

Health Reference Center-Academic is a full text, multi-source database providing single-search access to the wide variety of health information. Use this database to find articles on: nursing, fitness, pregnancy, nutrition, diseases, public health, occupational health and safety, alcohol and drug abuse, prescription drugs and other topics.

The material within this database is intended for informational purposes only.

Health Reference Center features full text reference books such as Mosby's Medical, Nursing, and Allied Health Dictionary, Oryx Press Consumer Health Information Source Book, Drug Information in Lay Language, The Complete Directory for People with Chronic Illness, The People's Books of Medical Tests and the Home Medical Guide

Access: via the Library's Home Page (www.newcastle.edu.au/library).

- Select: ***The Electronic Library***
- Select: ***Journal & Reference Databases***
- Select: ***Health Reference Centre-Academic***
- Click: ***Connect***
- Enter: ***Your student number and PIN number***
- Select: ***Proceed***

Searching: there are four search modes:

Keyword Search is the default search mode, for *easy database searching*:

- matches word/s in title, citation or abstract **or** the entire article content
- use the radio buttons to select where to search for the keywords

Advanced Search for more *advanced searching* allowing you to:

- build complex searches using a range of fields and Boolean operators

Relevance Search is a simple yet effective way to *search for articles*:

- look for words and word variants, alone and in combination
- most effective when two or more search terms are entered
- each term is analyzed for its frequency of use in each article and the frequency of use within all articles

Subject Guide is used when what you want can be expressed as "show me articles about" a *topic*

- usually best to search for only one or two words
- enter the most important word first (do not use either 'and' 'or')
- use one or more wildcards if you're unsure of spelling or want to search for variant word forms

All search options allow for a range of limits such as year/s published and full-text

Wildcards/truncation

Use 'wildcards' to extend the functionality of your search

| Symbol | Character matches | Example | Words Retrieved |
|--------|-------------------|------------|--------------------------|
| * | any | child* | child/children/childhood |
| ! | 1 or 0 | wom!n | woman/women |
| ? | exact | psych????y | psychology/psychiatry |

Proximity Operators

- use between two search terms to indicate that the terms must occur within a specified distance of each other in a record to match
- words that are close to each other are more likely to be related than words that are apart
- use them when searching indexes made up of individual words, such as a title index

Wx

The **W** (within) operator specifies that the word following the operator must occur within **x** words **after** the word that precedes the operator for a record to match. For example, the search expression **diabetes w3 diet** matches any records in which the word *diet* occurs three or fewer words after the word *diabetes*.

Nx

The **N** (near) operator specifies that the words on either side of the operator must occur within **x** words of each other **in either direction** for a record to match. For example, the search expression **diet n5 fat** matches any records in which the words *diet* and *fat* occur within five or fewer words of each other in either direction.

Proximity operators are most useful in text indexes such as abstract or words indexes. Note that proximity operators can only be used between two words, such as: " diet n4 diabetes or diet n4 obesity " **not** " diet n4 (diabetes or obesity) "

Sample Keyword Searches

To search for articles on the phrase **dietary fat**

- type into the keyword search box: **dietary fat**
- click **search**

To search for articles which include the word **dietary** and the word **fat**

- type into the keyword search box: **dietary and fat**
- click **search**

To search for articles which include the word **dietary** near the word **fat**

- type into the search box: **dietary n2 fat**
- click **search**

Limiting

- search for your keyword/s or phrase *either* in article title, citation, or abstract **or** in the entire text of the article
- limit options below the search box allow you to further limit your search, for example by articles with full text and/or date of publication
- you can apply limits before you click on search **and** after you have searched you can apply limits by modifying your results

Displaying the Results

- the article records will be displayed on the screen.
- scroll down the references displayed on the screen to browse the list
- availability as an abstract, full text, pdf document and library holdings is noted under each reference

Advanced Search: build as simple or as complex a search expression as you want

- conduct your search simultaneously in individual fields such as: abstract, keyword, text word, author, title, subject.
- combine searches using Boolean operators **AND** and **OR** using drop down menus
- **AND** will find records containing both terms (for example, *mobile phones AND health*)
- **OR** will find records with either term (eg: *mobile phones OR digital phones*).
- limits can be applied

Sample Advanced Search

To search for articles on **diabetes** and **nursing**:

- click on the drop down arrow and select **Title**
- type in the search box the word: **diabetes**
- click on the drop down arrow and select **AND**
- go to the next line
- click on the drop down arrow and select **Subject**
- type in the search box the word: **nursing**
- click on **search**

Printing and Emailing

With your selected article open on the screen:

- click the **PRINT** option on the left side of the screen, to reformat and print the article in one step
- click **Email or Retrieval** option on the left side of the screen, to provide browser printing, pdf printing or emailing options
- select to print either the citation or the full article (if available)
- click on the **Back to... Search** option on the left side of the screen to begin a new search

To email

- type in your **email address** and a **subject** for your email
- select to email either the citation or the full article (if available)
- click on the **Submit E-mail Request** button.
- click on the **Back to... Search** option on the left side of the screen to begin a new search

Note - graphics cannot be emailed

Marking References

Mark (to list) references for later output (print, email, save)

- click in the left hand box to mark the references that you want to view, print, email or save to disk
- to view your marked references, click on the **View Mark List** option on the left side of the screen

Saving *the marked references* to disk - text format (no graphics)

- display the article
- on the browser menu select **File** then **Save As**
- type in a filename, e.g. **health.txt**
- change the **Save as** option to **Plain text (*.txt)**, use the down arrow to display this option
- change Drives to **a:** (i.e. the drive where your disk is located)

Printing marked records

From the menu on the left side of the screen:

- click **View Mark list** to display the marked references
- click on **Reformat** marked articles
- select **full article** (if available) or select **citations**
- click on **Submit Print Request**

Emailing marked Records

- In the E-Mail Delivery box:
- choose to email just Citations, or Full article (if available).
- type in your **email address** and a **subject** for your email
- click on the **Submit E-mail Request** button.
- click on the **Back to ... Search** option on the left side of the screen to begin a new search.

Note - graphics cannot be emailed.

Additional Information

There are several options to assist your searching and results....

Help

- Help option on the top left side of the screen will always provide help in context
- choose the Help Index if you wish to see all Help options

Dictionary

- look up definitions of a wide range of words
- this is an online dictionary, not a database thesaurus

Combining Searches

You can combine searches easily in Advanced Search mode. Previous searches appear at the bottom of the screen with an R and number next to them

- to combine, just type in the searches eg: R1 and R2 - this combines your first and second search results
- you can search at least 3 terms in advanced search as well as limiting by full-text, year of publication etc.
- once a search has been completed, you can also **Modify** the search

The InfoMark

- if the **InfoMark** appears on a page, you can bookmark the page and return to it later
- pages without this InfoMark cannot be returned to directly - you will need to redo the search.

