRS.** This chapter illustrates many techniques of searching with WinSPIRS.
- **Chapter 4 Using Retrieved Records.** This chapter describes what you can do when you find the records you are looking for: marking, sorting, printing, and downloading records, and changing various options.
- **Chapter 5 WinSPIRS Commands.** This is an alphabetical listing of all menu items and commands in WinSPIRS.
- **Chapter 6 SilverPlatter Support Services.** A list of contacts at SilverPlatter.





## Chapter 1 Installing WinSPIRS

This chapter provides details on installing WinSPIRS:

- Hardware and software requirements
- Installing WinSPIRS from SilverPlatter's FTP site, Software Resource CD, and installation diskettes
- Network installation instructions
- Configuring WinSPIRS
- Accessing databases on network directories
- Providing Library Holdings Information

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### Hardware and Software Requirements

Below are the hardware and software requirements for using WinSPIRS.

Component	Minimum	Recommended
PC	80386sx	Pentium
system software	Windows 3.1	Windows 95
memory	4 MB <b>Note:</b> Windows 95, Windows NT, Windows for Workgroups require 8 MB of RAM.	16 MB
available hard disk space	8 MB	16 MB
CD-ROM drive (not necessary for ERL)	ISO 9660, 680 MB	same, 300ms or less access time
CD-ROM extensions	MS-DOS CD-ROM extensions (v2.1)	(or later versions)
video	monochrome, VGA	color
floppy drive	one high density	same

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## Installing WinSPIRS

Below are the instructions for installing WinSPIRS 2.1. The instructions depend on whether you are installing WinSPIRS from SilverPlatter's FTP site, Software Resource CD, or installation diskettes.

### Installing from SilverPlatter's FTP Site

The SilverPlatter FTP site contains all of the current ERL and SPIRS software, as well as beta versions of future releases. If you have FTP capabilities, you can download WinSPIRS 2.1.

1. FTP SilverPlatter's site at `ftp.silverplatter.com`.
2. If necessary, login as `anonymous` and provide your e-mail address as a password.
3. Change directories to `software/winspirs2.1`.
4. Download `ws21.exe`. This is a self-extracting executable that contains all of the WinSPIRS installation files.
5. In a DOS window, change to the directory in which you downloaded `ws21.exe` and run the executable. The installation files are extracted.
6. Close the DOS window.
7. 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.
8. Click **Browse**, open the directory in which you extracted the WinSPIRS files, and double-click on `setup.exe`.
9. Click **OK** to run WinSPIRS Setup.
10. 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 the Software Resource CD

SilverPlatter regularly distributes its current ERL and SPIRS software on the “SilverPlatter Software Resource CD.” If you have a copy of the Resource CD, follow the instructions below:

1. Insert the Software Resource CD in the computer’s CD-ROM drive.
2. Run `spmenu.exe`:
  - In Windows 95:**
    - i. Choose **Run** from the Taskbar’s Start menu.
    - ii. Click **Browse**, open the CD, and double-click on `spmenu.exe`.
    - iii. Click **OK**.
  - In Windows 3.1:**
    - i. Exit Windows.
    - ii. Change to the CD-ROM drive. For example, type `d:` and press **[Enter]**.
    - iii. Type `spmenu` and press **[Enter]**.
3. Press **[Enter]** to display the Main menu.
4. Type the number corresponding to the Retrieval Software menu and press **[Enter]**.
5. Select the appropriate menus to install WinSPIRS. The menu structure may vary slightly from one release of the Resource CD to the next.
6. 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 Diskette

If you have WinSPIRS installation diskettes, 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 diskette, 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.

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## Network Installation Instructions

The WinSPIRS Setup program allows you to install WinSPIRS as a standalone or shared application. If you installed a shared application, you need to install icons and other local files at each workstation.

To set up WinSPIRS workstations:

1. At each workstation, 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.
2. Click **Browse**, open the directory in which you installed WinSPIRS, and double-click on `setup.exe`.
3. Click **OK** to run WinSPIRS Setup.
4. Follow the instructions on-screen. Setup presents a license agreement, which you must accept to install WinSPIRS, and then asks what folder you want to put the WinSPIRS icons in. The Reconfig icon is included if in the original WinSPIRS setup you chose to have a unique configuration for each workstation.

## 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 WinSPIRS Reconfig:



1. Double-click the Reconfig icon in the WinSPIRS folder. The Configuration Options menu is displayed.

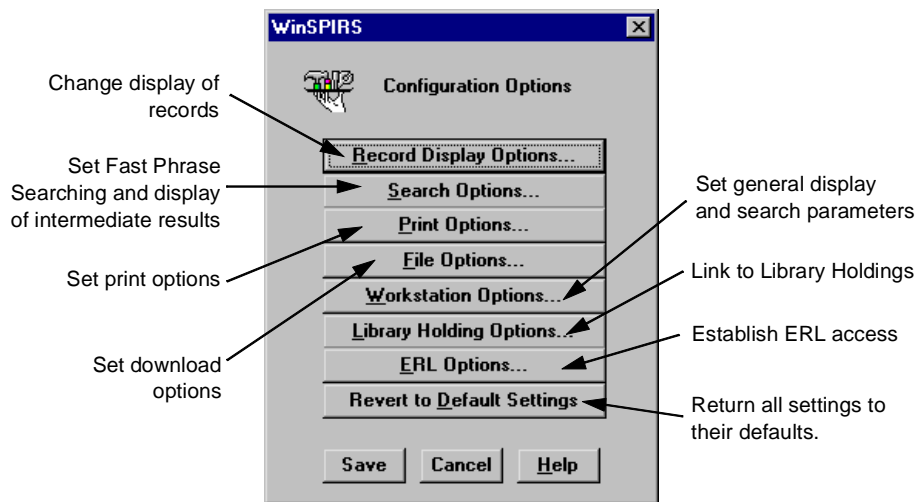


Figure 1-1 Configuration Options menu

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 will erase all ERL settings.
6. When you are finished, click the **Save** button.

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

---

## Accessing Databases on Network Directories

You can configure WinSPIRS to temporarily map to databases on network subdirectories, provided that the network is running on a Novell Netware, Windows for Workgroups, Windows 95, or Windows NT server. Unlike mapping drives in Windows Explorer, File Manager, or your login script, the connections persist only while WinSPIRS is in use; the drives are available to other programs when you quit WinSPIRS.

To access network subdirectories:

1. Edit `winspirc.ini` in the WinSPIRS directory. You can use any text editor to open the file.
2. Create a new section in `winspirc.ini`. The section name must be upper-case and enclosed in brackets, such as `[MEDICAL_DBS]`.
3. In the new section, map to each network server and volume. Use the format `MAP1=\\SERVER\VOLUME` for Windows for Workgroups, Windows 95, and Windows NT, and `MAP1=SERVER/VOLUME:\` for Novell Netware. Repeat this for each volume, incrementing to `MAP2`, `MAP3`, etc.
4. Save `winspirc.ini` as unformatted text and close the file.
5. Pass the section name as an argument to WinSPIRS:

**In Windows 95:**

- i. Right-click on the WinSPIRS icon.
- ii. Select **Properties** from the pop-up menu.
- iii. Click the **Shortcut** tab.
- iv. Add `-M` plus the section name, such as `-MMEDICAL_DBS`, to the end of the Target property.

