



CABI Training Materials

Web of Knowledge

Simple Searching of CAB Abstracts

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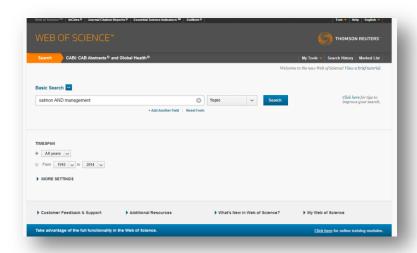
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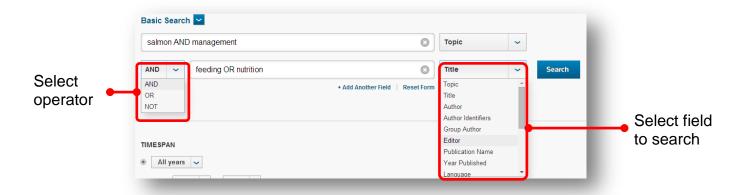


Basic search mode

Basic search in the Web of Science platform is used to simply conduct single or multiple word searches across databases. To search for records simply type keywords in to the search box and use the AND, OR and NOT Boolean operators to combine terms to form more complex searches.



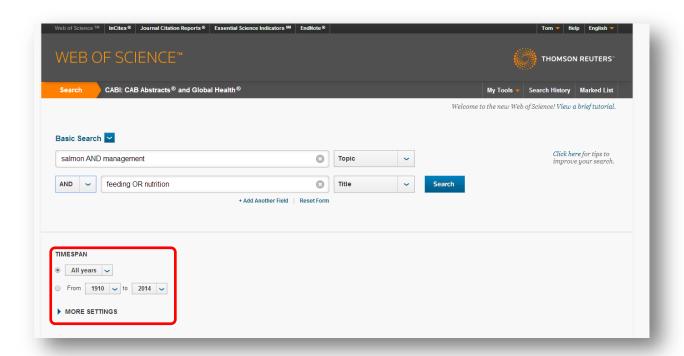
Multiple search queries can then be combined and run at the same time. Click on the +Add Another Field button to search for terms across another field. Select the Boolean operator you would like to use to combine the two searches and type in your search terms into the search box. Select a field to search from the drop down menu from the right hand box. By default the database selects the free-text index "topic" field. For more information on which fields appear in the free-text index visit the free-text table in the appendix.



Selecting time limiters

Before conducting searches you also have the option to limit results to only include publications that were published at particular dates. Use the filters to select dates ranges.





Search rules & symbols

Search Operators

To produce more complex database searches multiple terms are combined with one of the three Boolean operators to narrow or expand result sets:

AND: used to filter results to any records that mention **both** terms in indexing fields e.g. Salmon AND aquaculture

OR: used to filter results to any records that mention **either** terms in indexing fields e.g. Salmon OR Salmonidae

NOT: used to exclude certain records from results that mention **particular** terms in indexing fields e.g. Salmon NOT Atlantic

Please note: the AND operator can be used in the Topic field, but not in the Publication Name or Source field.

Wildcards

The following table shows the wildcard symbols can be used in search terms when searching across the database. For more information on wildcard rules please visit the <u>WoK support page</u>.



Wildcard symbol	Function	Example
*	Searches for truncated forms of stem words	Bio* returns results for: Biology Biological Biosphere etc.
?	Single character replacement within search term	Pest? returns results for: pest pests
\$	Single or zero character replacement within search term. Useful for American/English spellings	Colo\$r returns results for: Colour color

Search results

Sorting results

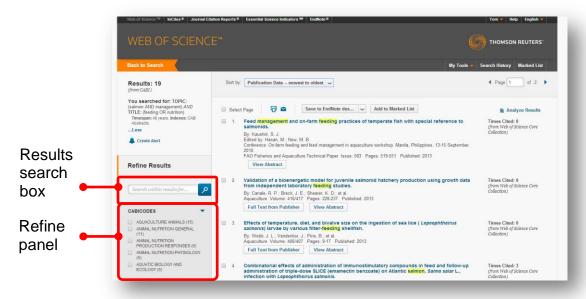
By default the results list can be filtered in reverse chronological order with the latest indexed results displayed first. To change the order of results click on the sort box at the top of the page and choose the criteria by which you wish the record to be displayed by as shown below.





