


## Using Search Tools

Search Tools (<http://searchtools.lib.umich.edu/>) is your customizable portal to UM library databases, indexes, networked electronic resources, e-journals, web resources and catalogs.



With Search Tools, you can:

- Search across a variety of library databases simultaneously, which makes getting started on scholarly research more effective than using Google or Yahoo!
- Find the best databases, indexes, journals, online encyclopedias, or e-book collections for your topic from the hundreds of specialized resources made available to you by the library.
- Create your own groups of favorite databases, save favorite searches in those groups, and manage your own e-Journal list as well.

Access Search Tools at: <http://searchtools.lib.umich.edu/> or click on the  link at the top of any Mirlyn (the library catalog) screen (<http://mirlyn.lib.umich.edu/>).

Please note that Search Tools requires recent versions of web browsers (at minimum Internet Explorer 5.x, Netscape 6.2, Safari 1.1 or Firefox 1.0.5).

### Logging In

To enjoy all the features of your customizable Search Tools environment, be sure to log into the system. Click on the  button in the upper right-hand corner of the Search Tools screen. After a successful login using your username and password, the Search Tools screen should display your name and the  button near the navigation bar.


### Getting Started with Search Tools

Brief instructions for using the **Quick Search** feature in Search Tools are available at <http://www.lib.umich.edu/help/searchtools/gettingstarted.pdf>.

## Searching for Articles with Power Search

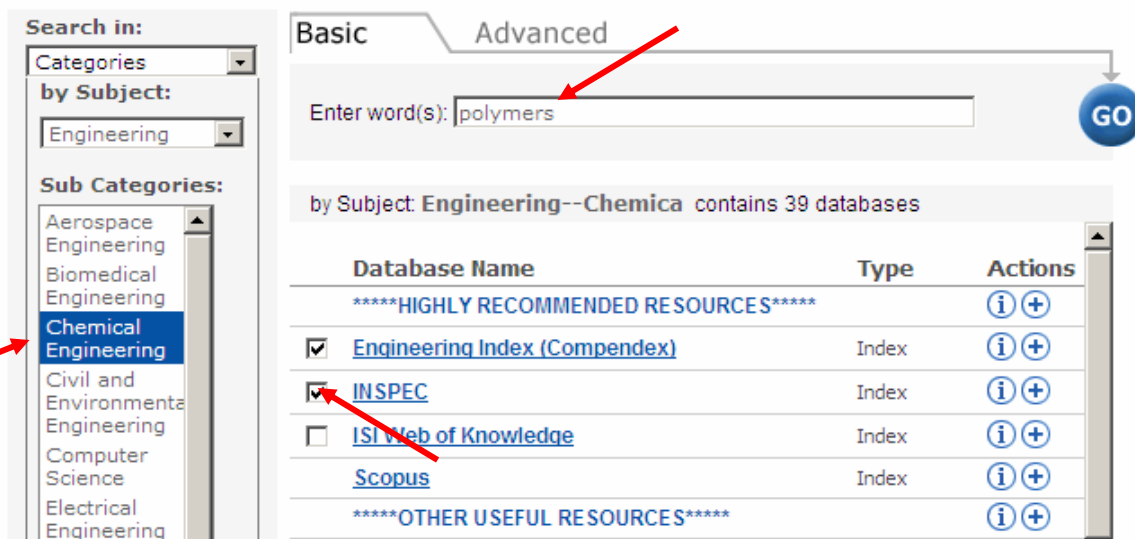
Power Search allows you to:

- Quickly identify databases in precise subject-related categories
- Cross search those subject-specific databases
- Cross search your customized sets of databases

To cross search subject-specific databases, click on the **Power Search** tab in the Search Tools navigation bar. Click on the pull-down menu in the **Search in:** area to display the options available (for example, *Categories*). In the **by Subject:** pull-down menu, select your subject category and then sub-category (for example, subject category of *Engineering*, and then sub-category of *Chemical Engineering*). The databases available in that subject area will appear in the center of the screen. Those databases with check boxes next to their titles are available for cross searching. Databases without a check box cannot be cross searched, but you can directly connect to the original or native search interface of those databases by clicking on the database name. To cross search specific subject databases, put a check mark in the boxes next to the databases of interest. In the **Enter word(s):** box, type your search terms and click on the  button.