**In Windows 3.1:**

- i. Single-click on the WinSPIRS icon.
  - ii. Press **[Alt]+[Enter]** to display the Program Item Properties dialog box.
  - iii. Add `-M` plus the section name, such as `-MMEDICAL_DBS`, to the end of the Command Line property.
6. Run WinSPIRS. It maps your available drives to the paths listed in the mapping section.

**Note:** You can create specialized copies of the WinSPIRS icon, with each copy accessing a unique set of databases. To do so, create multiple mapping sections in `winspirc.ini` and point each icon to a different mapping section.

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## Providing Library Holdings Information

If you have SilverPlatter's Library Holdings Administration (SPLHA) utility for DOS, you can provide holdings information to WinSPIRS users.

To make Library Holdings information available:

1. Run the WinSPIRS Reconfiguration program as described on page 1-5.
2. Click **Library Holdings Options...** in the Configuration Options menu.
3. Check **Holdings Exist** in the Library Holdings Options dialog box.
4. Specify the directory in which the Library Holdings file is located.
5. Click **OK** to close the Library Holdings Options dialog box.
6. Click **Save** to save your changes and exit the Reconfiguration program.

WinSPIRS can then display the holdings messages and call numbers that apply to retrieved records.

For more information on the SPLHA utility see the SPLHA documentation or contact SilverPlatter.





## Chapter 2 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.

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### 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.



Figure 2-1 WinSPIRS folder in Windows 95

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 multiple databases are available, WinSPIRS displays the Available Databases dialog shown below. Depending on the source and type of available databases, this list will include the server names (for databases on ERL servers), database names, and coverage dates (if available).

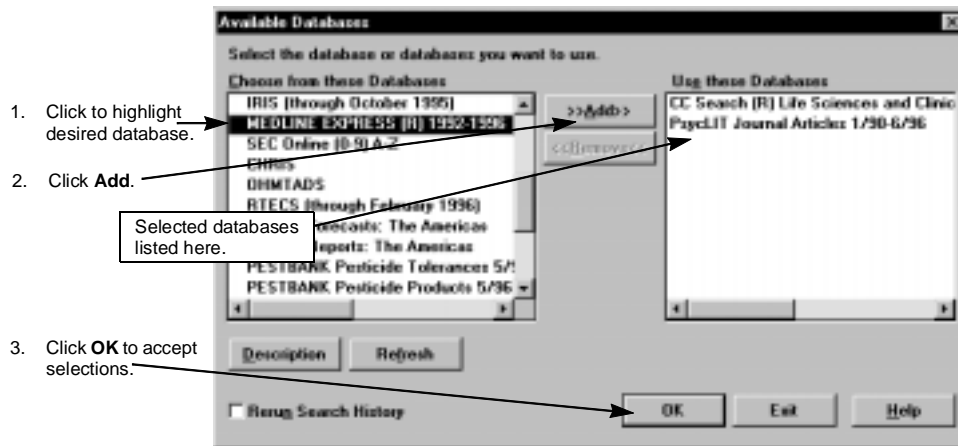


Figure 2-2 Selecting databases

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 >>Add>> to select the highlighted database.
3. Click **OK**. WinSPIRS displays the first database title screen and the Title Screen dialog box, as shown below. This screen provides the coverage dates, scope, and copyright information for the current database.



Figure 2-3 A database title screen

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.

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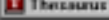
## WinSPIRS at a Glance

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, as shown in Figure 2-4 on page 6. From them 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.

<i>Click this button:</i>	<i>To open or move to:</i>
	Available Databases dialog box
	Print Records dialog box
	Download Records dialog box
	Search screen
	Index screen
	Table of Contents screen
	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 allows you to view suggested terms, view loaded databases, and select fields to search.

**Records Menu**

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

**Mark Menu**

The Mark menu allows you to 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 determine (for a single search session) how WinSPIRS prints, shows, and saves retrieved records. This menu also enables you to 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 allows you to move among the WinSPIRS screens, and to 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 2-10 provides more information on the Help menu.

## Search Screen

The Search screen allows you to 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, refer to “Using the Search Screen” on page 3-2.

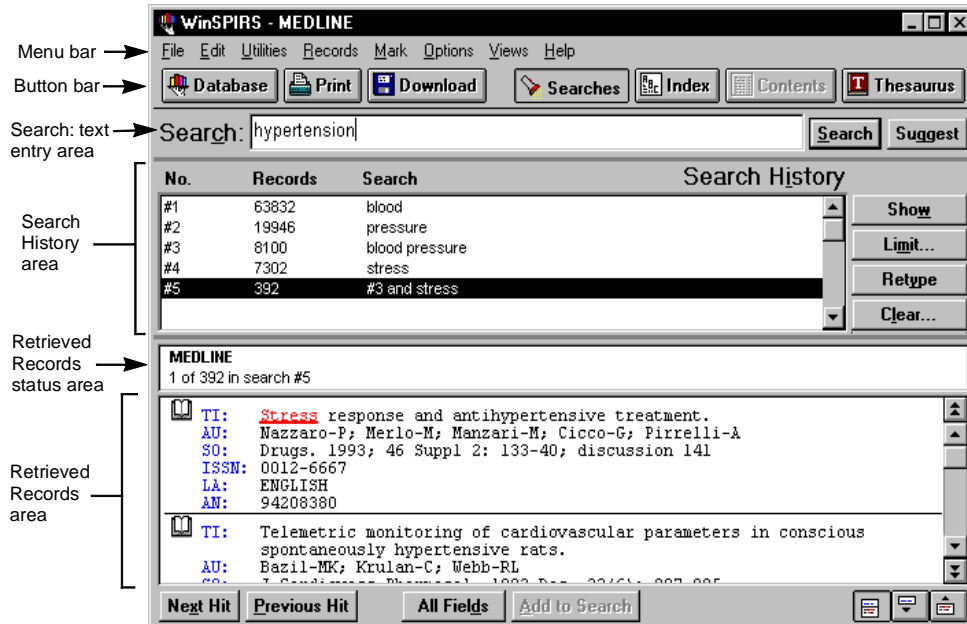


Figure 2-4 WinSPIRS Search screen

To perform a search type a term in the Search: text entry area and click the **Search** button. 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 allows you to 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, refer to “Using the Index” on page 3-12.

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

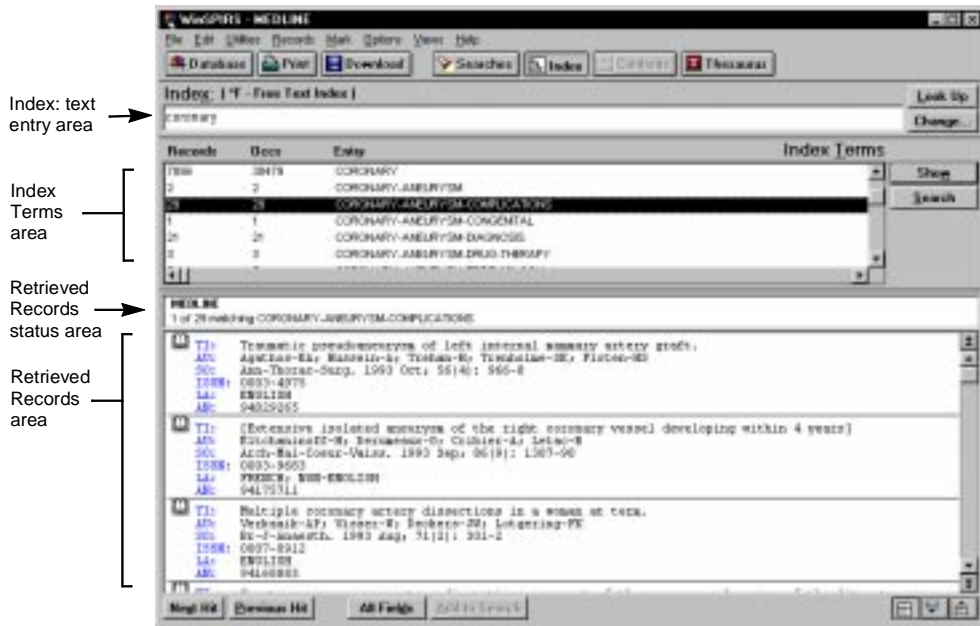


Figure 2-5 Index Screen

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 enables you to select and search for synonyms and preferred terms, and also to see descriptions of the terms. And, 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, refer to "Using the Thesaurus" on page 3-15.