Refining results

Results of your search will be displayed on the results page as shown below. From here you can refine searches further by specific keywords in fields from the free-text index (topic index) using the refine panel to the left of the page. You can also filter results further by searching for terms referenced in the result records using the search box.



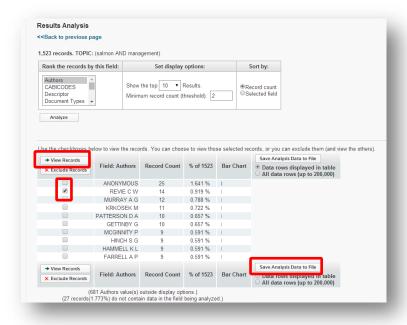
Analyse results

From the results page you can also gain further insights into the records listed in the result set by using the analyse results feature. From here you can rank records by how many times certain terms are referenced in particular indexing fields. This way you can produce lists of records for particular categories such as the top ten published authors, the most popular languages and the top subject categories. So for example, if you wanted to see the top ten authors who had written papers from your results set you could select the options below and click the



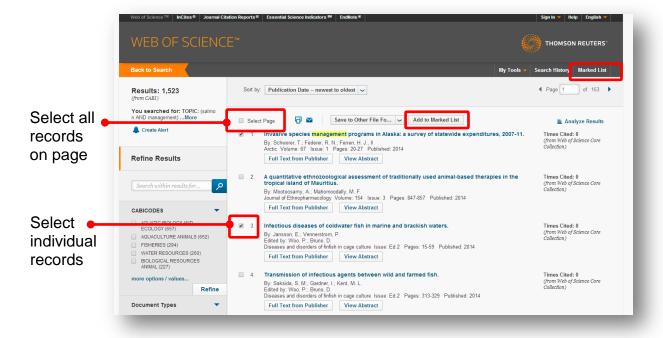
From the results table displayed you can then view records for a particular author who has conducted a lot of research in your subject by checking the author and

clicking the View Records or save the analysed results to a text file using the www.cabl.o



Marking records

Records can be marked temporarily during your current search session for future referencing. Either select individual records by using the checkboxes next to each record or select all records on the page using the select Page box. Once selected click on the Add to Marked List as shown below. Marked records can then be viewed for click on the Marked List link from the top right corner of the page.





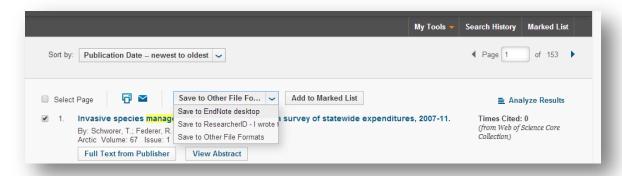
Exporting records

Records can be exported in various file formats either directly from the search page or from your marked records list. The following export options are available:

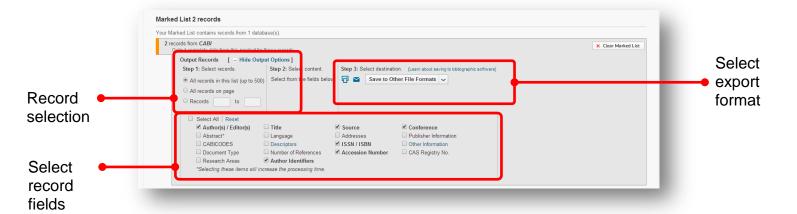
- Print
- Email
- EndNote desktop
- HTML
- Text file (.txt)
- Tab-delimited

For a full list of export formats visit the appendix at the end of this user guide.

From the search page select the records you would like to export using the checkboxes or Select Page button. Once selected choose the file format from the tool bar options at the top of the results page and select the citation record contents.



Alternatively, records can be exported from your marked records list. Choose the records you wish to be exported and select the file format from the drop-down list. Before exporting there are also options to choose which fields are included in your record exports which can be selected using the checkboxes .