### Power Search

Select, combine, and search in a group of databases you choose. ([Help](#))



The screenshot shows the Power Search interface with the following details:

- Search in:** Categories
- by Subject:** Engineering
- Sub Categories:** Aerospace Engineering, Biomedical Engineering, Engineering, **Chemical Engineering**, Civil and Environmental Engineering, Engineering, Computer Science, Electrical Engineering
- Enter word(s):** polymers
- GO** button
- by Subject Engineering--Chemica** contains 39 databases

| Database Name   | Type  | Actions |
|---|-------|---------|
| *****HIGHLY RECOMMENDED RESOURCES*****  |       |         |
| <input checked="" type="checkbox"/> <a href="#">Engineering Index (Compendex)</a> | Index | (i) (+) |
| <input checked="" type="checkbox"/> <a href="#">INSPEC</a>                        | Index | (i) (+) |
| <input type="checkbox"/> <a href="#">ISI Web of Knowledge</a>                     | Index | (i) (+) |
| <a href="#">Scopus</a>  | Index | (i) (+) |
| *****OTHER USEFUL RESOURCES*****  |       |         |

From the Power Search Results List, you can see the total number of citations found in each database under the **Hits** column. Click on the **View Results** link to see the first set of retrieved records from your selected databases. You can also view the results from a single selected database by clicking on the **View** link next to the number of hits for that particular database.

### Search Databases

Search for "polymers" in "Engineering" [View Results](#) [Cancel](#)

| Database Name                 | Status                  | Hits          |                      |
|-------------------------------|-------------------------|---------------|----------------------|
| Engineering Index (Compendex) |                         | 139788        | <a href="#">View</a> |
| INSPEC                        |                         | 81311         | <a href="#">View</a> |
| <b>Combined Results</b>       | <b>First 60 records</b> | <b>221099</b> | <a href="#">View</a> |

From the search results screen, click on the title of a result to view the full citation. Click on the [Find It!](#) icon to locate the citation, either as a full text article or as a print volume in a campus library. You can save records for future use or for mailing/exporting by clicking on the plus icon (+). Note that the number of retrieved or fetched results will be less than the number of results actually found because Search Tools is attempting to quickly pull out citations from the various databases. To grab more results from your selected databases, click on the **Fetch more results** link at the top of your results list.

### Power Search Results



Combined results for "polymers" ( 221099 hits)

Results list [Citation list](#) [Jump to #:](#)  [▶](#) [Sort by:](#) Relevan

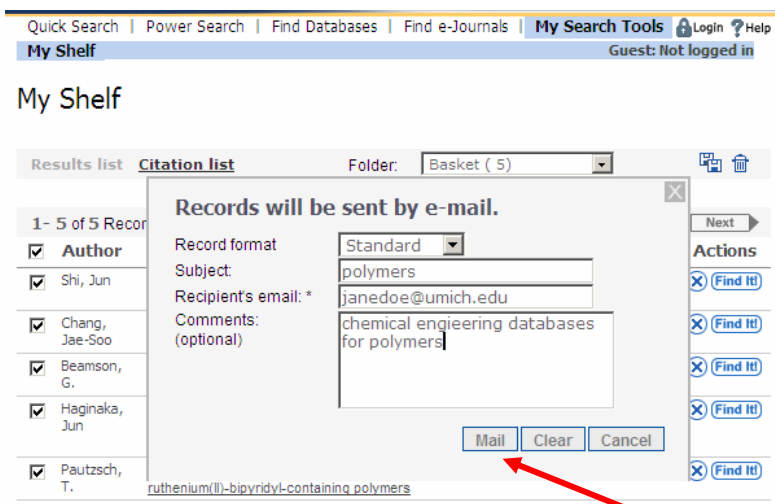
1- 10 of first 60 records [Fetch more results](#) [Previous](#) [Next](#)

| No. | Author           | Title   | Year | Database                      | Action                                     |
|-----|------------------|---|------|-------------------------------|--|
| 1   | Shi, Jun         | <a href="#">A postfunctionalization strategy to develop carbazole-based photorefractive polymers with low T<sub>g</sub></a> | 2005 | Engineering Index (Compendex) | <a href="#">Find It!</a> <a href="#">+</a> |
| 2   | Nakhmanson, S.M. | <a href="#">Ab Initio Studies of Polarization and Piezoelectricity in Vinylidene Fluoride and BN-Based Polymers</a>         | 2004 | Engineering Index (Compendex) | <a href="#">Find It!</a> <a href="#">+</a> |
| 3   | Chang, Jae-Soo   | <a href="#">Alkylamine odors from degradation of flocculant polymers in sludges</a>   | 2005 | Engineering Index (Compendex) | <a href="#">Find It!</a> <a href="#">+</a> |
| 4   | Beamson, G.      | <a href="#">Angle-resolved XPS of fluorinated and semi-fluorinated side-chain polymers</a>                                  | 2004 | Engineering Index (Compendex) | <a href="#">Find It!</a> <a href="#">+</a> |

## Permanently Saving & Emailing Citations

To save or email citations temporarily stored in your My Shelf area, click on the **My Search Tools** tab in the navigation bar. Then click on the **My Shelf** tab to display citations that you have added to your temporary storage area (those citations with a Record in Basket icon, ) . To save citations to a permanent folder in Search Tools, click on the  icon to display the **Save As** box. Give the folder a name and click on **Save**. Citations saved to a folder in Search Tools are permanently available to you upon login. Items left in the **My Shelf** area will be deleted when you log out of Search Tools.

