Sample Searches for Infotrieve

Getting Started

1. If you plan to order articles, Logon first
2. If you know the citation of the article you wish to order, click Order (continue on page 2)
3. To search for unknown citations, enter search terms (may be keywords, article title, or author's name)
4. Click Search (continue on page 4)
or
5. Click Advanced Search for more searching options (see page 3)

Why Use?
Delivers copies of articles to your desktop or doorstep. Articles may be paid for using personal credit cards or library-funded debit accounts. See Library Information Services staff for more details.

Access Path:
From the home page (http://www.andrews.edu/library), click Find Articles followed by Browse Indexes by Title; then click on I and finally, Infotrieve.
Ordering a Known Citation

1. Enter as much information as you know about the article
2. Scroll down
3. Click **Add to Cart & Checkout**

(Continue on page 5)

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**E-DocLink**

If this option is available for your article, you may be able to view your article as soon as you place the order. E-DocLink requires Adobe Acrobat Reader 4.05 or higher.

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![Document Order Form](image)
Advanced Search

1. Enter initial search term in query box (example: information literacy)
2. Enter additional search in Add Terms box (example: college)
3. Select appropriate field
4. Click on correct boolean operator (see side bar)
5. Term will automatically be added to the query box
6. Click down arrow to enlarge query box
7. Click Go to execute search

Boolean Operators

And combines two or more terms to narrow the search: abortion and teens
Or looks for at least one term to broaden the search: teens or adolescents
Not looks for records which do not contain the term which follows not: children not infants
Results List

1. Number of results
2. Click on a title to view order information (and to view abstract if one is available)
3. E-DocLink indicates that the article may be downloaded for a fee (requires Adobe Acrobat Read 4.05 or higher)
4. To request more than one article in an order, click in selected boxes
5. Click Add Selected Items to Cart or Add Selected Items and Checkout
6. To continue with ordering you must Logon at this point unless you have already done so
Ordering Articles

1. Make sure the correct article is listed
2. Note the estimated cost (see side bar)
3. If the James White Library subscribes to the journal you will be blocked from ordering. Click Andrews Full-text Journal Titles to confirm the Library's holdings and to find the location of the journal you need.
4. When ready to proceed, click Check Out and follow purchase instructions. Articles usually arrive by Ariel within two days. E-DocLink documents will be ready for download instantly.

$35 Limit

If the estimated cost of your article is $35 or less, go ahead and order it. If it is more than $35, please use Interlibrary Loan. Contact the Library Information Desk for help. 471-3283.
Table of Contents Email Alerts

1. Click Table of Contents from any Infotrieve screen.
2. Enter the first part of the journal title or ISSN from the menu and enter the journal’s ISSN.
3. Select ISSN from the menu and enter the journal’s ISSN.
4. Click Go.

Tip
You must have an account with Infotrieve and be logged on to set up email alerts.
Email Alerts continued

1. Verify journal name
2. Click Add to TOC Alert Profile
3. Click Latest Issue to view the table of contents for the most recent issue
4. Logout when all Infotrieve transactions are complete