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INTRODUCTION

*InfoTrac College Edition* is a fully searchable online university library containing complete articles and their images. Its database gives you access to hundreds of scholarly and popular publications—all reliable sources, including journals, magazines, encyclopedias, and newsletters. Updated daily, the *InfoTrac College Edition* database also includes articles dating back as much as four years. And every article within the database can be easily printed for reading and reference purposes or quickly arranged into a bibliography.

**24 Hours a Day**

*InfoTrac College Edition* means anytime, anywhere Internet access to thousands of articles, from school or home. Student subscribers receive a personalized “account ID number” that gives them unlimited access to *InfoTrac College Edition* for four full months at any hour of the day, anywhere they happen to be. The 24-hour, four-month subscription will launch your students on a quest for knowledge for term papers, class assignments, and lab projects, and you can be rest assured that your students’ Internet research will be complete and based exclusively on reliable published sources; what’s more, it’s not just abstracts!

**Use it as Part of Your Course**

*InfoTrac College Edition* also does something for you, the instructor. It gives you the flexibility to require outside readings—an online reader—without sinking your students’ textbook budgets. *InfoTrac College Edition* can be integrated into your course syllabi. With your free subscription, you can use it to prepare lectures and assignments, or to build a reader from the database for your discipline.

**Quick Tips for the Classroom**

*InfoTrac College Edition* is an excellent tool to introduce students to researching subjects. You can use it to prepare lectures and outside assignments or to build a reader from the database for your discipline. Students will appreciate the ease of online research, especially when writing papers, preparing class presentations, or researching a key topic. Below are some suggestions on how to incorporate *ICE* in your classroom.

**Writing Assignments**

- Provide a topic to your students to research in *ICE*. Have them choose one article that interests them and have them write a thesis on that specific article and construct an outline.
- Point students to *ICE* as an excellent reference and information source when preparing their term papers.

**Study Questions**

- Prepare a list of study questions on a lecture topic and have the students research and answer them using *ICE*.
- Have students explore answers to the end-of-chapter study questions of the book using *ICE*.

**Reading Assignments**

- Select specific articles and assign them to your students for further reading.
- Use as a vehicle for critical thinking.

**Classroom Activities**

- Divide the classroom into groups and provide them with a topic to research and discuss for the next class. Have each group present their discoveries and summary of that topic.
- Set up classroom debates by providing a subject and assigning students to research a pro or con stance to discuss in class.
GETTING STARTED

Go to http://www.infotrac-college.com

Click "Enter InfoTrac College Edition."

Enter your passcode. **Keep your passcode card safe.** (We cannot replace it.) You will need it every time you log in to ICE.
Registration

If you are using InfoTrac College Edition for the first time, you will need to complete the registration form. Any items in **bold** type must be completed before your account can be activated.

If required items are missing or invalid on the registration form, an error message from Customer Service describing the problem will appear. Simply click the “Back” button on your browser's toolbar to return to the registration form.
After the registration form is successfully completed, you will be asked to confirm that all information is accurate. Click on the “Submit” button to send your completed registration form.

Click Submit/Agree to Terms/Subscribe to complete the registration process, accept the licensing agreement, and begin using InfoTrac College Edition.
The Header Bar

- **Return To** button is a link to the last screen you saw in your search.

- **Mark List** button allows you to review the articles you've previously marked for later viewing.

- **New Search** button will allow you to begin a new search.

- **Help** button will provide help with wherever you are in your search.
EasyTrac Searching

After signing in, the EasyTrac search screen will appear. EasyTrac is designed for basic research needs. You can research articles via Subject Guide or Key Words. Type in the topic you would like to research.

There are two ways to research your topic, by Subject Guide or Key Words.

**Subject Guide** allows you to do a broad search on a topic. The Subject Guide screen lists all headings containing your specific topic along with the number of articles/citations found with each heading. Clicking on the “View” link will take you to the specific articles/citations for that heading.
Key Word search is more effective when looking for a specific topic, title, author name, or product. The Key Word search will give you a list of articles containing the key word topic. Click on “View” to link to the article.
PowerTrac Searching

To begin a more advanced search on a topic, click on “PowerTrac.”