To email citations, click on the **My Search Tools** tab in the navigation bar. Then click on the **My Shelf** tab to display citations that you have added to your temporary storage area. Put check marks in the boxes next to the citations you would like to export or mail. At the top of your saved citations list is a link labeled **Export/Mail Records**. When you have clicked on that link, a box should appear indicating how many citations have been selected for exporting/emailing. Click on **Mail**. The **Records will be sent by e-mail** box will appear, which you should complete with your email information. You can email any records from your custom folders in My Shelf.





Click on the **Mail** button to send your selected citations.



To export citations, click on the **My Search Tools** tab in the navigation bar. Then click on the **My Shelf** tab to display citations that you have added to your temporary storage area. Put check marks in the boxes next to the citations you would like to export or mail. At the top of your saved citations list is a link labeled **Export/Mail Records**. When you have clicked on that link, a box should appear


indicating how many citations have been selected for exporting/emailing. Click on the Export button. The **Records will be saved on your pc** box will appear, allowing you to select the download format. From the pull-down menu, choose RefWorks/EndNote/ProCite and then click on the **Save** button. Be sure to save your file with the appropriate extension for your bibliographic management software. For additional assistance with exporting citations into your citation management software, please contact the staff in the Knowledge Navigation Center (<http://www.lib.umich.edu/knc/>, [knc-info@umich.edu](mailto:knc-info@umich.edu), 734-647-5836).

## Saving Searches

Search Tools allows you to save searches so that you can run them again at another time. In addition, you can configure a search to run automatically and to alert you when new content is available. Note: you must be logged into Search Tools in order to save searches and alerts. To save a search or to configure an alert, select the databases you want to search and enter your search terms. After you retrieve your search results, click on the **Previous Searches** tab in the navigation bar. Click on the  icon under the Actions column to add this search to your saved searches. The icon will change to  when the search has been added to your **My Saved Searches**.

## Previous Searches

| Query                    | Databases                    | Hits  | Actions   |
|--------------------------|------------------------------|-------|---|
| <a href="#">polymers</a> | <a href="#">4 Databases.</a> | 79029 |   |

To set up an alert for a saved search, click on the **My Search Tools** tab in the navigation bar. Then click on the **My Saved Searches** tab to display the saved search histories. Click on the  icon in the Actions column to display the Add Alerts dialog box. Complete the required information in the Add Alert box and then click on **Submit**.

### Add Alerts

You have requested an alert for this search:

WRD=(polymers)

Enter an alert name of your choice: \*

Enter recipient's e-mail for alert results: \*



Do you want a message even if there are no new results:  Yes  No

Run this alert every: \*

Select resources for alert:

- INSPEC
- ANTE: Abs. in New Tech & Eng.
- Avery Index

\*Mandatory field

The  will change to  which indicates that the alert was saved and that you can edit the search alert parameters.

### How to Set Up My Search Tools

My Search Tools allows you to:

- Permanently save search results
- Set up customized lists of ejournals and databases
- View search histories

To set up your My Search Tools account, click on the **My Search Tools** link in the upper right corner of the navigation bar. You will be presented with the library authentication screen, if you have not yet logged in. Login with your username and password. An additional row of menu options will appear under the main Search Tools navigation bar, giving you options to customize your Search Tools environment.



Quick Search | Power Search | Find Databases | Find e-Journals | **My Search Tools**

**My Shelf** | My Databases | My e-Journals | My Saved Searches | My Preferences

## How to Create a Personalized List of Databases

The instructions below take you through the steps for creating custom sets of databases.


1. Select the **Find Databases** tab from the Search Tools navigation bar.
2. In the **Find Databases** window, you can browse through the list of databases by subject or by name. You can search by keyword in the database title or description, too.

3. Once you have found your database, you can add it to your custom list by selecting the  icon under the **Actions** column. Continue to browse for and search for databases, and continue to save databases using the  icon.


### [Health & Safety Sciences Abstracts](#)

Health & Safety Sciences Abstracts provides a books, and conference proceedings relating to occupational safety.

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4. When you're finished browsing for databases and have added them to the **My Databases** clipboard, select **My Search Tools** from the main navigation menu and click on the **My Databases** submenu.
5. The databases you saved will now appear on the Search Tools Clipboard on the right side of the screen.
6. Next, select the  icon on the left side of the screen to create a folder in which to save your databases.

