








































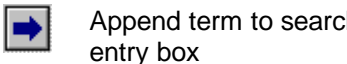











## Quick Guide to INSPEC Ondisc icons

### Key

F Form Search  
 C Command Search  
 I Index Display  
 D Detailed Record Display

	Exit to previous screen	F,C,I,D		NOT operator	F,C,I
	Load search from disk	F,C		WITH operator	F,C,I
	Store to disk	F,C,D		EXPLODE symbol (“@”) to search all narrower terms	F,C,I
	Display index for field	F,C		RANGE symbol (“TO”)	F,C,I
	Display hierarchical view of thesaurus index	I		Left parenthesis symbol	F,C,I
	Display list of available screens to go to	D		Right parenthesis symbol	F,C,I
	Print records or selected text	D		Clear/reset search form	F,C
	Mark/unmark current record	D		Add slot to search form	F
	Export records for order processing	D		Clear/delete slot from search form	F,C
	Execute search	F,C,I,D		Display help	F,C,I,D
	Repeat search	D		Move to top of display	I,D
	Select alternate field	C		Move to bottom of display	I,D
	Display search results	C		Move up one page	I,D
	Cut selected text into Windows Clipboard	F,C,I		Move down one page	I,D
	Copy selected text to Windows Clipboard	F,C,I,D		Move up one line	I,D
	Paste text from Windows Clipboard into search box	F,C,I		Move down one line	I,D
	Add step to end of search history list	C		Display previous record	D
	Insert step before selected step in search history list	C		Display next record	D
	Delete selected step from search history list	C		Move to related term in thesaurus index	I
	AND operator	F,C,I		Append term to search entry box	I
	OR operator	F,C,I		Select alternate record display format	D

## Quick Guide to searching

1. In Windows, double-click on the INSPEC Ondisc icon.
2. Click on the Year you wish to search (make sure you have the corresponding CD-ROM in the drive!)
3. Click on "Launch".
4. Click on "Form Search".
5. Type a search phrase into the Basic Index search entry box (The Basic Index consists of the Title, Conference Title, Abstract, Thesaurus Terms and Free Index Terms fields). e.g. type:  
**(object oriented or relational) and data\***  
(\* is the truncation symbol: this means that any word beginning with "data" will be found).
6. Click on the "Start search" icon  to begin the search.
7. You may find that you have retrieved more records than you can comfortably browse through.  
If so, click on the  icon to return to the search screen so that you can narrow your search down, either by editing the phrase already entered or by combining it with one of the other fields on the search form.
8. To combine your search with one of the other fields on the search form, either type phrases into the appropriate search entry boxes or click in a box and then click on the  icon to display the index.
9. In the Index Display, type an index stem to take you to the required portion of the index and then press the Page Down button on your keyboard or click on the  icon on the slider to the right of the index
10. When you have found the phrase you want, double-click on it to select it.
11. You may select further phrases if you wish, which will be combined with an **OR** in the search terms box at the bottom of the screen.
12. Click on  to return to the search screen.
13. You can then edit the search phrase within the search entry box (e.g. change the **OR** to **AND**).
14. You can also click on the Boolean operator buttons on the left of the field buttons (which all show "AND" initially) to change the way the different search fields are combined, e.g. to ask for a particular author "NOT" to be included in the search.
15. Fields other than those initially displayed on the Search Form are also available for searching: go to a field button that you don't want to use (e.g. "Title Words") and click on it with the left mouse button to display a list of fields to choose from. The list displayed is only some of the fields - click on "More" at the top to display further lists.
16. When you have chosen a field, again type a phrase into the search entry box or use the Index Display ( icon) to select a phrase for the new field.
17. When you are satisfied with your search strategy, click on  to begin the search.
18. The default record display is the full record. This can be changed by clicking on the  icon to the right of the box displaying the words "Full Record" and then clicking on an alternative option.
19. Move through the records displayed by clicking on the  icon.
20. To change to another disk, click on "File" at the top left of the screen, then on "Change disk". Select the Year you wish to search (making sure you have the corresponding CD-ROM in the drive), and click on "Launch".
21. To exit from INSPEC Ondisc, click on "File" at the top left of the screen, then on "Exit", and finally on "Exit" again on the "Launch Pad".