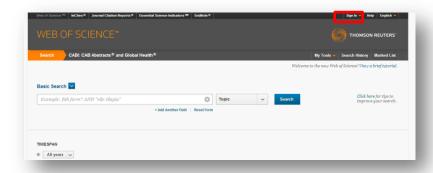


Personalised features

A personalised account provides access to advanced database features to improve scholarly searches including:

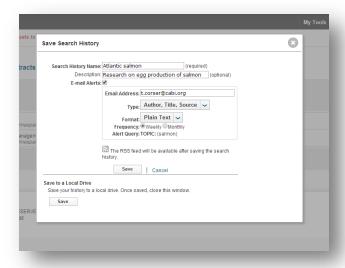
- · Automatic sign in
- Access saved searches and search history
- Create alerts
- Select a preferred starting database or product

To register for a personalised account or to sign in to your existing account click on the sign in button in the top right off the home page



Saving search histories & creating alerts

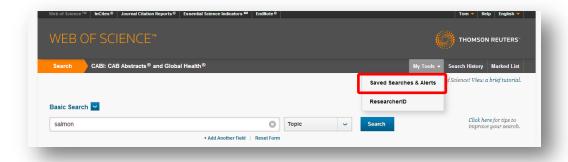
Regularly conducted searches can now be saved to your personalized accounts for future use. After conducting a database search visit the search history page and click on the Save History / Create Alert button. Please note this will save the full search history and not just the last search. The dialog box displayed below is shown allowing you to name the search and create an email OR RSS alert. Please note Alerting is not currently available for searches saved from an All Databases search.





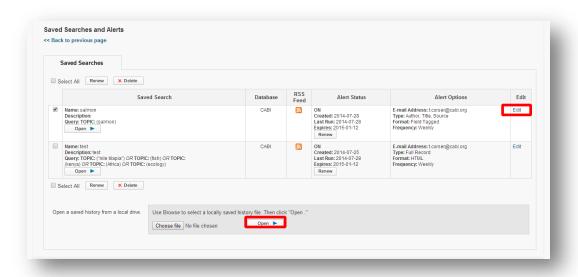
Viewing your searches & alerts

To view your saved searches click on the My Tool menu from the home screen and click the Saved Searches & Alerts link as shown below:



The saved search histories are displayed along with full description, alert status, and alert options. To edit any of this information for a particular alert click on the Edit button.

Note: The text P00[N] is added to each search history name that was saved in ISI Proceedings and carried over to the next Web of Science platform release.

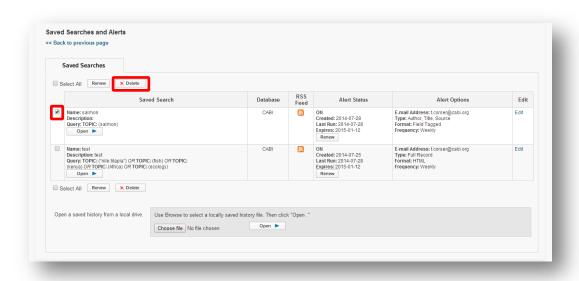


To view the full list of searches form a particular search history click on the button for the relevant search



Renewing or removing search histories & alerts

By default when a search alert is created they only remain active for six months. Search alerts can be extended by a further six months from the saved searches page by clicking the Renew button. To remove a saved search history select the check box and click the Delete button.



Searches can also be uploaded to your account by clicking on the button from the saved searches page and clicking open. You can open a search history file created from an earlier product version in the current version. However, you cannot open a search history file created from the current product version in an earlier product version.

Appendix



Email formats

Plain Text	An ASCII text file.
HTML	Hypertext Markup Language. This format is suitable for display by a Web browser.
EndNote	A field-delimited format that can be imported directly into a reference management applications such as: EndNote® Reference Manager® RefWorks Sente Biblioscape
Field Tagged	 A field-delimited format suitable for use with reference management applications such as: EndNote Reference Manager If you use one of these Thomson Reuters products, then we recommend that you select the Field Tagged format to simplify the import process. Note: This format is not available when e-mailing records from the <i>Derwent Innovations Index</i>.

Free-text index

The following fields are searched when using the free-text index (topic field)

English Item Title
Original Item Title
Source
Abstract
CABICODE Names
Descriptors
Organism Descriptors
Geographic Location
Identifiers
Broad Terms