The PowerTrac search provides a variety of ways to search the database for articles. The “Choose Search Index” drop down box displays the indices available in this database.

For example, by clicking on “Journal Name” and typing the name of a specific journal, this will search the database for all articles pertaining to that journal. Simply click on “View” to see the complete list of articles.
What is an Index? Each article is indexed by certain variables. These indices include the article’s author name, where and when it was published, etc. You can search the following indices by using their Index Abbreviations (listed in parenthesis below).

Indexes for Searching in PowerTrac:

Abstract (ab): Includes words from article abstracts as well as from any author’s abstracts.

Author (au): Authors are indexed in surname/given name order; for example, “nelan bruce w.” It’s best to search in surname-first order. Enter a surname and, optionally, a given name.

Content (ac): Lets you locate all records with full text and eliminate those without. To search this index, enter the word “fulltext.”

Date (da): The date the article was published.

Journal Name (jn): The name of the magazine or periodical.

Journal Name List (jn=): Provides a list of magazines or periodicals in which the search topic appears.

Key Word (ke): Words in article titles and authors, as well as subjects, people, companies, products, vocations, events, etc., featured in articles.

Record num. (rn): A full record always includes a unique record number. If you note a record number, you can easily find the record again with the record number index.

Source (so): Lets you search for records by the source from which they’re taken (e.g., encyclopedia or newsletter).

Source List (so=): Lets you browse an alphabetical list of subjects that contain the word or words you type.

Subject (su): Lets you search for references by the topic under which they are indexed.

Subject List (su=): Provides a list of references by topic.

Text Word (tx): Composed of words from the body of articles and reports.

Title (ti): The title index is composed of all words in article, report or book titles.

Using Wildcards in PowerTrac Searches

At times, you might want to find more than just exact matches to a search term. For instance, you might want to find both the singular and plural forms of a word or variant spellings. Wildcards let you broaden your searches to match a pattern.

InfoTrac provides three wildcards:

- An asterisk (*) stands for any number of characters, including none. For example, pigment* matches “pigment,” “pigments,” “pigmentation,” etc. The asterisk wildcard can also be used inside a word. For example, colo*r matches both “color” and “colour.”
- A question mark (?) stands for exactly one character. Multiple question marks in a row stand for the same number of characters as there are question marks. For example, psych????y matches either “psychology” or “psychiatry” but not “psychotherapy.”
- An exclamation point (!) stands for one or no characters. For example, analog!! matches “analog,” “analogs” or “analogue” but not “analogous.”

If you see a message about a search being invalid, you’ll need to add at least one character before one of the wildcards.
**Troubleshooting & Frequently Asked Questions**

If you are experiencing any technical difficulties, you can send a form to Technical Support from the ICE Customer Service page, or you can send an e-mail to wp-support@infotrac-college.com.

**Q:** What are the system requirements to run InfoTrac College Edition?

**A:** Netscape Navigator v3.0 or later, Internet Explorer v3.0 or later.

**Q:** If I have a problem, what information do I need to provide in my message to InfoTrac customer service? When will I receive a response? How do I submit information?

**A:** Click on the Customer Service button on the welcome screen. You will be prompted for all necessary information.

**Q:** How do I access the on-line help file?

**A:** Each Screen has context sensitive help. Just click on the help button.

**Q:** What if I lose or forget my passcode/account ID?

**A:** Please keep your passcode/account ID card safe. We cannot replace lost passcodes/account IDs.

**Q:** Will I be reminded or notified before my subscription expires?

**A:** Yes.

**Q:** Is that a 0 (zero) or an O (oh) in my passcode/account ID?

**A:** Passcodes/account IDs contain no vowels. It's a 0 (zero).

**Q:** How often is the database updated?

**A:** InfoTrac SearchBank databases are updated every business day. Daily publications such as newspapers are indexed on a daily basis. Weekly publications as well as those with time-sensitive content are indexed and abstracted within the same day or within 1-3 days of receipt.
The following pages may be duplicated and distributed to your students.
InfoTrac College Edition is a fully searchable online university library containing complete articles and their images. Its database gives you access to hundreds of scholarly and popular publications—including magazines, journals, encyclopedias, and newsletters. Updated daily, the InfoTrac College Edition database also includes articles dating back as much as four years. And every article within the database can be easily printed for reading and reference purposes or quickly arranged into a bibliography.

