CABI Training Materials

Environmental Impact

User Guide

KNOWLEDGE FOR LIFE
www.cabi.org

Contents

Contents 2

Introduction 3

Accessing Environmental Impact 4

By IP Address: 4

Navigating the interface 5

Simple site searches 6

Conducting general site searches 6

Conducting filtered site searches 6

Viewing search results 7

Smart Searches 10

Advanced searching 11

Field searching 11

Index Terms or “Descriptors” 12

Super indexes 13

CABICODES 14

Topic pages 15

Refine options 16

MyEnvironmnetalImpact 17

Creating a MyEnvironmentalImpact account 17

Combining searches 19

Saving searches and creating alerts 20

Saving and exporting records 21

Appendix A: Search techniques 23

Introduction

Environmental Impact is an internet resource created in response to a demand from the scientific community, policy makers and information specialists for a single comprehensive bibliographic information resource on climate change and other influences of humans on the biosphere. It also covers other aspects of man's damage to the environment such as pollution, deforestation, desertification and habitat loss.

Environmental Impact includes the following information materials:

Abstracts records: Indexed records from the CAB Direct database relating to the subject of environmental science

Full text articles: Links to the complete scientific record for scholarly articles hosted on the CAB Direct database

CAB Reviews: Comprehensive overviews and detailed reviews of the latest research on an area of scientific study

eBooks: Access to full electronic books or book chapters relevant to environmental science. These are selected from CABI's eBook service

Reports: A repository of reports published or commissioned by international environmental organisations

News Articles: The latest news on the current developments in environmental sciences written by subject experts

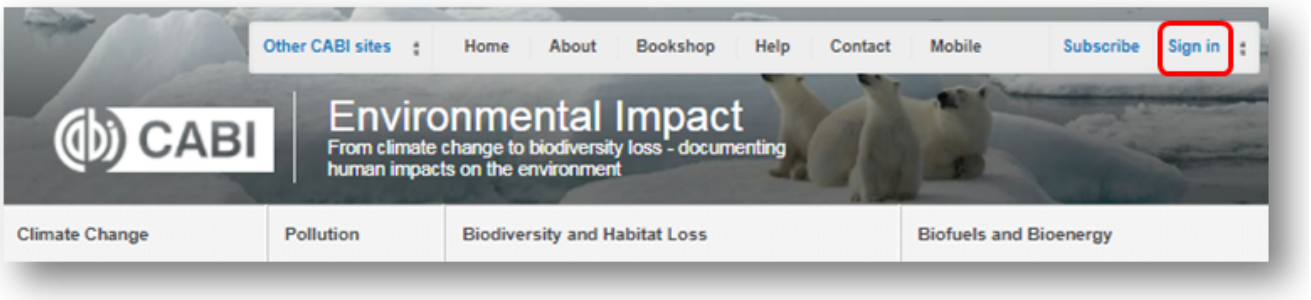
Events: A calendar of relevant international conferences, congresses, annual meetings and more targeting scientific communities and industries involved in environmental science

The following guide has been designed for all users of the Environmental Impact to highlight various features available and enable our customers to easily navigate the interface. It will also introduce various search techniques for new users of online databases and explain various strategies that can be used when searching to return the most relevant results.

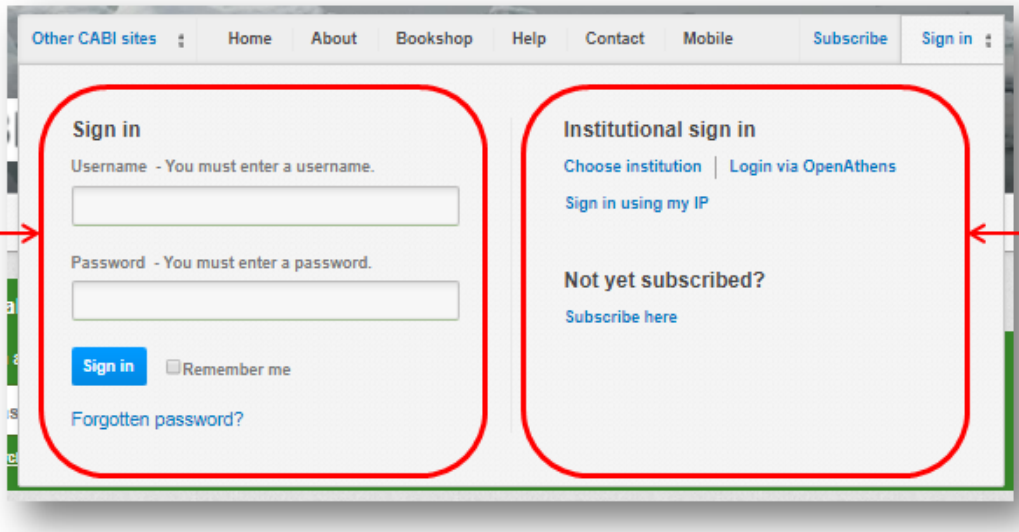
Accessing Environmental Impact

Environmental Impact is a web-based interface. To access the site visit www.cabi.org/environmentalimpact

To sign in to the Environmental Impact click on the Sign in button situated in the site menu as shown below:



There are 3 ways to login to the database depending on the access options your account has:



Personal credentials

IP address recognition

By Personal credentials:

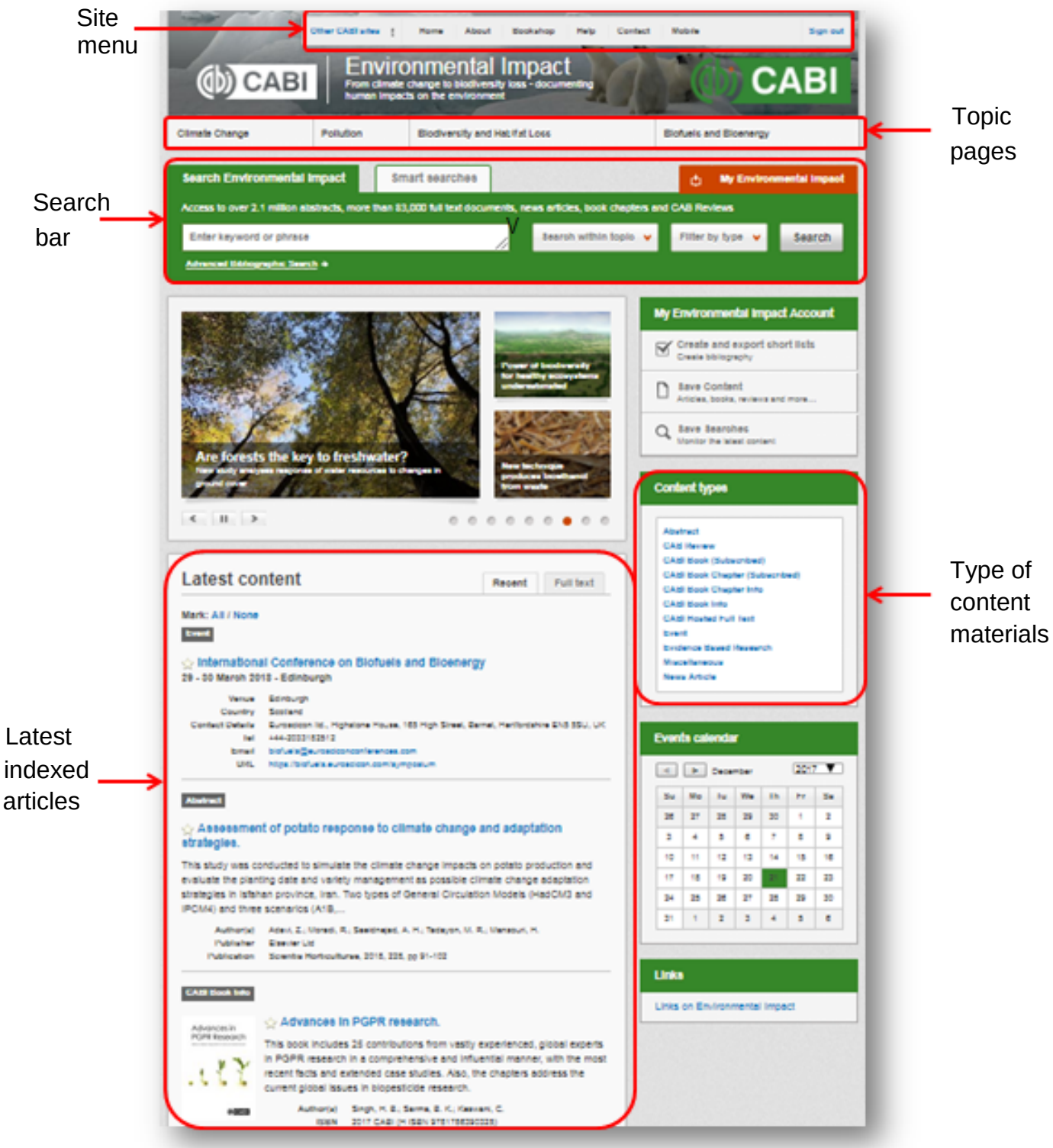
If you requested access to the site by a username and password please enter this in to the login box situated in the top left hand corner of the webpage.

By IP Address:

If your institution has a subscription to Environmental Impact and you are accessing through your institutions network, the Environmental Impact will recognise your IP address as a registered user and automatically log you on to the site. If you aren't automatically recognised click the Sign in using my IP button.

Navigating the interface

The Environmental Impact interface has been designed to enable quick and comprehensive content searches. Below shows an image of the homepage and the various features displayed.