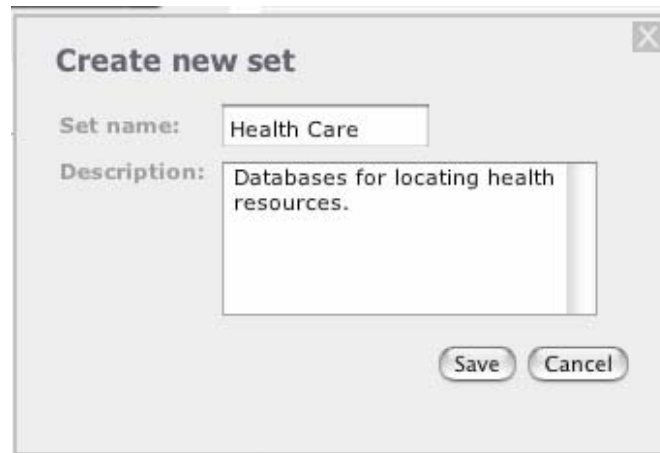
## My Databases


| Database Name             | Type | Actions   |
|---------------------------|------|---|
| Select set: Temporary set |      |   |
|                           |      |     |

Create a new set

| Database Name | Type  | Actions   |
|---------------|-------|---|
| Clipboard     |       |   |
|               |       |     |
| Avery Index   | Index |    |
| ERIC (CSA)    | Index |    |

7. A dialog box will appear. Enter a name and description for your folder/set. Then click on the **Save** button.



8. Be sure the folder/set you've created is displaying in the **Select Set** pull down menu on the left. In the Search Tools Clipboard, use the  icon in the **Actions** column to copy the database(s) to the new folder/set (up to 8 databases).

## My Databases

| Database Name                  | Type  | Actions     |
|--------------------------------|-------|-------------|
| <a href="#">AgeLine</a>        | Index | (i) (+) (X) |
| <a href="#">MEDLINE (Ovid)</a> | Index | (i) (+) (X) |



| Database Name                  | Type  | Actions     |
|--------------------------------|-------|-------------|
| <a href="#">AgeLine</a>        | Index | (i) (X) (←) |
| <a href="#">MEDLINE (Ovid)</a> | Index | (i) (X) (←) |
| <a href="#">CINAHL (UM-</a>    | Index | (i) (X) (←) |

The image shows two side-by-side panels. The left panel, titled 'Select set:', has a dropdown menu showing 'Health Care' with a red arrow pointing to it. Below the dropdown is a table with columns 'Database Name', 'Type', and 'Actions'. The right panel, titled 'Clipboard', has a table with the same columns. A red arrow points to the left arrow icon in the 'Actions' column of the 'AgeLine' row in the Clipboard table.

## How to Create a Personalized List of E-Journals

The instructions below take you through the steps for creating custom sets of e-journals.

1. If you are not logged into Search Tools, follow the instructions above for logging in.
2. Select the **Find e-Journals** tab from the Search Tools navigation bar.
3. In the **Find e-Journals** window, you can browse through the list of e-journals by name. You can search by keyword in the e-journal title or by ISSN, too.

4. Once you have found your e-journal, you can add it to your custom list by selecting the  icon under the **Actions** column. Continue to browse for and search for e-journals, and continue to save e-journals using the  icon.

### [Health & Safety Sciences Abstracts](#)

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5. When you're finished browsing for e-journals and have added them to your custom list, select **My Search Tools** from the main navigation menu and click on the **My e-Journals** submenu.
6. The e-journals you saved will now appear in your custom list of e-Journals.

Please note that currently you cannot sort or reorder your list of e-journals.

## My e-Journals

**Results list** Citation list

### [Yale French studies](#) [0044-0078]

JSTOR Complete  
Availability: from 1948 to 2002

  [Find It!](#)

### [The ABNF journal](#) [1046-7041]

GaleGroup Health Reference Center Academic  
Availability: from 2002  
GaleGroup InfoTrac Expanded Academic ASAP  
Availability: from 2002  
GaleGroup InfoTrac OneFile  
Availability: from 2002

  [Find It!](#)

## Logging Out

Click on the  button in the navigation bar.

## Search Tips

Not all databases are cross-searchable.

Not all fields searchable in the original or native interface of a specific database are searchable in the Search Tools interface. You'll get more precise results when searching the original or native interface of a database.

Safari is the recommended web browser for Macintosh users when working with Search Tools. Because web browsers like Mozilla, Netscape, and Firefox allow you to customize the web browser's appearance by using a particular "theme," you should be aware that not all themes are compatible with Search Tools. A common symptom of using an incompatible theme is one where scrolls bars in the lists found in **Find Databases** or **Power Search** will not be drawn properly. One known compatible Firefox theme is Modern.

## Questions?

If you have questions about Search Tools that are not answered by this handout or by the online help, stop by any library service desk, contact Ask Us (<http://www.lib.umich.edu/askus/>), or call 734/764-9373 (Graduate Library Information & Reference Center).