

### What is InfoTrac?

The main part of InfoTrac is One File, a very large collection of newspaper and magazine articles covering a wide range of topics including business, computers, current events, economics, education, environmental issues, health care, humanities, law, literature and art, politics, science, social science, sports, technology, and many others. There is also the Full Text Newspaper database that contains articles from newspapers back to 1996 including the Telegraph, the Independent, the Financial Times and the Times.

### How can I access it?

- In Internet Explorer, type in the address below:  
[http://find.galegroup.com/menu/commonmenu.do?userGroupName=hul\\_jisc](http://find.galegroup.com/menu/commonmenu.do?userGroupName=hul_jisc)
- If you are using a non-College computer, Click on 'Shibboleth users click here', then type in your College network username and password
- Untick any databases you don't want to search:
  - **InfoTrac Full Text Newspaper database** – database of UK and international newspapers
  - **InfoTrac One File** – database of magazine and journal articles
  - **Gale Virtual Reference library** – database of encyclopedias & reference books (there is a separate helpsheet available on this)
- and click on **Submit**

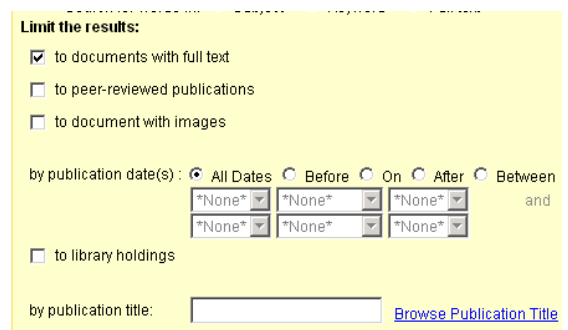
### To Choose a Search Type

- Click on the menu at the top to choose the type of search you want to do:

[Basic Search](#) | [Subject Guide Search](#) | [Publication Search](#) | [Advanced Search](#)

1. **Basic Search**
2. **Subject Guide Search** (lets you search the list of subject headings)
3. **Publication Search** (lets you search for a particular magazine or newspaper)
4. **Advanced Search** (allows you to combining words, searching for words in particular places e.g. title, ).

- Clicking on **More Search Options** lets you limit your search:
  - To full-text publications
  - Between certain dates
  - To a particular magazine title



Limit the results:

- to documents with full text
- to peer-reviewed publications
- to document with images

by publication date(s):  All Dates  Before  On  After  Between

\*None\* and

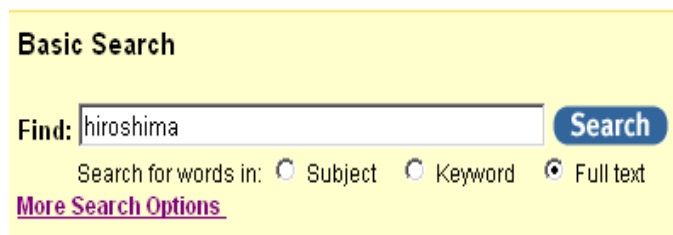
\*None\* \*None\* \*None\*

to library holdings

by publication title:  [Browse Publication Title](#)

## To Search

- Type the words you want to search for in the box
- Choose whether to search for:
  - Subject (only records on that subject)
  - Keyword (any word in the record)
  - Full text (only full text articles)
- Click on the **Search** button



**Basic Search**

Find:

Search for words in:  Subject  Keyword  Full text

[More Search Options](#)

## To View your results

- When you search for the information you want, you are given a list of articles
- You can choose to sort them by **date** or **relevance**
- You can narrow your search by selecting a subject from the left-hand menu



**Subject Terms**

- [Hiroshima \(Music Group\)](#)
- [Hiroshima Bank Ltd.](#)
- [Hiroshima Bombardment, 1945](#)
- [Hiroshima Carp](#)
- [Hiroshima Elpida Memory Inc.](#)
- [Hiroshima Stock Exchange](#)
- [Hiroshima University](#)
- [Hiroshima, Japan](#)
- Hiroshima, Japan (City)  
[See "Hiroshima, Japan"](#)
- [Hiroshima-Sogo Bank](#)
- [Nec Hiroshima Ltd.](#)


Magazines & Journals Reference News Multimedia

Expand/Limit Sort by: Publication Date  
Publication Date Relevance

MarkAll  - 20 of 8837  Next

1. **Churchill**. Max Teichmann. *National Observer - Australia and World Affairs* 65 (Winter 2005): p65 (6). (2409 words) From *InfoTrac OneFile*.

2. **Leadership and uncertainty: complexity and the lessons of history**. Robert Artigiani. *Futures* 37.7 (Sept 2005): p585(19). (10178 words) From *InfoTrac OneFile*.

- Clicking on the **News** tab will show you results from newspapers, clicking on the **Multimedia** tab will show you results with pictures
- To read the full text of an article click on the **title**. If this sign is shown, , the full text is not available. Your search words will be highlighted in the article.



- You can **Mark** items to save them to a list and **Print** them or **E-mail** them to yourself

## Search Hints

### Truncation

- \* any number of characters e.g. veget\* vegetables, vegetarian,
- ! one or no characters e.g. cat, cats but not catalogue

### Phrases and Proximity

- “x” searches for exact phrase, will search on stop words e.g. “jobs not bombs”
- Wx follows within a number of words
- Nx near, a number of words away in either direction