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



Figure 2-6 Thesaurus screen 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.

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



### 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, refer to “Using the Table of Contents” on page 3-22.

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

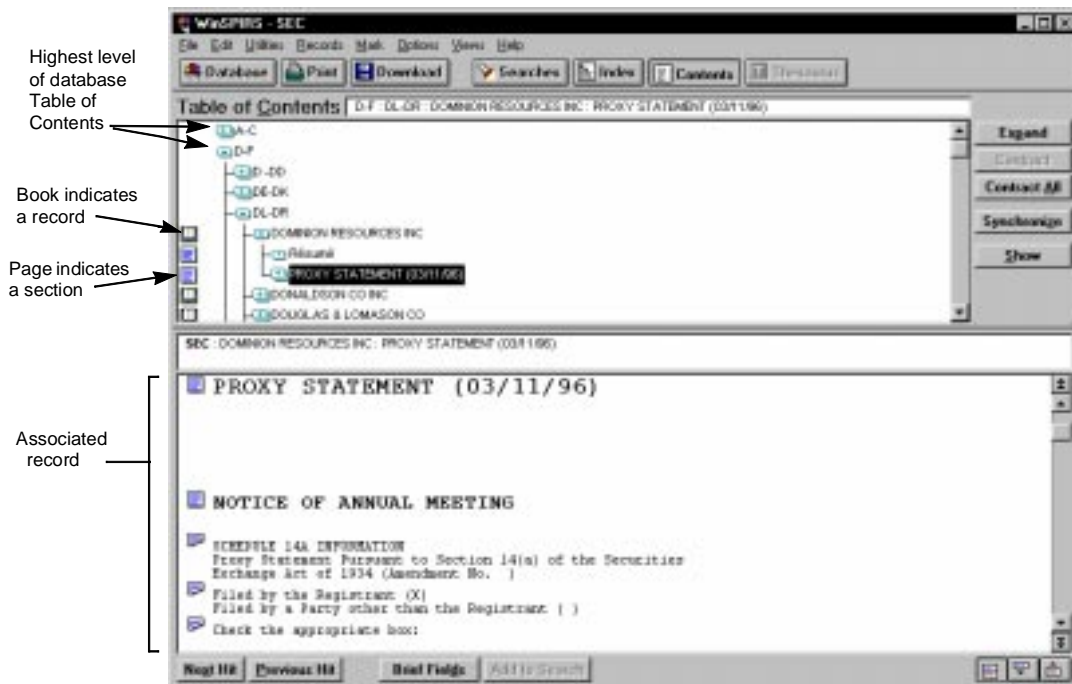


Figure 2-7 Table of Contents screen

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 the **Help** button to access context sensitive help, or use the Help menu to move through Help topics.

Regardless of how you access help, the help window will look similar to Figure 2-8 below.



Figure 2-8 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, as shown in Figure 2-9.



Figure 2-9 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 3

# 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
- 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
- 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 3-1 Searching for “blood pressure”

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

 A screenshot of the WinSPIRS Search History window. The window title is "Search History". It contains a table with three columns: "No.", "Records", and "Search". The table has three rows of data. To the right of the table are four buttons: "Show", "Light...", "Retype", and "Clear...".
 

No.	Records	Search
#1	63832	blood
#2	19946	pressure
#3	8100	blood pressure

Figure 3-2 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.

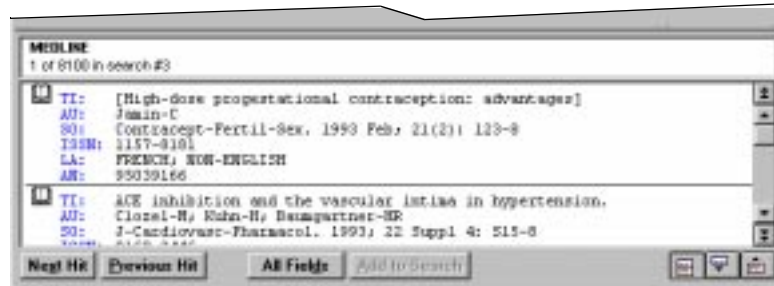


Figure 3-3 Records retrieved by a search for “blood pressure”

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
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 means 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, 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. Refer to “Using the Index” on page 3-12 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*, etc. Similarly, in the Authors (AU) field, the search `lindeman in au` retrieves records authored by *A.K. Lindeman*, *C. Lindeman*, *C.A. Lindeman*, etc.

## 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.

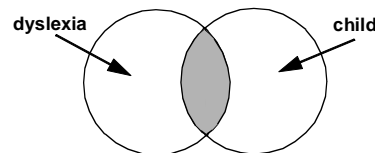
If you omit parentheses from a complex search statement, WinSPIRS automatically inserts them. Check the Search History window to see if WinSPIRS’ interpretation is what you intended. If it is not, click **Cancel** to stop the search and edit the search request.

## 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 Does
----------	--------------

**and** **and** retrieves records that contain both of two search terms. For example, `dyslexia and child` retrieves records containing both *dyslexia* and *child*.



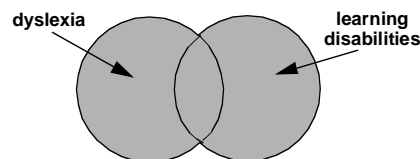
*Shaded area represents records containing the term dyslexia and the term child*

**with** **with** retrieves 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** **near** retrieves 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.

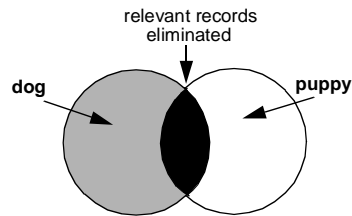
**or** **or** retrieves records that contain either or both of two search terms. For example, the search `dyslexia or learning disabilities` retrieves all records that contain *dyslexia*, *learning disabilities*, or both *dyslexia* and *learning disabilities*.



*Shaded areas represent records containing the term dyslexia or the term learning disabilities*

continued...

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



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

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 3-4 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.

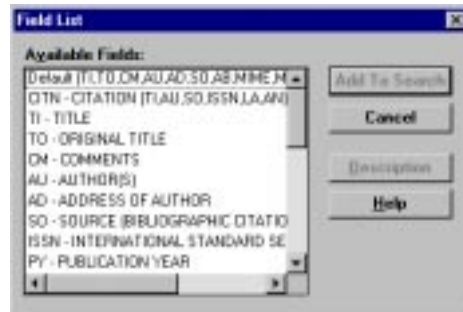


Figure 3-5 Field List dialog box

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, refer to “Using the Index” on page 3-12.