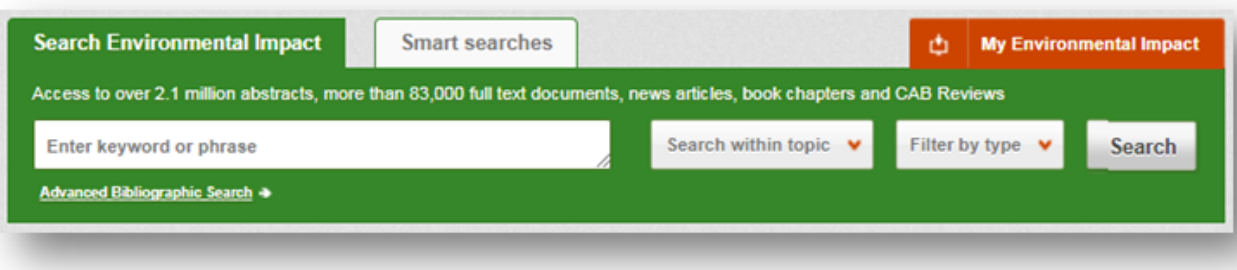
Simple site searches

Environmental impact offers a simple site search using a variety of basic search techniques to search content across the whole of the site such as Boolean operators and Phrase searching. These search techniques can be found in the search techniques reference table.

Conducting general site searches

A general site search conducts a search across all the various types of content and topics available in Environmental Impact. It will return a broad range of search results that will include all material types from all subject areas. It can be a useful place to begin a search.

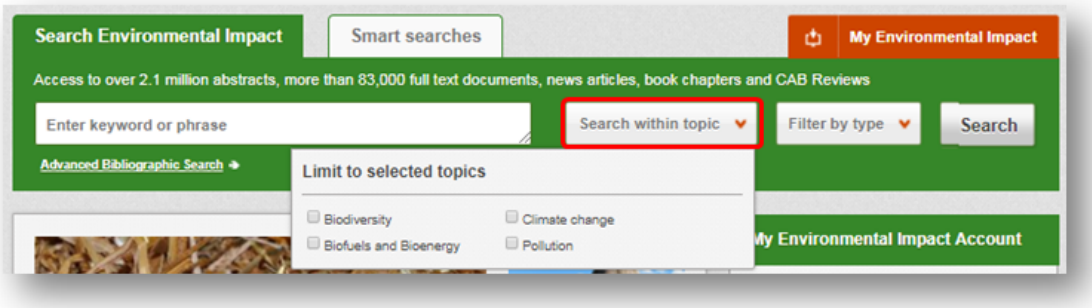
To conduct a general site search enter your search terms in to the search box located in the search bar of the home page and click the Search button as shown below:

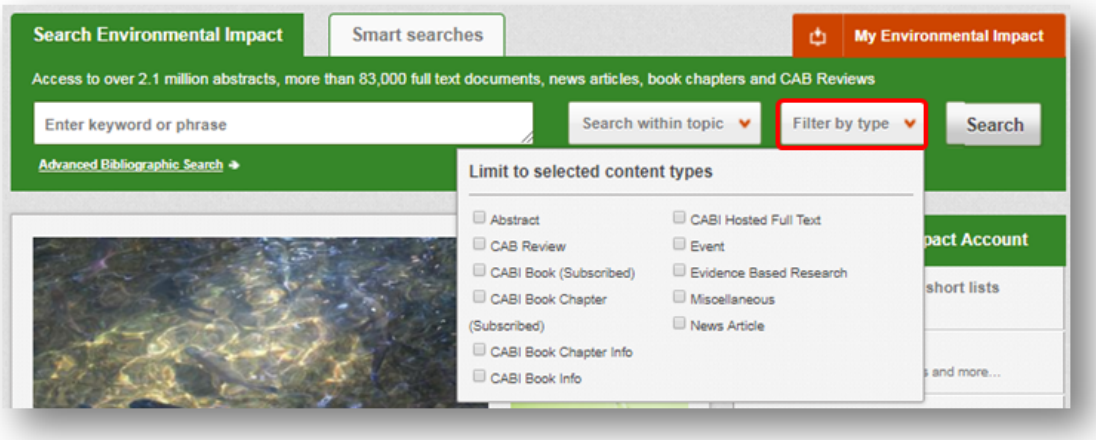


Conducting filtered site searches

A filtered site search can be used to limit a search to specific subjects or types of content on the Environmental Impact. This will return a narrower range of search results and is particularly useful if you are trying to limit searches to particular areas or material types. You can limit the searches using a single filter or both simultaneously.

To conduct a filtered site search enter your search terms in to the search box located in the search bar of the home page. Click on the filter options to the right of the search box and select the categories you would like to limit the search to. The ☑ indicates which categories have been selected. Below shows the examples for both the subject and content filters:

