

WebSPIRS (ERL) SilverPlatter databases

Our WebSPIRS (ERL) databases are licensed for a limited number of users searching them at any one time. If you are refused access to a database because the user limit is exceeded, wait a short time and try again.

Help

In depth database information and help is available by using the **Help** button on the search screen.

Accessing databases

Locating a database by name

Find the Library's databases page at <http://www.utas.edu.au/library/info/dbase/>. Click on its name in the alphabetical list of databases.

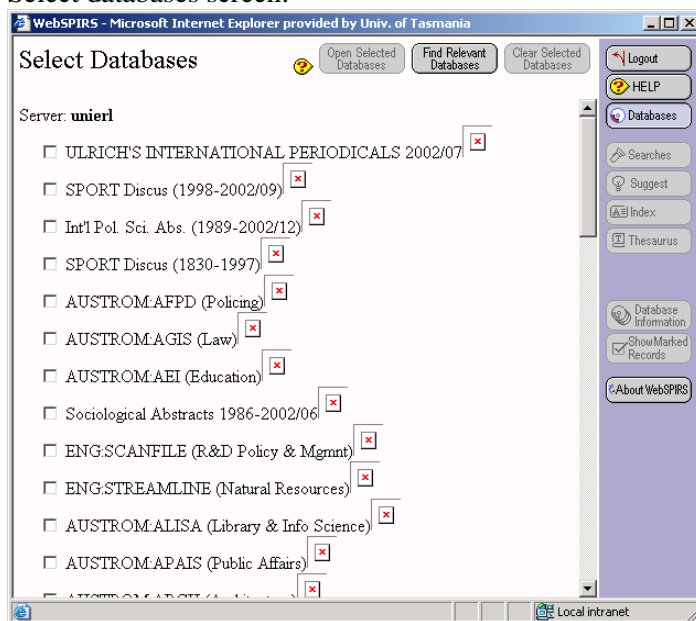
Choosing the best databases for a topic

Use the databases recommended in the Library's many Subject guides:
<http://www.utas.edu.au/library/info/subj/index.html>.

OR

Select ERL from the databases menu pages. This will display the full list of SilverPlatter databases. Click on **Find Relevant Databases** at top of screen. Type the word or phrase you want to find in the **Term box** and click **Find Relevant Databases**. A list of databases will be found in ranked order showing the number of records on each database containing the search term. Click on the boxes to select any number of databases from this list and click on **Open Selected Databases**.

Select databases screen:



How to search

Whichever search method you have chosen, you will be led to the following search window. When it appears, type a search word or phrase into the **Find** box:



- Select the type of search you want by clicking in the boxes next to **Words anywhere** (Keyword search), **Title**, **Author** or **Subject**.
- Click on **Start Search**. A list of references will then be displayed as your first result set. Alternatively, the **Search Builder** button will open a screen guiding you through various search and limit options.
- **Back to Search** takes you to the search screen to do a new search or to modify your results. Each search you perform in a session will be listed as a [search history](#) in the lower half of the search screen.

Search Tips are displayed at the bottom of the initial search screen and can be reactivated by a link on subsequent screens. Note these important search techniques:

<p>Search operators and, or, not, in, with, near</p>	<p><i>dolerite cliff</i>*: looks for these words together in any order.</p> <p><i>dolerite and cliff</i>*: looks for both of these words anywhere in the same record.</p> <p><i>dolerite in ti</i>: looks for this term in the title field only. Any of the record fields may be specified using in</p> <p><i>suspension near bridge</i>*: looks for both of these words in the same sentence.</p> <p><i>dolerite with cliff</i>*: looks for both of these words in the same field (e.g. the abstract or the title field).</p> <p><i>jurassic or Triassic</i>: expands the search to look for either of these words within a record.</p> <p><i>Tasmania not Australia</i> limits the search to the first word and specifically excludes the second word. Use this with care, you risk losing good results.</p>
<p>Nest search terms</p>	<p>(<i>aqua* or estuar*</i>) and (<i>ecotour* or recycl*</i>)</p>
<p>Truncate with * (and ? for</p>	<p><i>geol*</i> will retrieve <i>geology</i>, <i>geologist</i> etc.</p>

0 or 1 characters)	Use ? for spelling variants: <i>wom?n, labo?r</i>
Combine searches	Type the number of the search and the new term, e.g. #1 and Tasmania*
Exploit the thesaurus (a list of controlled subject terms)	Some databases contain a thesaurus which will guide you to the correct term(s) to use for the search.
Try the index (see figure below)	All databases have an index which is a scrolling alphabetical listing of all the terms used in the database. Useful for locating and verifying all variations of an author or subject term

Index Screen



- Use the **Limit Your Search** button on the main search screen. Limit by language, by clicking on the appropriate menu items next to the chosen language on the **Limit** screen. Press **Set Limits** to continue searching. Limit also by date, by indicating a specific year or a time span. Other limits are available in some databases.



- **Search history** gives a record of your previous searches. You can combine these with 'and' or 'or', limit by language/date etc, add additional searches or remove any unwanted searches.
- Some databases have additional features such as *Thesaurus* and *Suggest*:
- Use **Thesaurus** to select the controlled indexing terms used by the database. This may produce more accurate results with fewer useless references. Click on **Thesaurus**, type all or part of a subject in the **Subject** box and click on **Go to Subject**. Click on the underlined word to select it, and the next screen will give you broader, narrower and related terms and sometimes give a definition. **Search Subject** searches for the selected term or click on another term to display

details. **Explode Checked Subjects** searches on the selected word plus all narrower terms. Thesaurus is only active in a single database search.

Thesaurus Screen



Displaying and marking results

The results of your search will be displayed in the Search History table. Numbered search statements and the number of records retrieved will be shown. Click on **Display** to see the records.

Click on **View Complete Record** at the bottom of each record or use the **Change Display** button at the top of the screen to customize the displayed fields and to sort the records in a preferred order, for example, by source, author or title. Click on **Confirm Changes** to view the reformatted and sorted records.

Ten records are displayed per screen. Click in the box next to the record number to mark the record to view, print, e-mail or downloading. See more records by clicking on **Go to** or **Next** buttons.

Printing, e-mailing and downloading (including for EndNote)

To print:

Click on **Print**. On the next screen click the preferred option for records to be printed, for example, **Marked records**. Choose a display format listed under **Which fields**. When ready, click on **Print Records** to proceed.

To e-mail:

Click on **E-mail**. Select records and format as for printing. Type your e-mail address in the **Mail Records to:** box and click on **Mail**. (Filling in the **Subject** box is optional.)

To save to diskette or hard drive:

Click on **Save**. Choose the option for records to be saved, for example, **Marked records**, then click on **Save records**.

To save a text (.txt) file to import to EndNote):

Click on **Save**. The **Save Records** screen is displayed. From *Which records do you want to save?* choose "Marked records" From *Which fields?* select **All fields**. From *Include ...* Remove check mark against **Search history**; ensure **Record number and database name** is checked; and ensure **Field labels** is checked and showing "Short Labels". Click on **Save records** button at top of screen. When saving, be sure to save the file as a text file by replacing the the file suffix with ".txt", eg. "mysearchresults.txt".

Changing databases

Click on **Database** (right toolbar) to return to the full list of SilverPlatter databases. Select another database and deselect the database you have just searched. Once in the new database, click on **Rerun** under the **Search history** to re-execute the searches performed in your previous database. (Note: This will usually not work when database specific search terms are used).

Exiting WebSPIRS

Because of the limited number of simultaneous users, it is important to exit WebSPIRS once you have finished searching. Click on Logout to exit the database.