## 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	<code>py&lt;1986</code>
>	greater than	<code>py&gt;1984</code>
<=	less than or equal to	<code>py&lt;=1985</code>
>=	greater than or equal to	<code>py&gt;=1984</code>
-	within a range	<code>py=1983-1986</code>

**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 the **Limit...** button 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 the **Limit...** button to display the Limit Search dialog box.

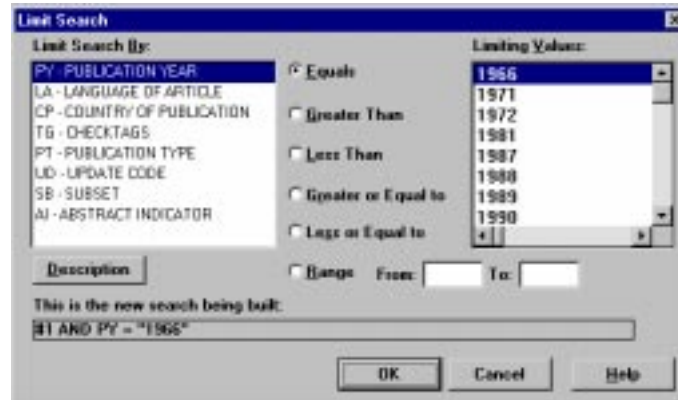


Figure 3-6 Limit Search dialog box

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.

## 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.

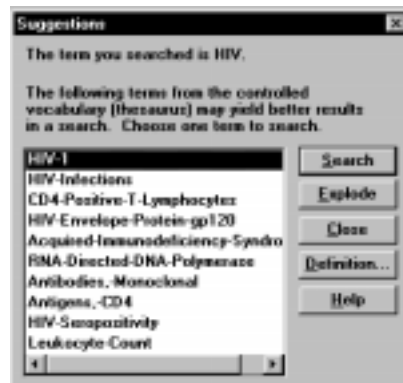


Figure 3-7 Suggestions for the term "HIV"

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.

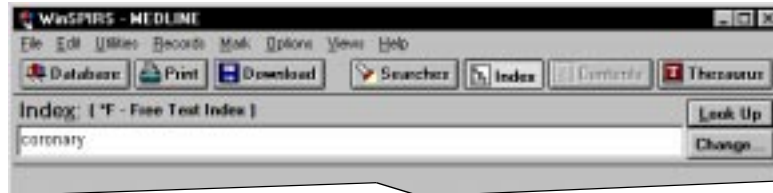


Figure 3-8 Looking up “coronary” in the Index

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

Records	Docs	Entry	Index Terms
7656	30479	CORONARY	Show
2	2	CORONARY-ANEURYSM	Search
29	29	CORONARY-ANEURYSM-COMPLICATIONS	
1	1	CORONARY-ANEURYSM-CONGENITAL	
21	21	CORONARY-ANEURYSM-DIAGNOSIS	
3	3	CORONARY-ANEURYSM-DRUG-THERAPY	
1	1	CORONARY-ANEURYSM-ETIOLOGY	

Figure 3-9 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.



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

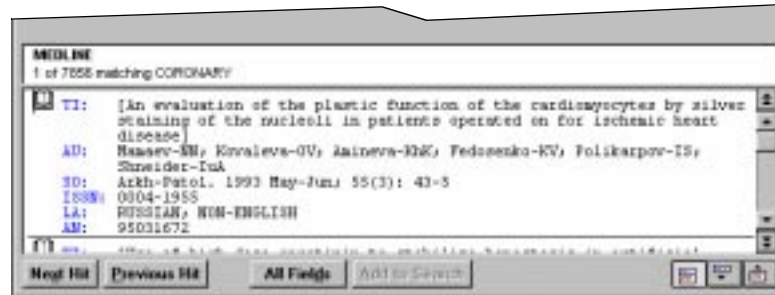


Figure 3-10 Records containing the index term “coronary”

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:

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

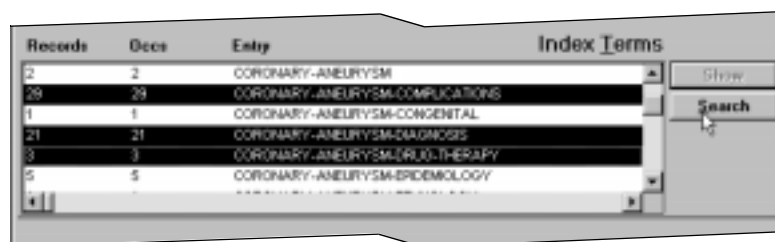


Figure 3-11 Searching for multiple terms in the Index

- 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 3-12 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 "UNIVERSAL", 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 3-13 Looking up “kidney” in the Thesaurus

3. Click **Look Up**. WinSPIRS displays the Permuted Index, with your term or its closest match highlighted.

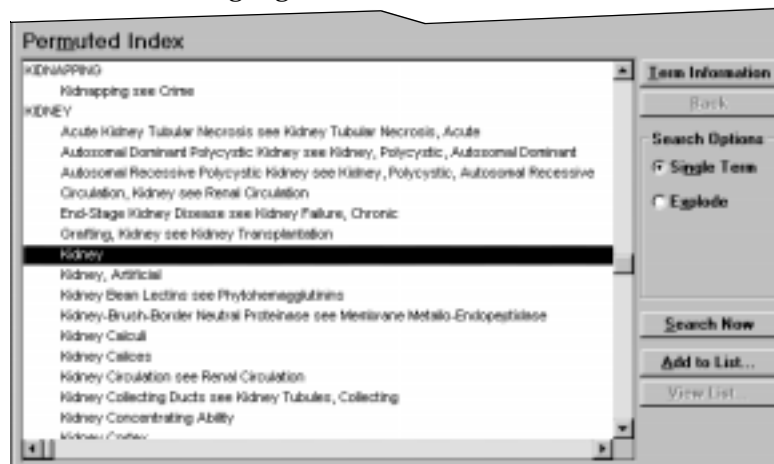


Figure 3-14 Permuted Index, showing the descriptor phrases in which the term “kidney” occurs

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 3-15.
2. Click on a term in the Permuted Index.
3. Click **Term Information**. WinSPIRS displays the Term Information screen.

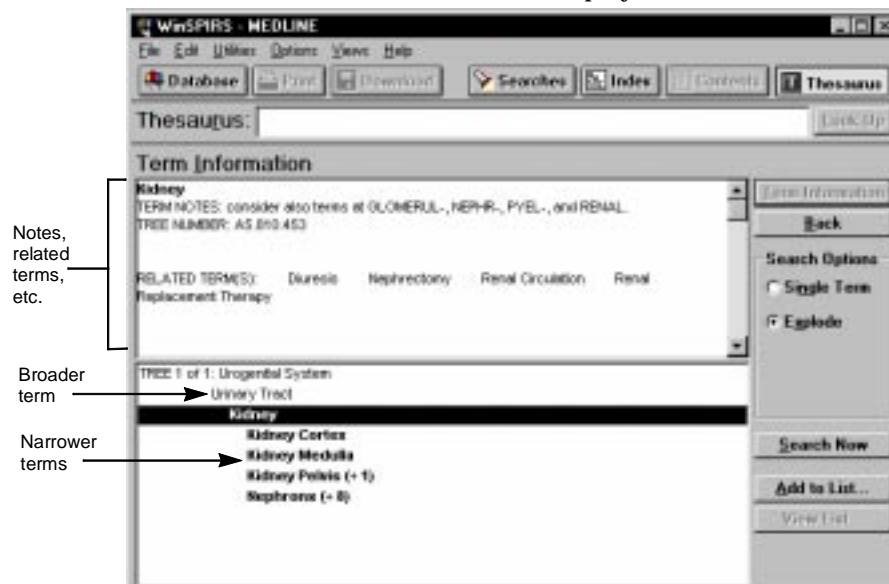


Figure 3-15 Term Information, showing term notes, related terms, and tree structure (broader and narrower terms)

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.