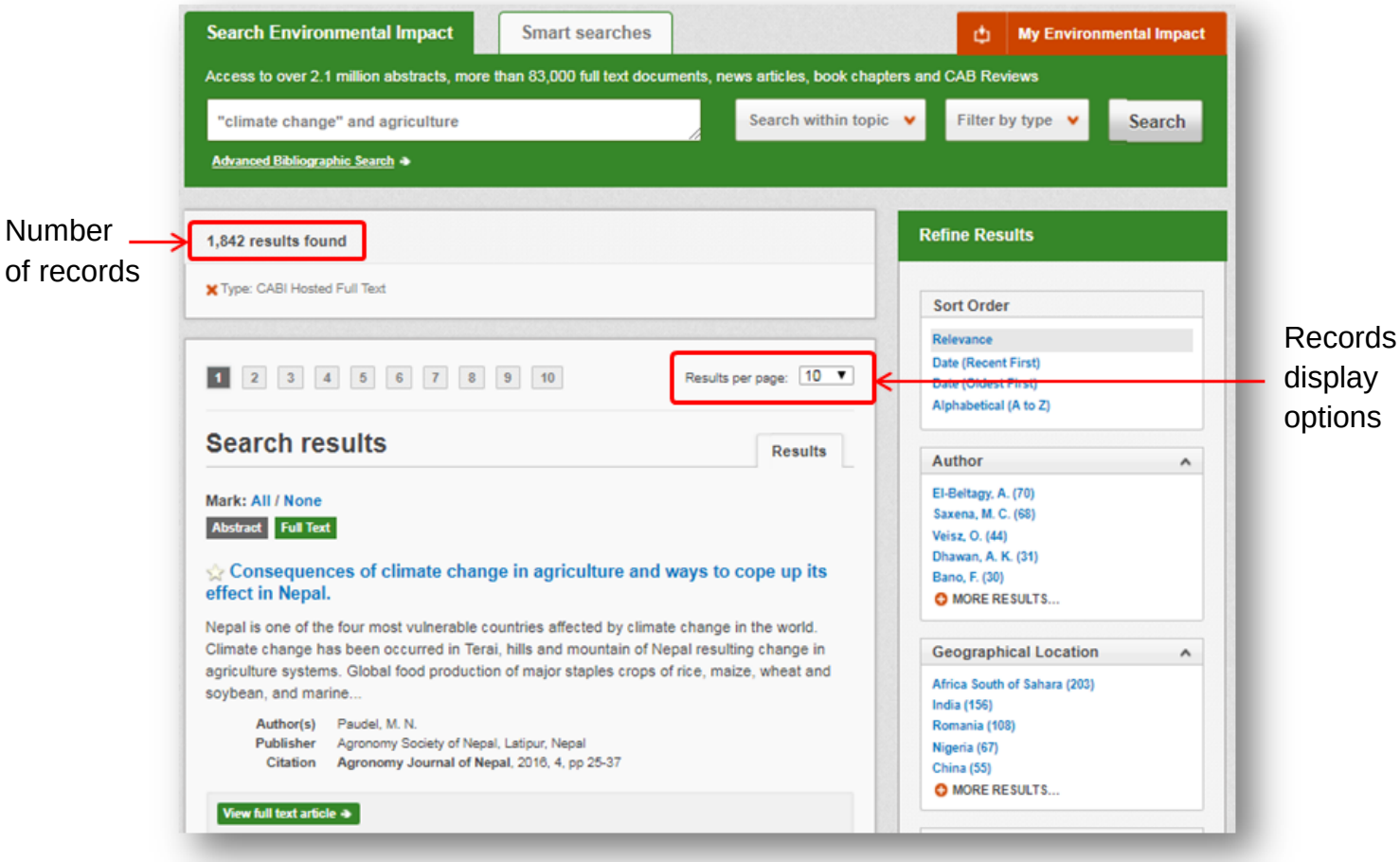




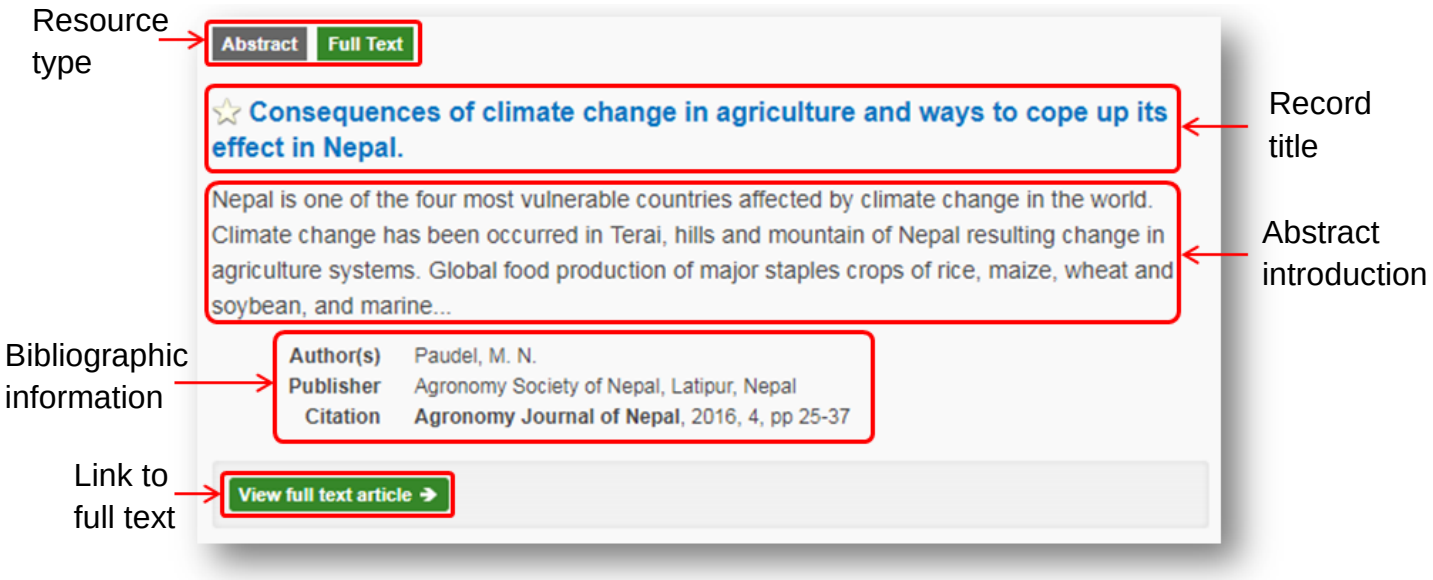
Once selected click the Search button.

Viewing search results

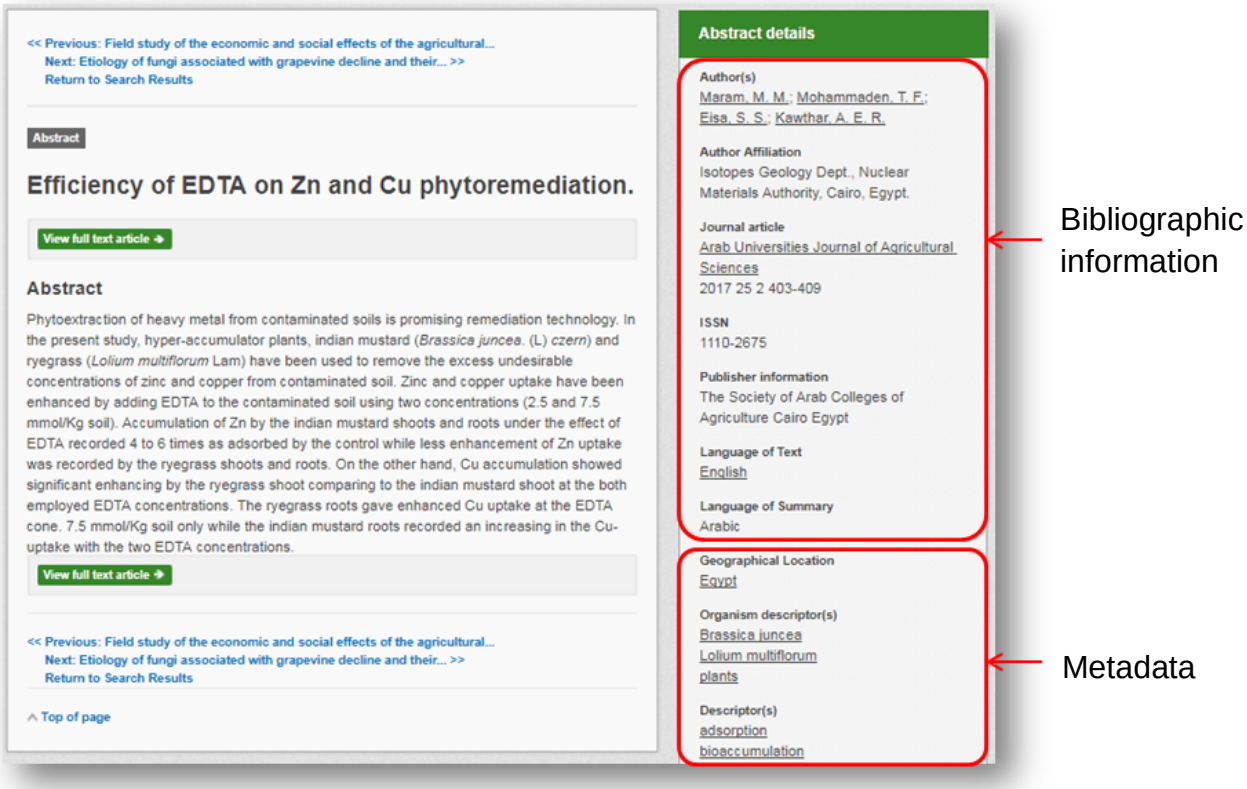
The returned results will be displayed on the search results page as shown below. The figure below the search box indicates the number of returned results from your search string query. The search results are displayed in the box below and can be ordered by most recently indexed first or relevance. At the top and bottom of the search results screen there are also options to vary the number of records displayed on the current page.



Below shows an example of an article header from the returned results. You can see the resource type, the article title, the leading sentence of the article abstract and further bibliographic information for the record. If the full text article is available the View full text article button is displayed which gives access to the full text article.

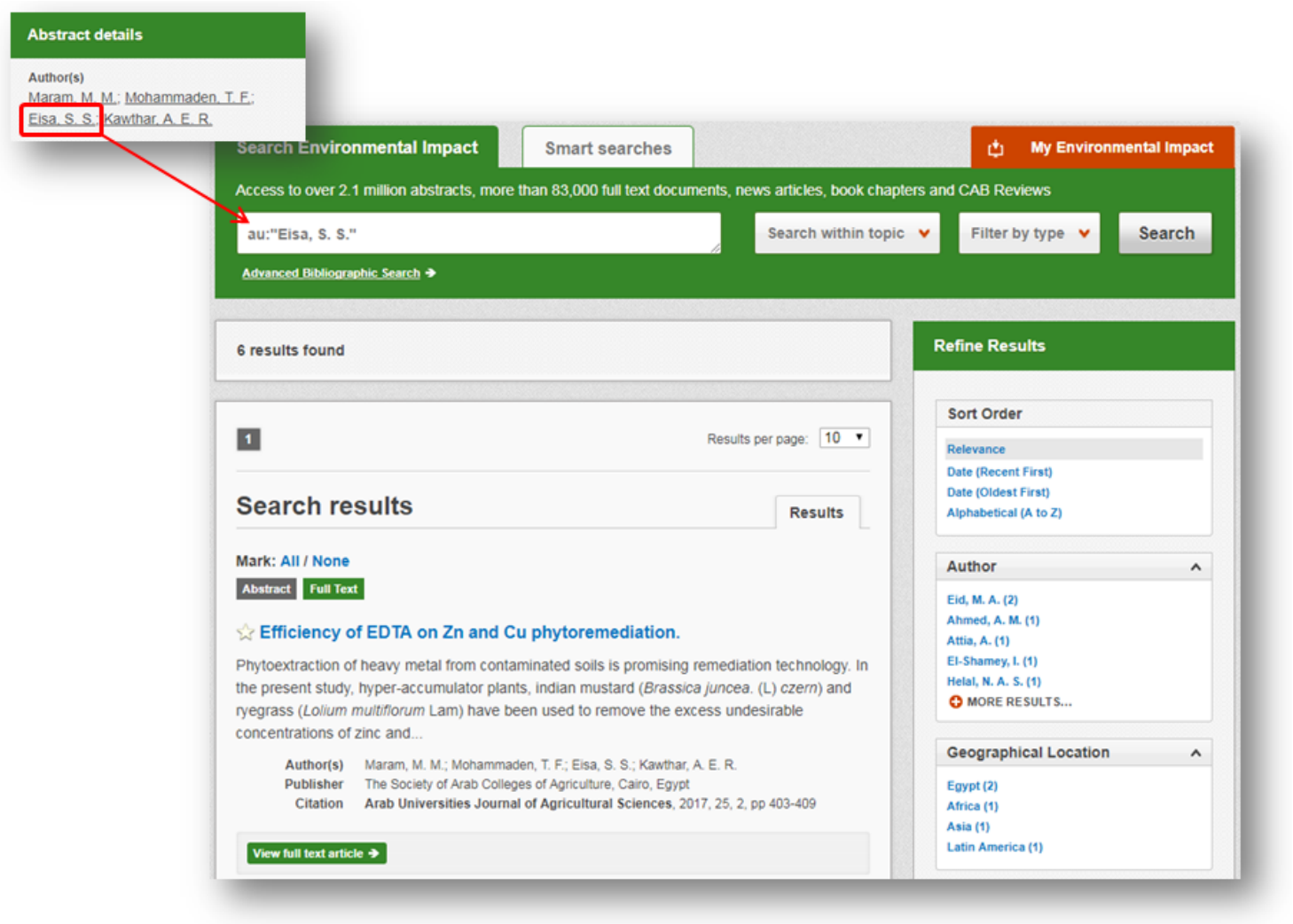


When clicked, the article title will take you to the record page listing the full bibliographic details of the record as shown below.