Start Here
 Go to
 http://www.infotrac-college.com/

Click
 Enter InfoTrac College.

Enter your passcode.
*Hang on to your passcode.*
You will need it every time you log in.

First time using
InfoTrac College Edition?

Looking for articles?

To learn how to activate your account,
turn to Page 2.

For hints on searching,
turn to Pages 3-4.
Activating Your Account

If you are using InfoTrac College Edition for the first time, you will need to complete the registration form. Any items in **bold** type must be completed before your account can be activated. (see Figure 1)

If required items are missing or invalid on the registration form, an error message from Customer Service describing the problem will appear. Simply click the "Back" button on your browser's toolbar to return to the registration form. (see Figure 2)

After the registration form is successfully completed, you will be asked to confirm that all information is accurate. Click on the "Submit" button to send in your completed registration form. (see Figure 3)
After signing in, the search screen will appear. Type in the topic you would like to research. Select "Subject Guide" or "Key Words" and click the "Submit Search" button. (see Figure 4)

**Subject Guide Search**

If your search words do not match the Subject Guide database, a list of similar and related subjects will come up on the screen. Simply select the subject that most closely matches your topic.

Once a subject has been selected from the database, a screen will appear with links to Periodical References, Subdivisions, and Related Subjects. (see Figure 5)

*Periodical References* will list the title, author and publications for articles available on your subject.

*Subdivisions* will list subcategories of articles in your subject.

*Related Subjects* will list topics closely associated to your subject.

A list will appear on the screen containing bibliographic information for each article in your search to a maximum of 20 articles per page. (see Figure 6)

To select an article, check the "Mark" box by clicking on it with your mouse.

To read your selected articles, click on the "View text and retrieval choices" link.
Your marked articles will have the bibliographic information at the top of the article followed by an abstract (when available) and the full text of the article. To browse through your articles, click on the 

link. Articles can also be printed. 

(see Figure 7)

With PowerTrac, a more complex search can be conducted. Click on the on the “Select an Index” listbox, choose the type of criteria you want to search for. The code for your criteria will appear in the entry box. Type your criteria in the entry box after the code. 

(see Figure 8)

If you want to search by multiple criterion, simply repeat the process with an operator between them (see list below).

**Logical operators** (and/or/not) specify inclusive or exclusive relationships between search terms or result sets.

**Proximity operators** (Wn, Nn) specify that two search terms must be within a specified distance (in words) of each other. Proximity operators work only with free text indexes such as keywords, abstracts, text and titles.

**Range operators** (since, before, etc.) specify upper bounds, lower bounds or both in searches for numeric data. Numeric indexes include publication dates, number of employees and annual sales.

**Nesting operators** determine the order in which operators are evaluated.

### Indexes for Searching in PowerTrac

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- **Author (au):** Authors are indexed in surname/given name order; for example, "nelan bruce w." It's best to search in surname-first order. Enter a surname and, optionally, a given name.
- **Content (ac):** Lets you locate all records with full text and eliminate those without. To search this index, enter the word "fulltext."
- **Date (da):** The date the article was published.
- **Journal Name (jn):** The name of the magazine or periodical.
- **Journal Name List (jn=):** Provides a list of magazines or periodicals in which the search topic appears.
- **Key Word (ke):** Words in article titles and authors, as well as subjects, people, companies, products, vocations, events, etc., featured in articles.
- **Record Number (rn):** A full record always includes a unique record number. If you note a record number, you can easily find the record again with the record number index.
- **Source (so):** Lets you search for records by the source from which they're taken (e.g., encyclopedia or newsletter).
- **Source List (so=):** Provides a list of references by topic.
- **Subject (su):** Lets you search for references by the topic under which they are indexed.
- **Subject List (su=):** Provides a list of references by topic.

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At times, you might want to find more than just exact matches to a search term. For instance, you might want to find both the singular and plural forms of a word or variant spellings. Wildcards let you broaden your searches to match a pattern.

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