Figure 3-16 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**. Refer to “Selecting Subheadings” on page 3-20 for instructions.
5. If you chose **Search Now**, WinSPIRS copies the term, and any subheadings, to the Search screen and performs the search.

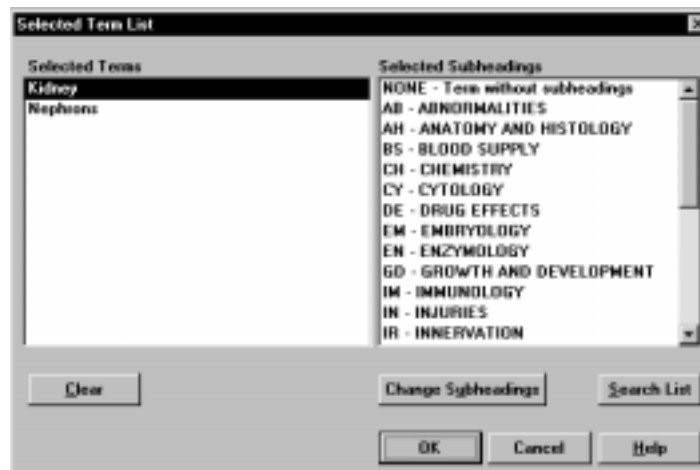
If you chose **Add to List**, WinSPIRS copies the term, and any subheadings, to the Selected Term List. You can then view the list, add more searches to it, or perform all of the searches.

### ***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 3-17 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.

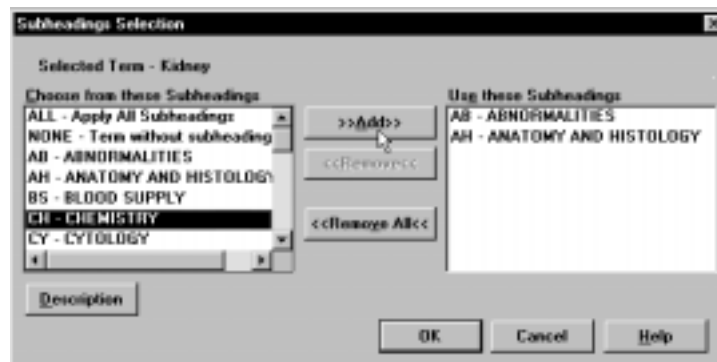


Figure 3-18 Subheadings Selection dialog box

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.

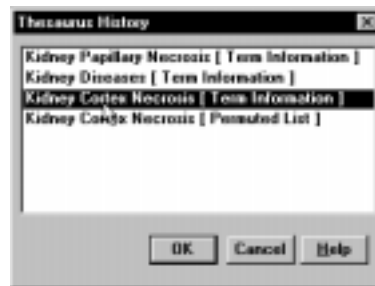


Figure 3-19 Thesaurus History

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 unavailable for bibliographic databases.

## 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 3-20 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 3-21 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. Refer to “Marking and Unmarking Records” on page 4-9, “Printing Records” on page 4-10, and “Downloading Records” on page 4-13 for more information.

---

## 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.  
Refer to “Showing Records” on page 4-1, “Printing Records” on page 4-10, and “Downloading Records” on page 4-13 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 rennumbers 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.

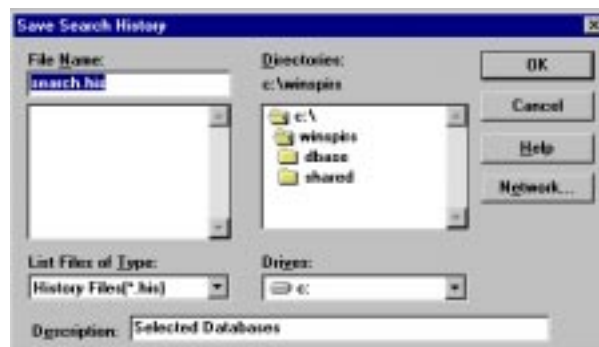


Figure 3-22 Saving a search history

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.

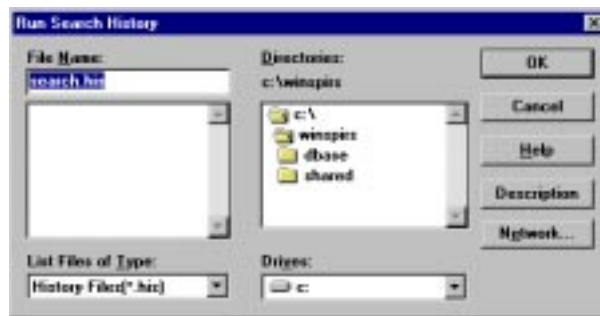


Figure 3-23 Running a saved search history

2. Select the appropriate drive and directory from the lists provided.
3. Select a search history from the list of search history files.
4. If desired, click the **Description** button 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 current database, those search statements are identified with **n/a** in the results column; in other words, the results are not available.

---

## 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.

Refer to “Selecting a Database” on page 2-2 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:

- Search in a specific field (see page 3-8)
- Search in a limit field (see page 3-9)
- Combine your search with additional terms using the **and**, **near**, **not**, and **with** operators (see page 3-6)
- Select more specific terms from the Index or Thesaurus (see page 3-12 and page 3-15)

To broaden your search:

- Use truncation and wildcards to retrieve variations of your search terms (see page 3-4)
- Combine your search with additional terms using the **or** operator (see page 3-6)
- Select broader terms from the Index or Thesaurus (see page 3-12 and page 3-15)
- Search multiple databases (see page 3-27)



## Chapter 4

# 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.

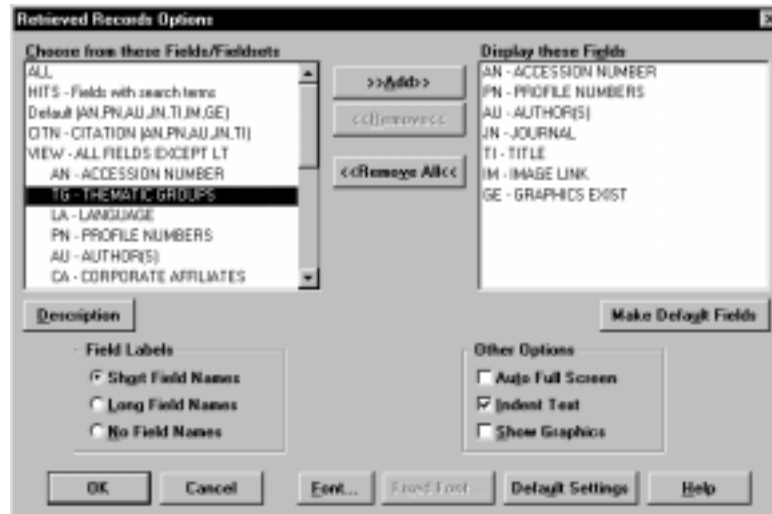


Figure 4-1 The Retrieved Records Options dialog box

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 4-2* 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.