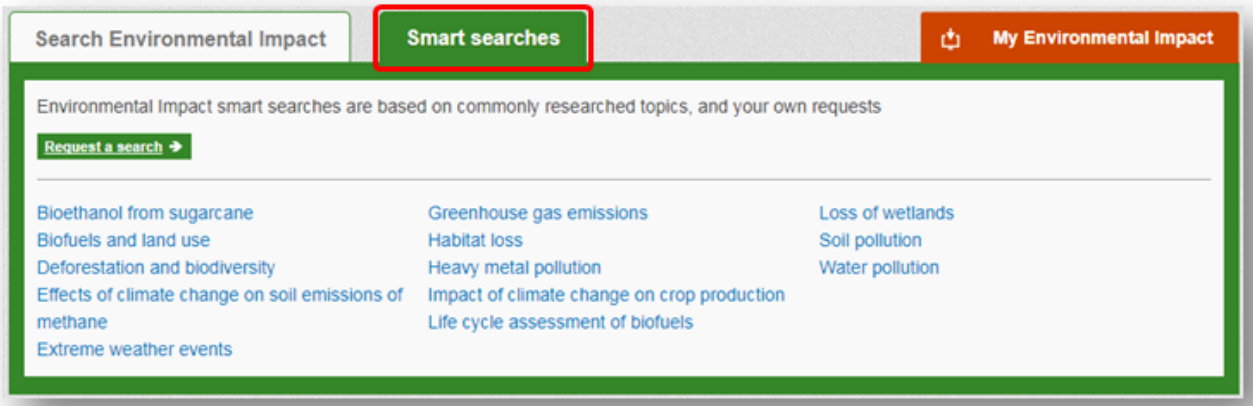
As well as the full abstract the page will also include the full bibliographic information and indexing keywords that were assigned to the record during the indexing process. This can be found under the Abstract details pane on the right of the page.

All these terms are intuitive links which when clicked performs a search on that term. The example below shows a section of the Abstract details pane. In this example we have clicked on the author name Eisa, S. S. . This has performed a site search using the search string au:"Eisa, S. S." which has returned all records this author has contributed to.

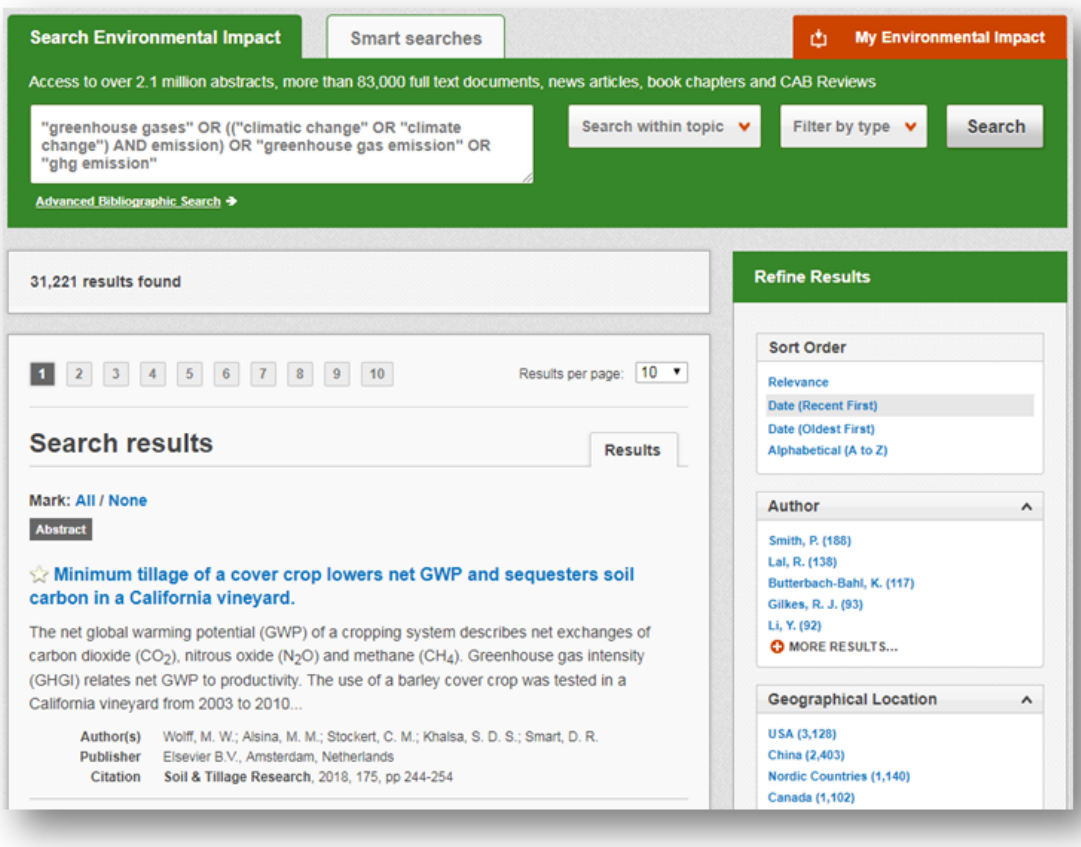


Smart Searches

To help you search for literature in common or key topics of interest our subject experts have created predefined search strings. These have been created using complex search techniques such as field tags and multiple Boolean operators to return the most relevant results. To access the Smart searches click on the Smart searches tab above the search box as shown below.



This will show you a list of smart searches and their associated topic that are available. To conduct a smart search click on the topic of your choice. The screenshot below shows you the results for the smart search “greenhouse gas emissions"



To narrow results further you can either use the refine panel to the right hand side of the page or add terms manually to the end of the predefined search string.

Advanced searching

Field searching

The search box for Environmental Impact also allows you to conduct advanced field searching using the index field tags.

Field searching is a technique by which users can search for keyword terms in specific indexing fields. These indexing fields are used when adding a bibliographic record to CAB Direct e.g. Abstract title, author. Each indexing field has an associated field tag which can be used in conjunction with search keywords to return a more precise set of results. Below is a list of the indexing fields and their associated tag:

Common search fields

Description	Field Tag
Abstract	ab
Author affiliation	aa
Descriptor	de
Organism Descriptor	od
Geographic Locator	gl
Broad term	up
Identifier	id
Publication source	do
Publisher	publisher
CABICODE	cc
Conference	ct
Language	la
Publication type	it
Year	yr
Record number	pa
DOI	oi
ISSN	sn
ISBN	bn

Additional search fields

Description	Field Tag
Additional Authors	ad
Author Affiliation	aa
CAS Registry Numbers	ry
Conference Dates	cd
Conference Title	ct
Corporate Author	ca
Country of Publication	cp
Descriptors	de
Digital Object Identifier	oi
Document Editors	ed
Document Title	do
Email	em
English Item Title	et
Non English Item Title	ft
Geographic Location	gl
Identifiers	id
ISBN	bn
ISSN	sn
Item Type	it
Language(s) of Summary	ls
Language(s) of Text	la
Location of Publisher	lp
Main Abstract	ab
Organism Descriptors	od
Pan Number	pa
Personal Author	au
Personal Author Variants	av
Publisher	pb
CABI Product Code	sc
Up-posted Descriptors	up
Web URL	ur
Year of Publication	yr

To conduct a field search type the associated field tag (must be lowercase) into the search box followed by a colon. Next enter your search term/s. Field searching can also be conducted using the variety of simple search techniques outlined previously such as multiple word searches and Boolean operators. Below show some examples:

Single word search:

Multiple word search:

Searching with parentheses:

Index Terms or “Descriptors”

If you are looking only for important papers on a particular subject, where you want a high level of relevance, you should restrict your search to one or more of the CABI indexing or Descriptor fields. Every record on the database is indexed with terms that describe all the important concepts within a paper. The index terms may be added to one of 5 different indexing fields. The indexing fields that CABI uses are:

Fields	Tags	Description	Example
Organism Descriptor	od:	The Organism Descriptor field is used for animal and plant names	od: “Abies alba”
Geographic Location	gl:	Geographic Location field is used for country and other geographic names	gl: Germany
Descriptor	de:	The Descriptor field is used for all the “other” terms that are neither animal, plant nor geographic	de: global warming
Broad Term (Up-posted Term)	up:	The broad term is used to search for more general terms of a subject as defined in CAB Thesaurus	up: climate change
Identifier	id:	This field is used for non-preferred index terms	id: lipins

Please note: When searching the organism descriptor all animals are indexed with their scientific names. However, plants are indexed with both their scientific and their common names.

Super indexes

Super indexes allow users to search multiple indexes across related fields. They are useful tools for users if they are unsure which fields they need to specify when trying to conduct advanced field searching. They can be searched in the same way as other fields as the super indexes have their own field tag associated to them. Environmental Impact also has three super indexes.

The first two super indexes shown in the table below are used when searching bibliographic information relating to either the article title or the article authors. The table below shows the field tag, field indexes that are searched and an example of a search.

Super index name	Super index field tag	Fields searched	Example
Title	title:	English title Foreign title	title: albedo and "climate change"
Author	author:	Personal author Author variant Additional author Document editor Corporate author	author: Bright

The third super index called the subject index is used when searching for the indexing terms or metadata that is recorded or assigned to each resource record. The table below shows the field tag, field indexes that are searched and an example of a search.

