

# InfoTrac Custom Newspapers

A guide prepared by Astrid Oliver on October 12, 2004

**Objectives:** This handout will familiarize you with:  
1 - The major features of InfoTrac Custom Newspapers.  
2 - How to perform a Keyword and Advanced Search in this database.

**Scope:** InfoTrac Custom Newspapers provides access to the full-text articles of more than 100 U.S. newspapers and 60 international English-language newspapers. Updated daily.

**Use:**

- Local, National and International Current Events.
- First-hand accounts of current and historical events.

**Strengths:** Articles are provided in full-text and are completely indexed, including proper names.

**Weaknesses:** Obituaries are not indexed by newspaper section; Graphics from articles are not available.


<b>Major Texas Newspapers:</b>	<u>Publication</u>	<u>Coverage</u>
	Austin American-Statesman (Austin, TX)	01/1996 to present
	Dallas Morning News (Dallas, TX)	08/2002 to present
	Fort Worth Star-Telegram (Fort Worth, TX)	11/2002 to present
	Houston Chronicle (Houston, TX)	01/1996 to present
	San Antonio Express-News (San Antonio, TX)	11/2002 to present

**Search Types:**

- *Keyword* – finds articles that have your search word(s) in the title, citation, abstract OR text of the article. Articles are displayed from most recently published to oldest.
- *Relevance* – like a Keyword search, but results are displayed according to the frequency of use of the search term(s) in the text of the article.
- *Advanced* – more experienced searchers have the opportunity to use complex search expressions in combinations with one another in order to more precisely focus the search.

## Sample Keyword Search

If a client wants to get an idea of what kind of general news coverage there is concerning presidential candidate John Kerry and his service in Vietnam, a general Keyword search is a good place to begin.



■ Help - Search

■ Relevance search

■ **Keyword search**


■ Advanced search

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**Keyword search**

Click in the entry box and enter search term(s)

kerry and vietnam

Search for words  in title, citation, abstract  in entire article content

Type words to search for. You can use AND, OR, NOT. Results are sorted by date.

**Limit the current search (optional)**

by date  all dates  before  on  after

between 1  January  2004  and

to the following journal(s)

to entries containing the word(s)

by section  Arts and Entertainment  Business News  Lifestyle  News  Opinion and Editorial

Regional News  Sports

1. Decide on your key terms. In this case, the terms *kerry* and *vietnam* were used. The connector “and” was used, because we are looking for articles that have both the words *kerry* AND *vietnam* in the article.
2. We can limit the search by date of publication, looking only for articles written in 2004.
3. We can limit the search by newspaper section, looking only for articles in the News or Editorial sections of the paper.

**Search Limiters:** You can limit the scope of your search by using search limiters. These can help you find more exactly what you are looking for and narrow the search down to a more reasonable number of results. The following are ways you can limit what will be searched:

*Search by:*

▪ Title of publication	▪ Headline of article	▪ Newspaper Section
▪ Author of article	▪ Text of article	(e.g. News, Sports)

### Search Operators and Search Tips:


- \* **Truncation** – finds variations of a word. Substitutes for any number of characters found at the end of a word. Ex. *endors\** finds either *endorse* or *endorsed* or *endorsement* or *endorsements*.
- ? **Wildcard** – finds variations of the spelling of a word. Substitutes for exactly one character found within a word. Ex. *capit?l* finds either *capital* or *capitol*.
- ! **Wildcard** – finds the singular or plural of a word. Substitues for one or no characters found at the end of a word. Ex. *athlete!* finds either *athlete* or *athletes*.
- “” **Quotes** - use quotes to search for an exact phrase. Ex. “John Kerry” finds that name exactly.
- and** **Logical Operators** (Boolean commands) – *kerry AND vietnam* finds **both** terms in the article.
- or** *kerry OR vietnam* finds articles containing the word *kerry* **or** the word *vietnam* **or** both.
- not** *kerry NOT vietnam* finds articles having the word *kerry* but **not** having the word *vietnam*.

**Special Feature:** Includes online Merriam-Webster Collegiate Dictionary.

**Printing:** PDF – prints the article as it appeared in its original newspaper publication.  
Plain text – removes all formatting from the article and simply prints the text.

### Sample Advanced Search

If your client wants to find out how campaign advertisements and news coverage on his service in Vietnam has affected Kerry in opinion polls, an Advanced search might be more appropriate.



■ Help - Search

■ Relevance search

■ Keyword search


■ **Advanced search**

■ Start over

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**Advanced search**

**Click in the entry box and enter search expression**

Title (ti)	▼	kerry	AND	▼
Key Word (ke)	▼	vietnam or record	AND	▼
Title (ti)	▼	opinion or poll!	<input type="button" value="Search"/>	<input type="button" value=""/>

Select index then enter search term. Use AND OR NOT to connect the expression.

**Limit the current search (optional)**

by date  all dates  before  on  after

between 1 ▼ January ▼ 2004 ▼ and

to the following journal(s)

to entries containing the word(s)

by section  Arts and Entertainment  Business News  Lifestyle  News  Opinion and  
 Regional News  Sports

1. In an advanced search, you can indicate where to look for certain terms. Ex. The words *kerry* and *opinion* or *poll* need to be in the titles of articles searched. The words *vietnam* and *record* do not need to be in the title, but do need to be somewhere in the article.
2. We can use the search operator “!” with the word *poll*, to look for both the words *poll* and *polls*.
3. Use Limiters as you would in a Keyword or Relevance search.

**Extra Help:** Take a Guided Tour of InfoTrac at [www.galegroup.com/CustomNews/tour.htm](http://www.galegroup.com/CustomNews/tour.htm)