---

## 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.”

To conduct 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.
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 4-3 The term “hypoxemia” 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.

Refer to the database Guide in the Help menu to determine 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 below.

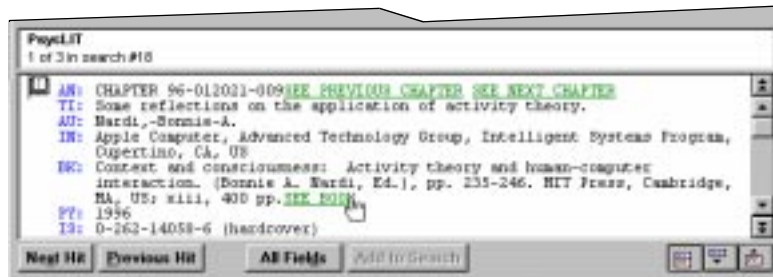


Figure 4-4 Retrieved record with hotlinks

2. Click on the hotlink. WinSPIRS displays the linked record in the Hotlink window, as shown below.

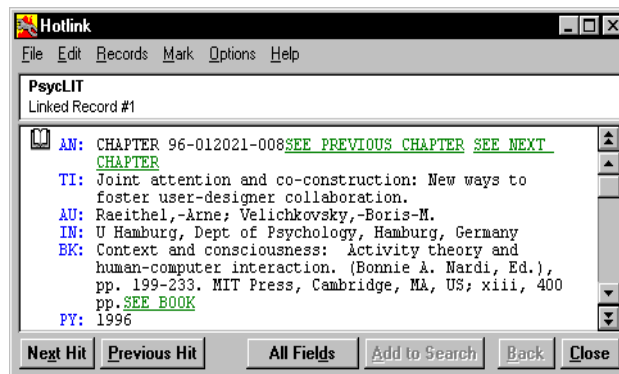


Figure 4-5 Hotlink window

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.

## 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 4-6 Retrieved record with linked graphic

3. Click on the link. WinSPIRS displays the linked graphic in the Graphic window, as shown below.

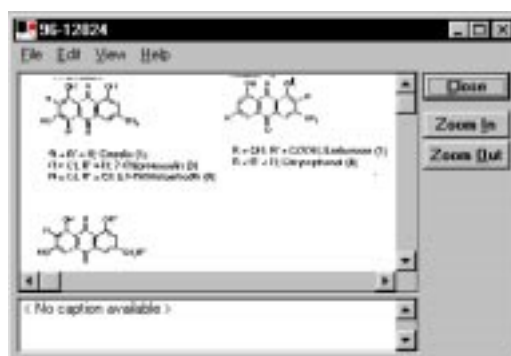


Figure 4-7 Graphic window

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 sending it to the background; you can later display it by selecting **Graphic 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.

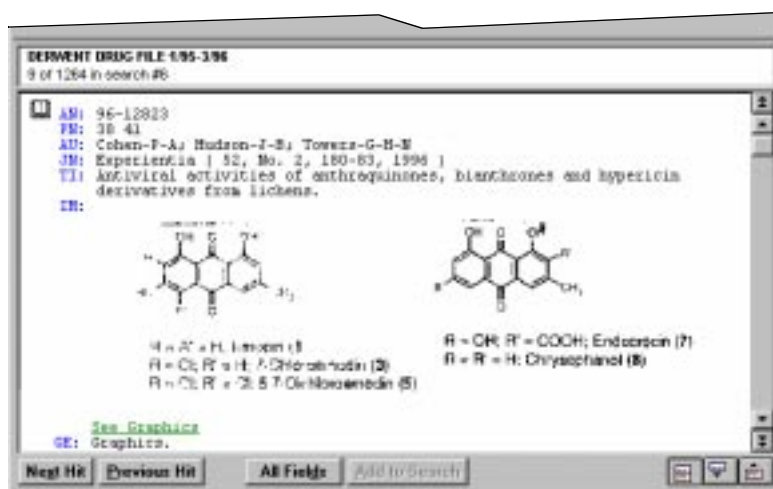


Figure 4-8 Graphics within retrieved record

***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.

Refer to “Changing Print Options” on page 4-11 and “Changing Download Options” on page 4-14 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.

### To mark a record:


-  Click the book icon to the left of the record you want to mark; WinSPIRS highlights the record. Alternatively, with the cursor on the record, select **Mark Record** from the Mark menu.

### To mark a section or paragraph of a record:

Records that provide the full text of documents are usually divided into sections and paragraphs that you can mark individually.

-  Click the page icon to the left of the section that you want to mark; WinSPIRS highlights the text. Alternatively, position the cursor on the section that you want to mark and select **Mark Section** from the Mark menu.

Collectively, the reference fields of a full text record are treated as a section, except they do not have a page icon. To mark the reference fields, position the cursor on any of the reference fields and select **Mark Reference Fields** from the Mark menu.

-  Click the torn page icon to the left of any paragraph you want to mark, or position the cursor on the paragraph and select **Mark Paragraph** from the Mark menu.

### To unmark a record, section, or paragraph:

- Click the book, page, or torn page icon to the left of the record or portion of record that you want to unmark. Alternatively, 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.

## 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.

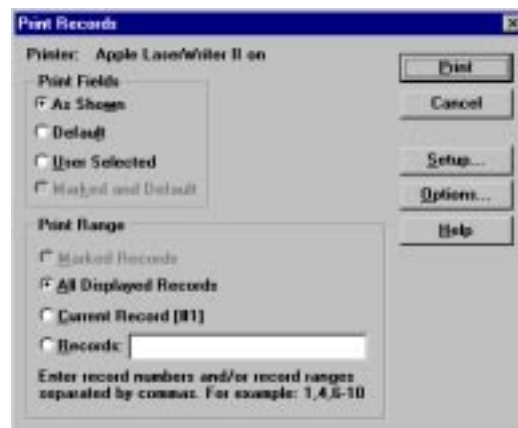


Figure 4-9 Print Records dialog box

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.

## 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.

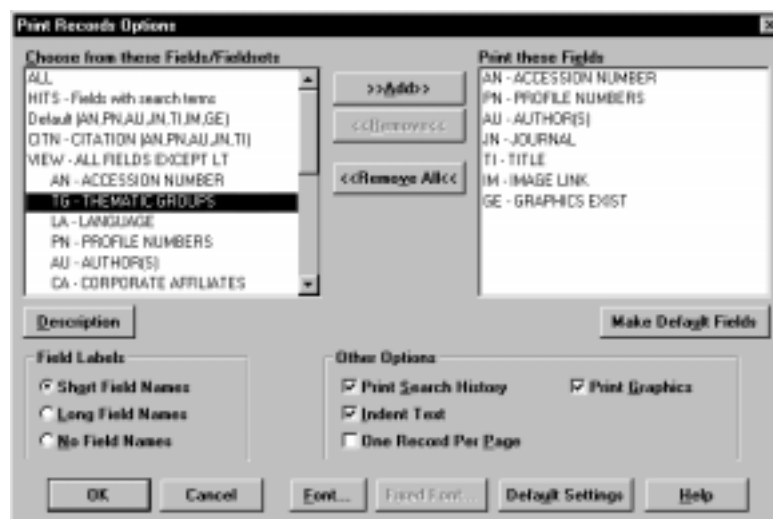


Figure 4-10 The Print Records Options dialog box

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 4-6 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, as shown below.