Super index name	Super index field tag	Fields searched	Example
Subject	subject:	Descriptor Geographic location Organism descriptor Identifier	subject: biogeography

CABICODES

In addition to adding index terms to a record, broad concepts are also “indexed” with a classification system known as CABICODES. The CABICODES are a hierarchical list of classification codes that divide the subject coverage of the CAB ABSTRACTS database into 23 major sections. Each section then includes a series of codes that divides that subject into more specific subjects. The codes themselves are typically used to code for subjects that would be difficult to describe with keywords alone. These CABICODES shown below display a selection of the CABICODES for social sciences and their associated topic area. For a full list of CABICODES and their topic areas visit the **CABICODE list.**

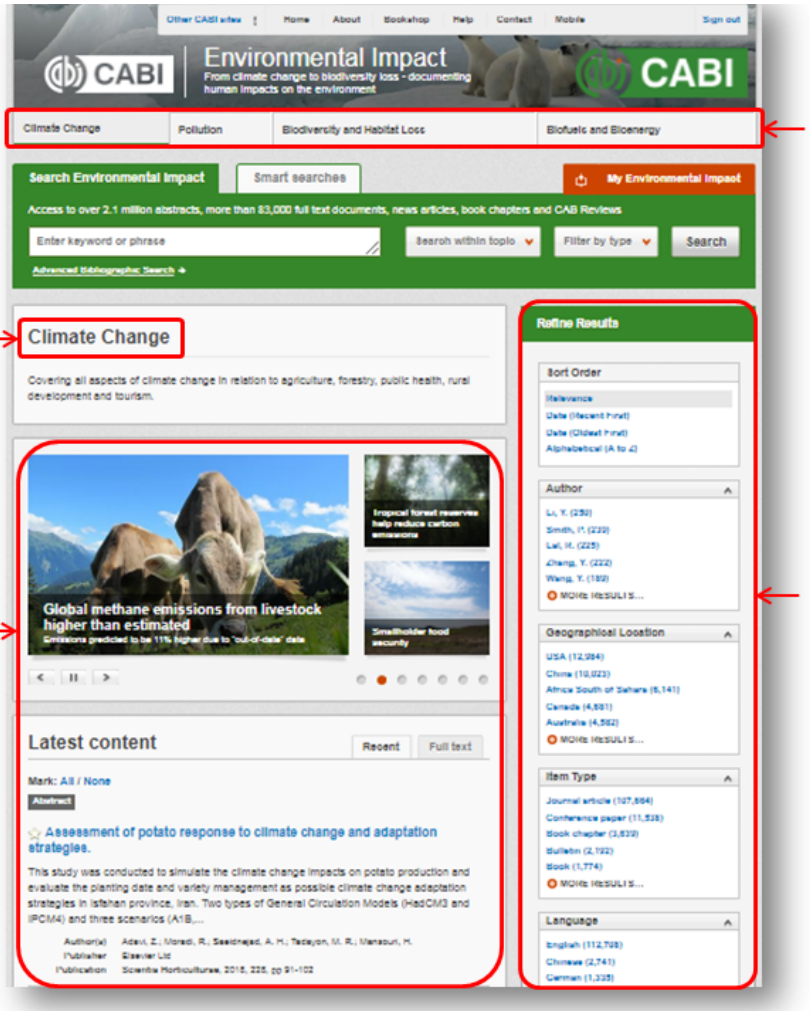
PP000 Natural Resources (General)
PP100 Energy
PP200 Water Resources
PP210 Freshwater and Brackish Water (Discontinued March 2000)
PP220 Saltwater (Discontinued March 2000)
PP300 Land Resources
PP320 Wetlands
PP350 Grasslands and Rangelands
PP400 Erosion; Soil and Water Conservation
PP500 Meteorology and Climate
PP600 Pollution and Degradation
PP700 Biological Resources (General)
PP710 Biological Resources (Animal)
PP720 Biological Resources (Plant)
PP800 Natural Disasters

The CABICODES can be searched just like any other field tag. Two field tags are assigned to the CABICODE field and these are described below. Please note, as other field tags these must be entered in lowercase

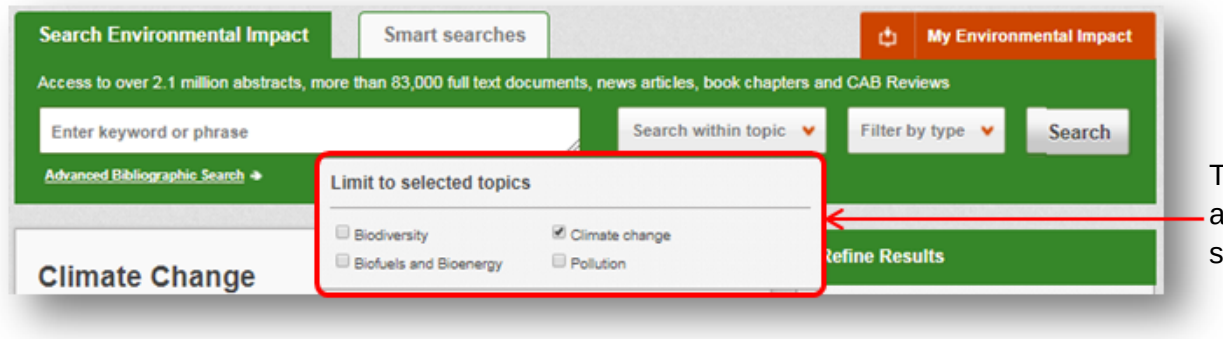
Field tag	Definition	Example
cc:	Allows users to search the index of the alphanumerical assigned code e.g. PP600	**cc: PP600**
cabicode:	Allows users to search both the alphanumerical assigned code index as above and the CABI code title index e.g. Pollution	**cabicode: PP600 or cabicode: pollution**

Topic pages

Topic pages enable you to focus searching on specific areas of environmental science. The topic page can be selected from the horizontal menu bar shown in the screen shot below. These topic pages are structured in a similar format as the homepage but only include content items that refer to the selected topic. For example, the screen shot below shows the topic page for climate change. Therefore the latest content section on the climate change topic page will only show recent articles that refer to climate change. The green underline in the horizontal topic page menu and the page title indicate which topic page you are currently viewing.



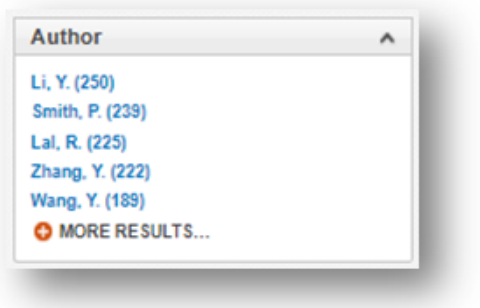
When conducting a search from a topic page, the relevant option is automatically selected from the topic filter section as shown below. This means that any search conducted from the topic page will limit searches to only content relating to that subject.



Refine options

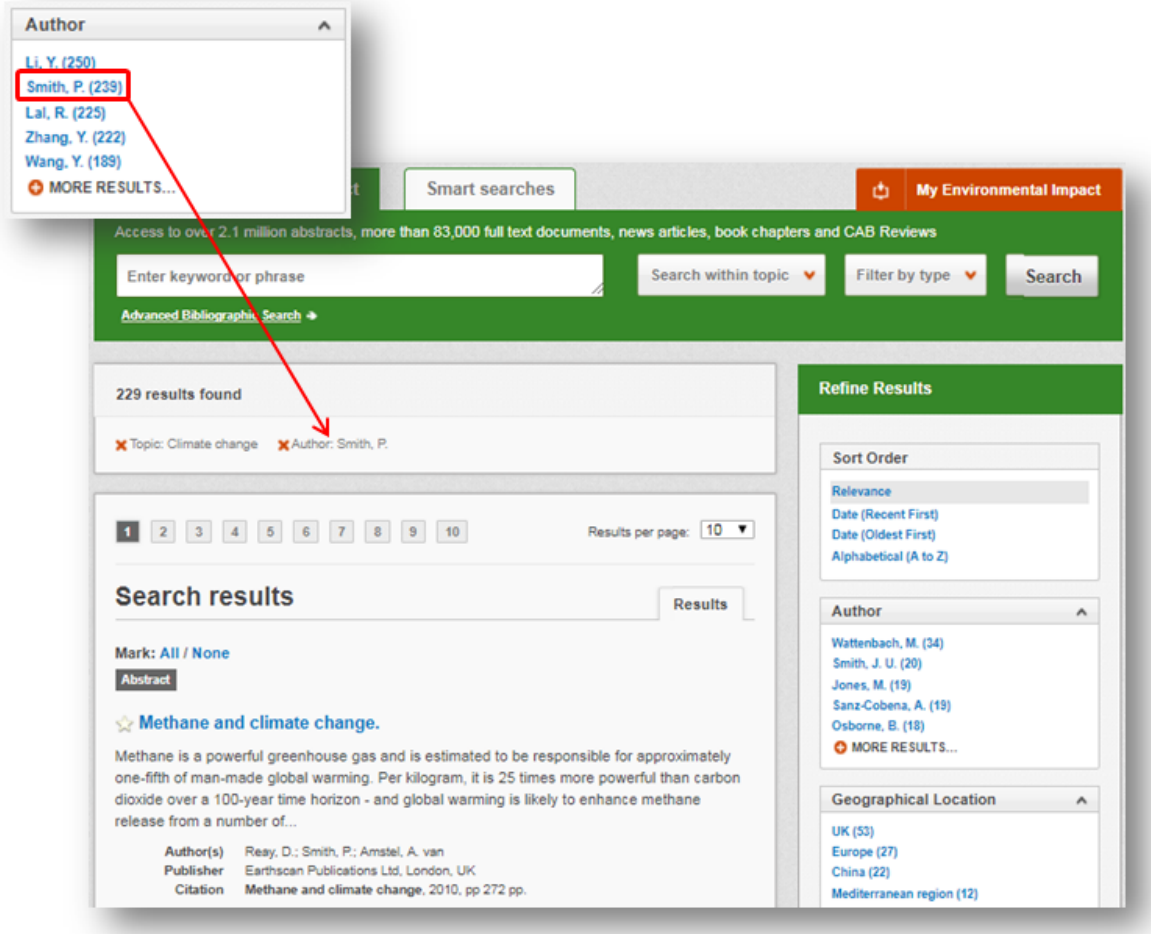
On the right side of the topic page there is a Refine results pane. This allows you to organise the display of the results alphabetically or by recency or relevancy. The refine pane also allows users to refine content even further using the following index fields:

- Author
- Geographic location
- Item type
- Language
- Organisms
- Subject topics



Each field is listed in a separate box in the refine results pane. These can be collapsed by using the ^ in the field box header. Blue text indicates the keyword and the bracketed number indicate the amount of records associated to it.

Clicking on a blue keyword conducts a search to return results specific to the selected topic and the relevant keyword from the associated field. For example, below we can see that by clicking on the author Smith, P. (239) listed in the author field box a filtered search is generated limiting results the author: “Smith, P”. This is displayed in the filter display at the top of the results page.



MyEnvironmnetalImpact

The MyEnvironmentalImpact feature improves search functionality for users allowing users to:

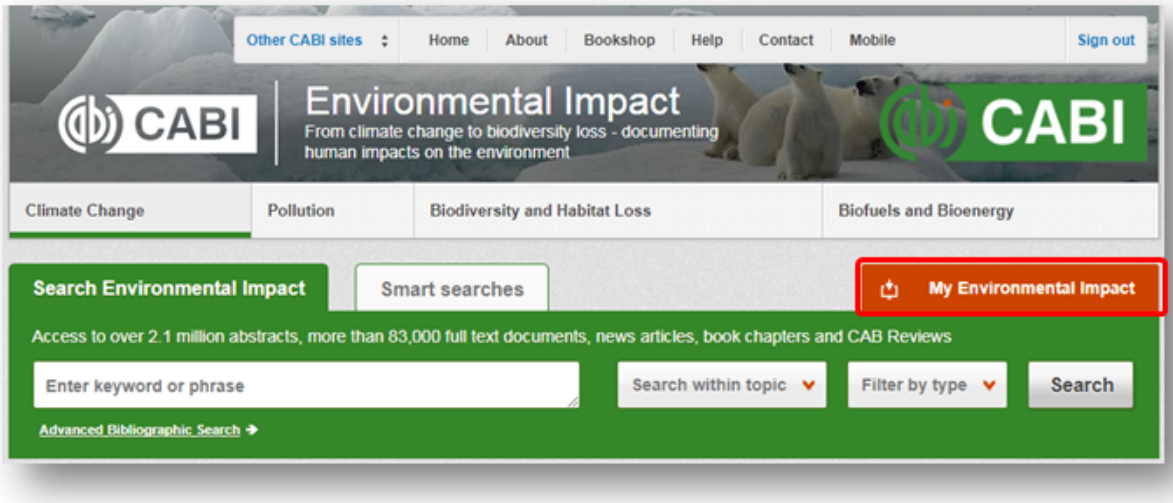
- Combine and save searches
- Save records
- Export citations
- Create Alerts

To gain the full functionality of MyEnvironmentalImpact and for the system to record and recall your searching activity you must be signed in. It is therefore recommended that you sign-in to MyEnvironmentalImpact at the beginning of all your search sessions on Environmental Impact.

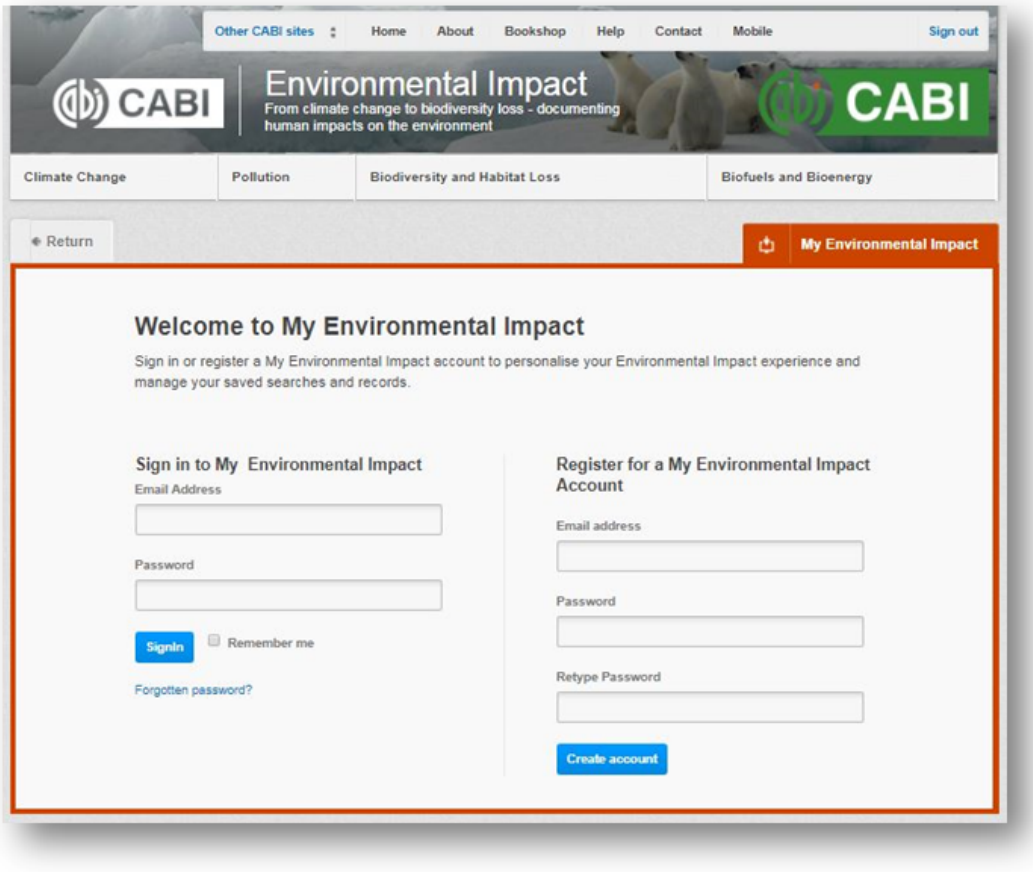
Creating a MyEnvironmentalImpact account

Before you can access the features of MyEnvironmentalImpact you first need to create an account. Click on the 

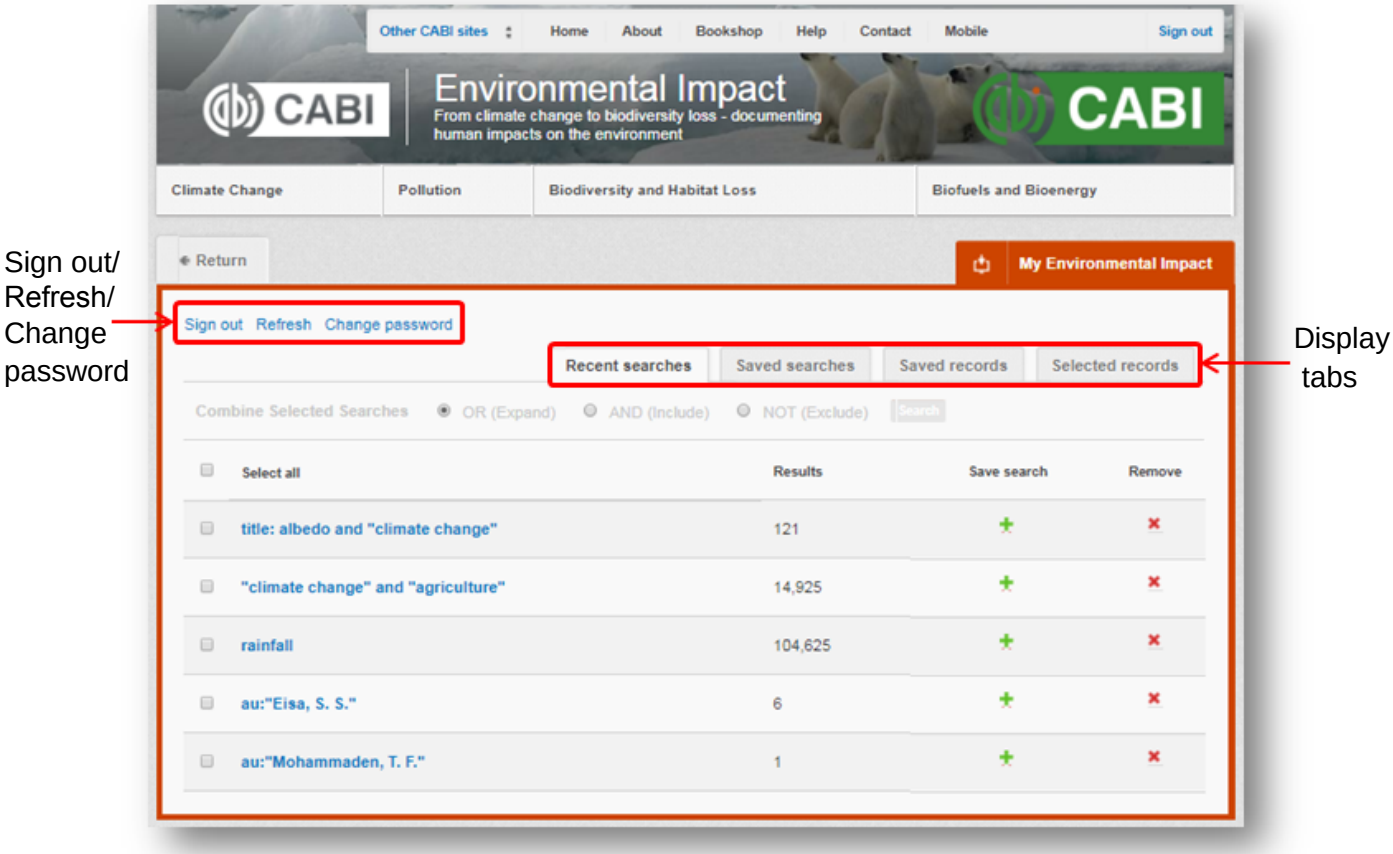
button in the top-right hand corner of the search box as shown below:



This will direct you to the sign-in page as shown below. The right hand side of the page allows new users to register an account. The left hand side of the page allows users already registered to sign in. Once registered, fill in your unique credentials to sign-in.