Figure 4-11 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. Indicate the 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. Indicate which 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.

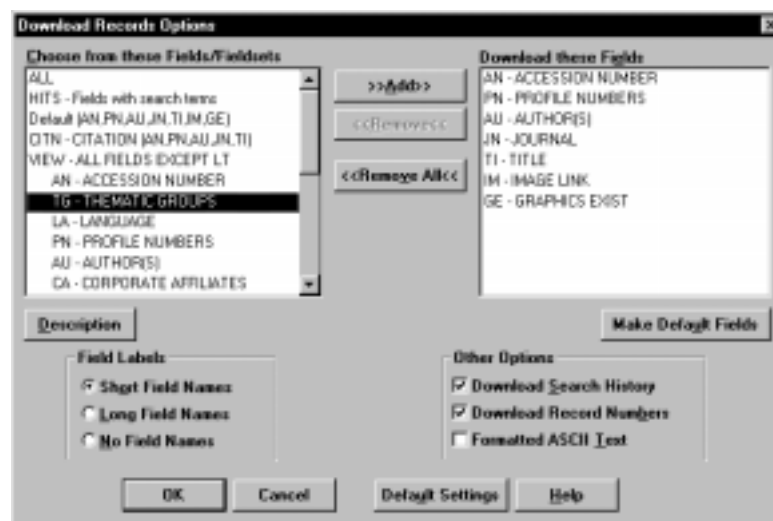


Figure 4-12 Download Records Options dialog box

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 4-6 for more information.





## Chapter 5 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.

### **Add to List...**

This button appears on the Thesaurus screen. It lets you add the current thesaurus term to a list of terms to search.

### **Add to Search**

This button appears on the Search, Index, and Table of Contents screens. It enables you to add a highlighted term or phrase to the Search: text entry area on the Search screen.

### **All Fields**

This button appears on the Search, Index, and Table of Contents screens. It displays 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**.

### **Automatic Records Display**

This command is available on the Options menu at the Search, Index, Thesaurus, and Table of Contents screens. It determines 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**

The **Back** command is available on the Options menu at the Hotlink window, and the **Back** button is available at the bottom of the Hotlink window and on the Thesaurus screen.

At the Hotlink window, **Back** displays the previous hotlinked record that you viewed.

At the Thesaurus screen, **Back** displays the previous term information or permuted index that you viewed.

**Brief Fields**

This button appears on the Search, Index, and Table of Contents screens. It displays 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...**

This button appears on the Index screen. It displays a list of available indexes from which you can choose a different index to search.

**Change Index...**

This command is available on the Options menu at the Index screen. It displays a list of available indexes from which you can choose a different index to search.

**Clear...**

This button appears in the Search History area at the Search screen. It lets you erase one or more searches from the current search history.

**Clear Search Area**

This command is available on the Edit menu at the Search, Index, and Thesaurus screens. It erases all text from the text entry area of the active screen.

**Clear Search History...**

This command is available on the Edit menu at the Search screen. It lets you erase all or a portion of your current search history.

**Clear Term List**

This command is available on the Edit menu of the Thesaurus screen. It deletes all terms you added to the Selected Term List for later searching.

**Clear Thesaurus History**

This command is available on the Edit menu of the Thesaurus screen. It clears 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**

This button appears on the Graphic and Hotlink windows. It closes 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...**

This command is available on the Options menu at the Search, Index, Thesaurus, and Table of Contents screens. It lets you change the color scheme of the WinSPIRS display.

**Contents**

This button appears on the button bar. It displays the Table of Contents screen for full-text databases. The button is grayed out if you are not searching a full-text database.

**Contract**

This button appears on the Table of Contents screen. It contracts the highlighted Table of Contents topic.

**Contract All**

This button appears on the Table of Contents screen. It contracts all expanded Table of Contents topics.

**Copy**

This command is available on the Edit menu. It copies the highlighted text or graphic to the Clipboard for later pasting.

**Database**

This button appears on the button bar. It displays a list of available databases from which you can select one or more to search.

**Delete Saved Searches...**

This command is available on the File menu at the Search screen. It allows you to erase previously saved search histories from a floppy or hard disk.

**Download**

This button appears on the button bar. It enables you to download retrieved records to a floppy or hard disk.

**Download Graphic...**

This command is available on the File menu at the Graphic window. It saves 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...**

This command is available on the Options menu at the Search, Index, Table of Contents, and Hotlink screens. It lets you determine which fields are downloaded and whether the Search History is included.

**Download Records...**

This command is available on the File menu at the Search, Index, Table of Contents, and Hotlink screens. It lets you save the results of your current search to a floppy or hard disk.

**End of Record**

This command is available at the Search, Index, Table of Contents, and Hotlink screens. It lets you move to the end of the current record.

**Exit**

This command is available on the File menu. It allows you to exit WinSPIRS.

**Expand**

This button appears on the Table of Contents screen. It expands the highlighted Table of Contents topic.

**Fast Phrase Searching**

This command is available on the Options menu at the Search screen. 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.

**Fields to Search...**

This command is available on the Utilities menu at the Search screen. It displays a list of searchable fields in the database(s) you are searching.

**Fit to Window**

This command is available on the View menu at the Graphic window. It resizes 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.

**Graphic Window**

This command appears on the Views menu. It brings the open Graphic window to the foreground.

The command is disabled if you do not have an open Graphic window.

**Guide**

This command appears on the Help menu. It provides unique and specific information about the database(s) you are using.

**Help**

Help provides 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**

This command is available on the Views menu at the Search, Index, Thesaurus, and Table of Contents screens. It brings the open Hotlink window to the foreground.

This command is disabled if you do not have an open Hotlink window.

**Index**

The **Index** command is available on the Views menu at the Search, Thesaurus, and Table of Contents screens, and the **Index** button appears on the button bar. Select either the button or the command to open the Index screen.

**Language Options...**

This command is available on the Options Menu at the Search, Index, Thesaurus, and Table of Contents screens. It lets you select the language in which WinSPIRS displays screens, buttons, and menu items.

**Limit...**

This button appears in the Search History area of the Search screen. It allows you to limit the current search by language, publication year, or other limit field.

**Load and Run Searches...**

This command is available on the File menu at the Search screen. It lets you reuse a previously saved search history.

**Look Up**

This button appears on the Index and Thesaurus screens. It looks in the Index Terms or Permuted Index for the term you typed, and scrolls to the nearest match.

**Make Default Fields**

This button is available on the Download Records Options, Print Records Options, and Retrieved Records Options dialog boxes. It allows you to 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**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It allows you to mark the current paragraph of a full-text record.

### **Mark Record**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It lets you mark the current record for later printing or downloading.

### **Mark Reference Fields**

This command is available on the Mark menu at the Search, Index, Table of Contents and Hotlink screens. It lets you mark the bibliographic fields of a full-text record.

### **Mark Section**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It lets you mark the current section of a full-text record.

### **Next Hit**

The **Next Hit** command is available on the Records menu at the Search, Index, Table of Contents, and Hotlink screens, and the **Next Hit** button is available at the bottom of those screens. Both let you move to the next occurrence of the term you searched.

### **Next Record**

This command is available on the Records menu at the Search, Index, and Table of Contents screens. It lets you move to the record immediately following the current record.