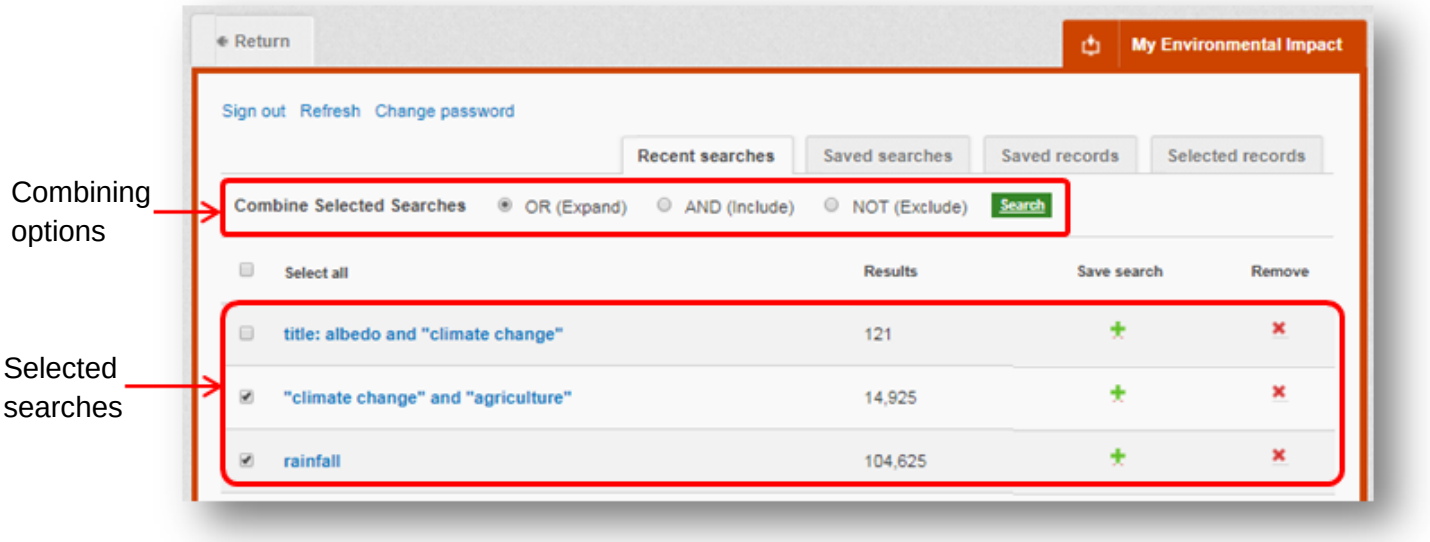
Below shows the MyEnvironmentalImpact page. At the top of the display box are the different tabs to display the different types of search activities. By default the display automatically shows the recent searches that you have conducted. To the left hand side of the page there is also an option to sign-out or change your account password. To permanently remove a search from your recent search display click on remove button ✖



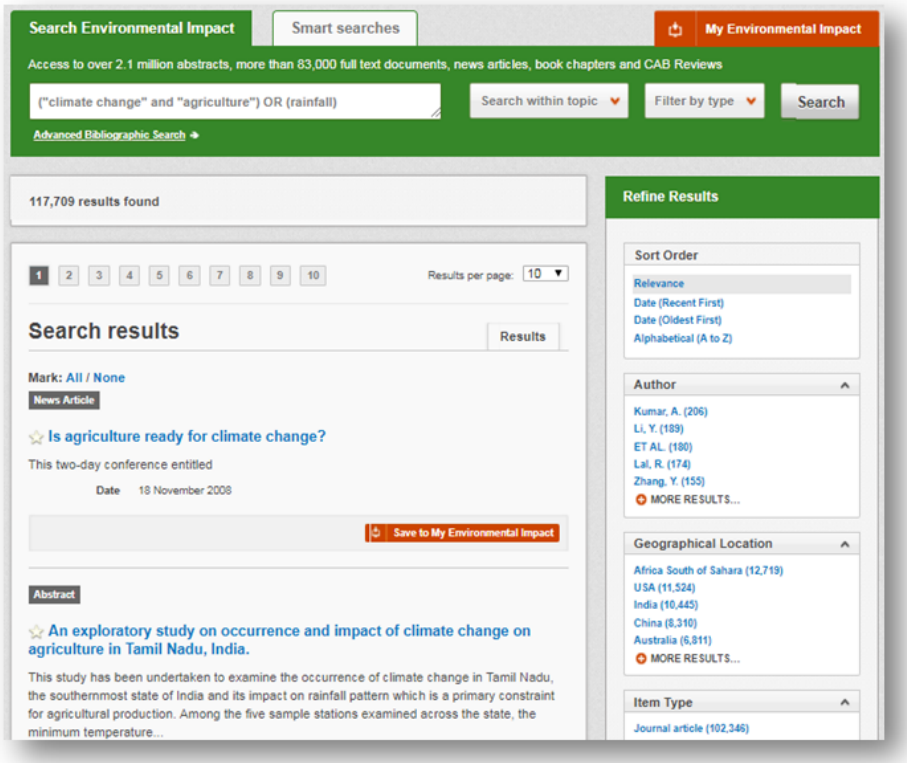
Combining searches

Combined searches are a useful tool for when compiling long and complex search strings which contain multiple Boolean operators and parentheses. To simplify the process and minimise the chance of input errors this function allows the user to perform two or more separate searches and combine them with either the AND, OR and NOT Boolean operators.

In the example below we can see in the recent search tab two relatively complex searches have recently been conducted. These two have been selected using the checkbox ☑ and the AND Boolean operator has been chosen from the combined search options. You can also see these searches have been filtered to certain criteria as explained previously.

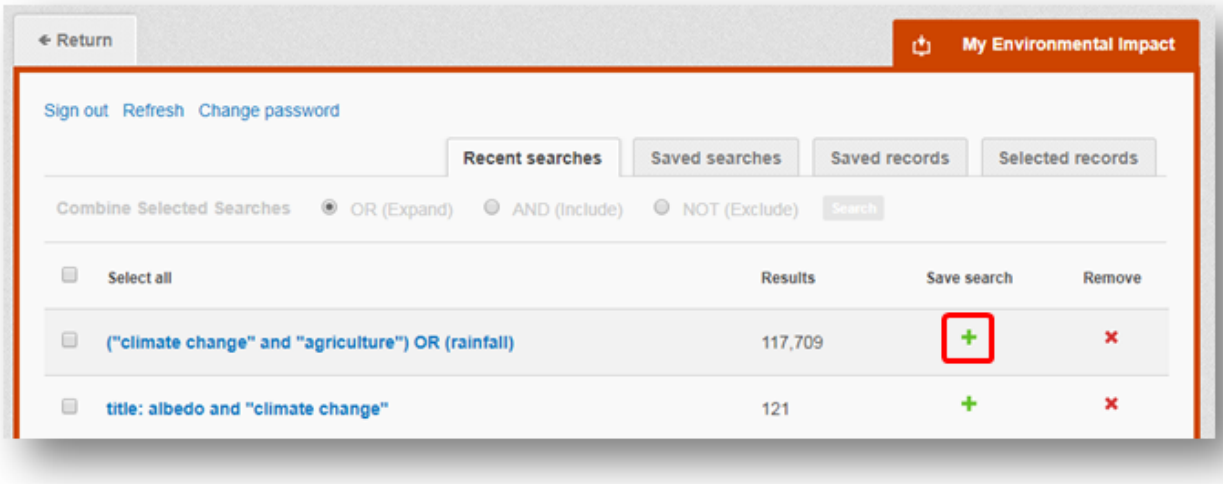


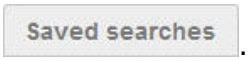
Once your options have been selected perform the search by clicking the Search button. This will conduct the search and direct you to the results page as shown below. You can see that the search string of the two combined searches is displayed in the search box. Combining these searches with the AND operator will limit the results, but alternatively, using this feature with the OR operator will expand results as shown below.