### **Paste**

This command is available on the Edit menu at the Search, Index, Thesaurus, and Table of Contents screens. It inserts 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**

The **Previous Hit** command is available on the Records menu at the Search, Index, Table of Contents, and Hotlink screens, and the **Previous Hit** button is available at the bottom of those screens. Both let you move to the previous occurrence of the term you searched.

**Previous Record**

This command is available on the Records menu at the Search, Index, and Table of Contents screens. It lets you move to the record immediately preceding the current record.

**Print**

This button appears on the button bar. It enables you to print retrieved records.

**Print Graphic...**

This command is available on the File menu at the Graphic window. It allows you to print the displayed graphic.

**Print Options...**

This command is available on the Options menu at the Search, Index, and Hotlink screens. It lets you determine which fields are printed, how field names are printed, and whether graphics and the search history are included.

**Print Records...**

This command is available on the File menu at the Search, Index, Table of Contents, and Hotlink screens. It enables you to print retrieved records.

**Print Setup...**

This command is available on the File menu at the Search, Index, Table of Contents, Hotlink, and Graphic screens. It lets you select which printer to use, page orientation, and paper size. See your Windows documentation for details on Print Setup options.

**Records Full Screen**

This command is available on the Views menu at the Search, Index, and Table of Contents screens. It lets you expand the Retrieved Records area.



**Reset Thesaurus**

This command is available on the Options menu at the Thesaurus screen. Choose **Reset Thesaurus** to clear the term list and Thesaurus history and return the Thesaurus to its startup condition.

**Restart...**

This command is available on the File menu at the Search, Index, Table of Contents, and Thesaurus screens. It allows you to reset all options to their defaults, clear the Search History, and restart WinSPIRS.

**Retype**

This button appears in the Search History area of the Search screen. It re-enters the text of the highlighted search in the Search: text entry area, enabling you to edit the statement and search again without retyping the entire statement.

**Save Search History...**

This command is available on the File menu at the Search screen. It lets you save your search history to a floppy or hard disk for later use.

**Search**

This button appears on the Search and 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**

This command is available on the Views menu at the Search screen. It enlarges the Search History area.

**Search List**

This button appears on the Thesaurus screen. It searches for the Thesaurus terms you have added to the Term List.

**Search Now**

This button appears on the Thesaurus screen. It copies 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.)

**Searches**

The **Searches** command is available on the Views menu at the Search, Index, Thesaurus, and Table of Contents screens, and the **Searches** button appears on the button bar. Both let you move to the Search screen.

**Select Database...**

This command is available on the File menu at the Search screen. It displays a list of available databases from which you can select one or more to search.

**Show**

This button appears on the Search, Index, and Table of Contents screens. It displays the record(s) associated with the highlighted search statement, index term, or contents heading.

**Show Held Titles Only**

This command is available on the Records menu at the Search, Index, and Table of Contents screens. It displays 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**

This command is available on the Options menu at the Search screen. It indicates the number of records your searches retrieve from each database, if you are searching more than one.

**Show Intermediate Results**

This command is available on the Options menu at the Search screen. It displays the results of each word when you search for a phrase, rather than just the results of the phrase.

**Show Marked Records**

This command is available on the Records menu at the Search and Index screens. It lets you show only the retrieved records you have marked.

**Show Options...**

This command is available on the Options menu at the Search, Index, Table of Contents, and Hotlink screens. It lets you determine which fields are displayed, how field names are displayed, and whether graphics are displayed.

### **Show Thesaurus History**

This command is available on the Options menu at the Thesaurus screen. It displays a list of the thesaurus terms you have viewed.

### **Sort Records...**

This command is available on the Records menu at the Search and Index screens. It lets you sort retrieved records and specify the field to sort on and the order in which to sort.

### **Split Screen**

This command is available on the Views menu at the Search, Index, and Table of Contents screens. It divides the screen between the Retrieved Records area and the Search History, Index Terms, or Table of Contents area.

### **Start of Record**

This command is available on the Records menu at the Search, Index, Table of Contents, and Hotlink screens. It moves you to the beginning of the current record.

### **Suggest**

This button is available on the Search screen. It provides alternate search terms for the term you enter.

### **Synchronize**

This button appears on the Table of Contents screen. It displays the portion of the Table of Contents that corresponds to the text currently displayed in the Retrieved Records area.

### **Table of Contents**

This command is available on the Views menu at the Search screen, Index screen, and Thesaurus screen. It displays 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**

This command is available on the Views menu at the Table of Contents screen. It enlarges the Table of Contents.

**Term Information**

This button appears on the Thesaurus screen. It displays details about a highlighted term, such as definitions, scope notes, and broader and narrower terms.

**Thesaurus**

The **Thesaurus** command is available on the Views menu at the Search, Index, and Table of Contents screens, and the **Thesaurus** button appears on the button bar. Both display the database's online Thesaurus.

**Undo Last Move**

This command is available on the Records menu at the Search, Index, Table of Contents, and Hotlink screens. It cancels the last action you performed.

**Unmark All**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It unmarks all marked records.

**Unmark Paragraph**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It unmarks the current paragraph of the full-text record.

**Unmark Record**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It unmarks the current record.

**Unmark Reference Fields**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It unmarks the bibliographic fields of the current full-text record.

**Unmark Section**

This command is available on the Mark menu at the Search, Index, Table of Contents, and Hotlink screens. It unmarks the current section of the full-text record.

### **View Full Tree**

This command is available on the Options menu at the Thesaurus screen. It displays all the broader and narrower terms of the current term. This is not available for all thesauri.

### **View Last Suggestions...**

This command is available on the Utilities menu at the Search screen. It displays the list of alternate search terms from the last time you clicked **Suggest**.

### **View List...**

This button appears on the Thesaurus screen. It displays the list of Thesaurus terms you have selected for searching.

### **View Loaded Databases...**

This command is available on the Utilities menu at the Search, Index, Thesaurus, and Table of Contents screens. It lists the currently loaded databases.

### **Zoom In**

The **Zoom In** command is available on the View menu at the Graphic window, and the **Zoom In** button is available at the top of the Graphic window. Both enlarge the current graphic.

### **Zoom Out**

The **Zoom Out** command is available on the View menu at the Graphic window, and the **Zoom Out** button is available at the top of the Graphic window. Both shrink the current graphic.



## Chapter 6

# SilverPlatter Support Services

If you encounter a problem with the WinSPIRS software or a SilverPlatter database, or would like to ask questions or make suggestions about WinSPIRS, contact SilverPlatter during normal office hours at one of the following offices:

Amsterdam, The Netherlands	+31 (0)20 625 9650
Berlin, Germany	+49 30 315 2161
Bologna, Italy	049-8021160
Boston, USA	+1 617 769 2599 or +1 800 343 0064
Hong Kong	(852) 2529 0356
London, UK	+44 (0)181 995 8242
Sydney, Australia	+61 2 9267 9055

You can also reach the Technical Support department at the following e-mail address:

[support@silverplatter.com](mailto:support@silverplatter.com)

SilverPlatter Technical Support will ask for the following:

- Your name, the name of your library or organization, and a phone number for return calls
- The type of computer in use, the amount of memory available, the type of CD-ROM drive and driver software, and the type of printer, if appropriate
- The version of Windows in use
- The package number and version of WinSPIRS, what options were chosen during installation, and how the print, save, and show options are set
- The disc and database in use and the contents of the Search History window
- A description of the problem and any associated error number or message





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