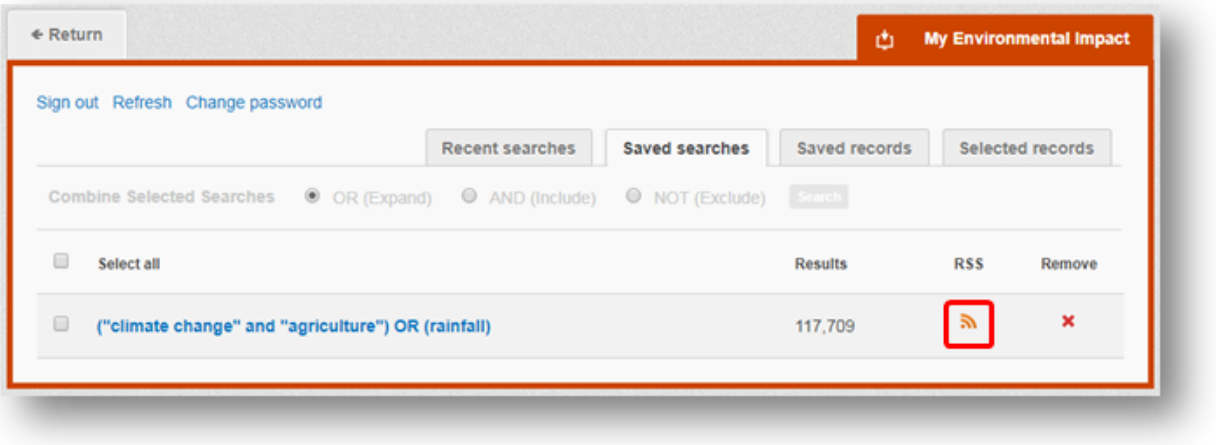
Saving searches and creating alerts

For searches you would like to run on a regular basis, users can save searches for future reference by using MyEnvironmentalImpact. To save a search visit the recent search tab from the MyEnvironmentalImpact page and click on the save search button 



To view your saved searches click on the saved searches tab 

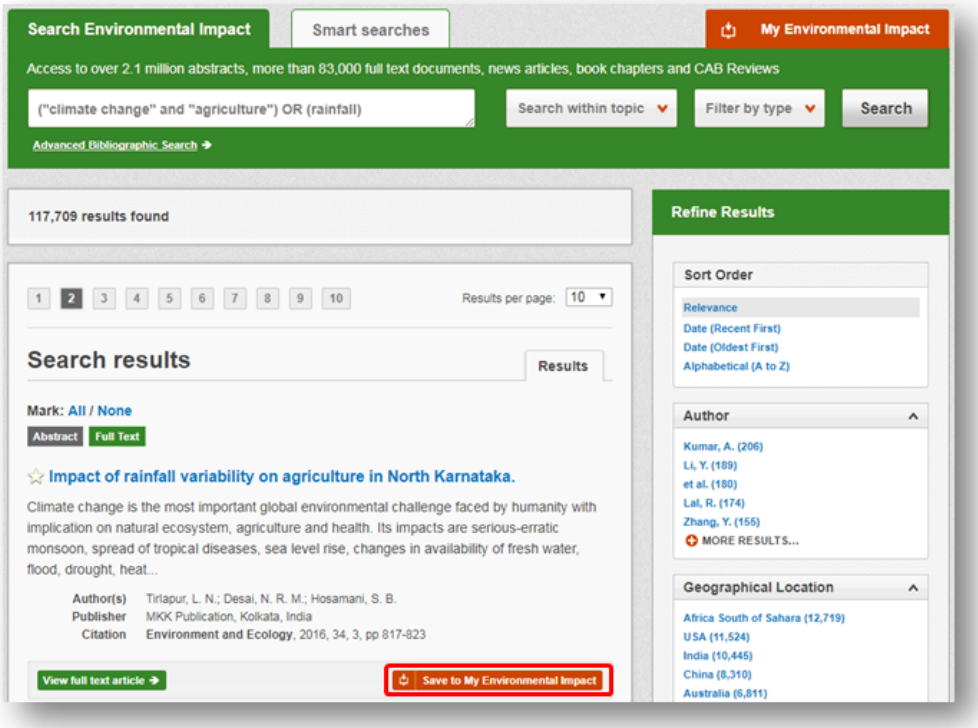
. The saved searches tab allows the user to conduct a saved search by clicking on the blue search string displayed. For each saved search there is also an option to set up an RSS feed which automatically notifies the user when new records relating to that search string are added to Environmental Impact. These notifications can be viewed through all RSS readers such as Microsoft Outlook and Feedly. To find out more about RSS and how to setup an account with an RSS reader read more here. To set up an RSS feed for your search string click on the RSS feed button 



Saving and exporting records

The MyEnvironmentalImpact tool also allows you to save individual article records for future reference and export these to reference management software to create your own bibliographies or reference lists. To save a record to the saved records repository you must first be signed into the MyEnvironmentalImpact tool before conducting searches. When signed in and a search has been conducted each record in the displayed results will have a 

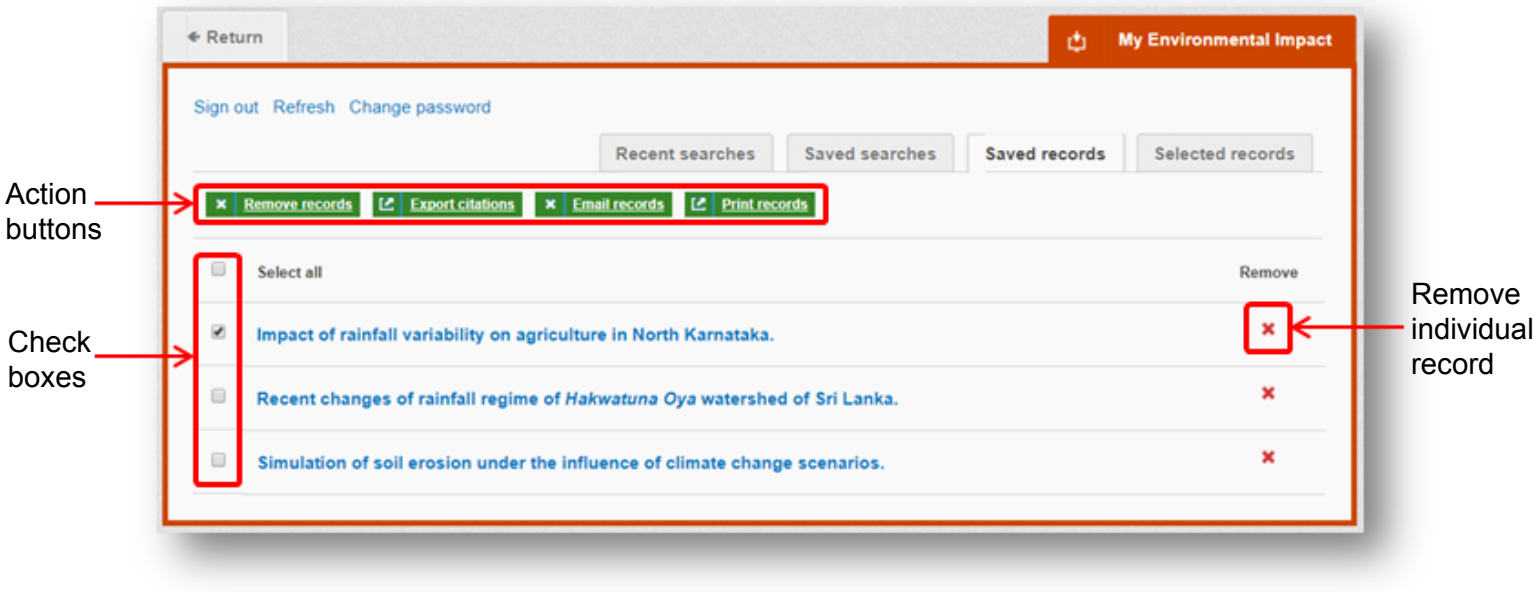
button associated. Click this button to save the record.



To view your saved records click on the saved records tab Saved records . This will display the title of all saved records. To view a specific record, click on the title. Records can be removed individually by using the ✖ button. To delete multiple records check the boxes ☑ next to the records and click the ✖ Remove records button as shown below.

Citations can also be exported to reference management software in a RIS file format. To export citations, select the records you would like to be included in the reference list using the check box ☑ and click the Export citations button as shown below.

Selected records can be emailed to the email address used to register for the My Environmental Impact Account. Just select them using the check box ☑ and click the ✖ Email records button. It's the same to print records as well. Just use the check boxes ☑ to select the records and click the Print records button.



Appendix A: Search techniques

Search technique	Example	Description	Function	Reason to use
Single word search	rainfall	Searches using a single word term	Returns a broad range of results for a particular word/topic	Provides a broad overview of a scientific area of interest
Boolean search	rainfall or rain	Searches using the operators AND, OR and NOT	Performs searches on multiple concepts that provides specific keyword searching for an area of interest that can include or exclude other concepts.	Allows the user to conduct more controlled searching. Can be used to omit homophones
Phrase searching	rainfall or "climate change"	Use quotation marks before and after a multiple word phrase	Returns results only containing the entire phrase	Narrows searching to records that only contain the whole phrase
Parentheses	(rainfall or rain) and "climate change"	Searches using keywords, Boolean operators and parentheses.	Used for searches that contain multiple Boolean operators to define the correct search logic	Refines searches with Boolean operators further to provide limited search results
Truncation & wild cards	rain* and "climate change"	Uses the symbols * and ? in keyword search	Using the * returns results with different word stems for the root word Using the ? symbol allows users to specify unknown characters	The * allows users to broaden results to keywords with differing word stems e.g. pop* = popular, population, etc. The ? returns results using a keyword that may differ in spelling