GreenFile User Guide

Coverage
GreenFILE focuses on the impact of humans on the environment and covers topics ranging from climate change to recycling and renewable energy. The information in the database is taken from scholarly and general interest publications and includes full text documents and bibliographic records which will provide you with details such as the author, title of the article, the journal it was published in, volume, part, pages and year of publication.

Access
Log on to the Portal at portal.ulster.ac.uk.
Click on the Learning Resources tab.
Click on the Databases link, displayed under Key Services, on the right side of the screen
Click on G on the A-Z list of databases
Scroll down and click on GreenFILE.

Searching
Basic Search
• Key in your search terms in the box provided. You can enter a single word, phrase or combine separate terms together. (See Search Tips below).
• Click on Search.
For information on results found, see the Viewing Results section below.

Advanced Search
• Click on Advanced Search.
• Key in your search terms in the boxes provided and, if required, use the drop-down menus to select the fields (areas within the record) you wish to search such as All Text, Author, Title etc.
• Combine the terms using AND, OR and NOT. See Search Tips below for more details on combining terms.
• To limit your search to a specific date range scroll down to Limit your results and select your publication dates.
• Click on Search.
For information on results found, see the Viewing Results section below.
Search Tips

Combine terms
Use **AND** to specify that both terms must appear in each record found, for example: *phosphorus and soil*
Use **OR** to specify that either or both of the terms must appear in each record, for example: *stream or river*
Use **NOT** to search for one term but not the other, for example: *pollution not pesticides* will find records which include the term pollution but not the term pesticides.

Phrases
To search for an exact phrase enclose the phrase in quotation marks e.g. “wind farm”.

Truncation and wildcards
An asterisk * can be used to search for any word beginning with a set of characters, for example: *flood* will retrieve flood, floods, flooded, flooding, floodplain etc.
To use the # wildcard, enter your search terms, adding the # in places where an alternate spelling may contain an extra character. For example: use *colo#r* for color or colour.
The symbol ? can be used to represent a single character within a word, for example: *wom?n* will find woman or women.

Example
Search for information on *climate change* and *marine environments* as follows:

- Use quotation marks to search for each phrase – “climate change”; “marine environment”.
- Add an asterisk symbol * at the end of the terms change and environment to search for the plurals of these terms – “climate change*” will find climate change or climate changes; “marine environment*” will find marine environment or marine environments.
- Use the **and** operator to combine both searches. All results must include both topics in each record retrieved.
- Click on **Search**.
Search History
As you carry out each search the details will be recorded in the Search History/Alerts panel. Click on the Search History/Alerts button, displayed just below the search boxes, to view these.

You can also combine your separate searches here using the Search with AND and Search with OR features.
Viewing Results

Click on the View Results link, displayed in the Actions column on the right side of the Search History panel, to view results of a particular search.

The number of results retrieved will be displayed above the results list. By default, results are displayed in date order but you can redisplay them by relevancy by clicking on the Sort by: drop down menu and selecting Relevance.

Each result is displayed in brief format and will look similar to the one shown below.
Click on the blue title link to view fuller information about the reference including, in most cases, an abstract (summary of the original document).

If the full text of the item is available the link will be displayed in both the brief and fuller records. In most cases, however, you will need to make a note of the reference and then check for the full text in our Electronic Journals collection (for e-journals) and Library Catalogue (for printed journals and books). There are links to both of these on the Learning Resources tab on the Portal.

If the item is not available from our collections use the Document Delivery service to request the document from another library outside of the University of Ulster.

**Printing, saving, email and export**

As you look at your list of results tag any which you think may be useful by clicking on the Add to Folder link below each record. Then, scroll to the top of the screen and click on the Folder icon.

A list of only those results selected will be displayed.

Tick the select / deselect all checkbox at the top of the list. You can then print, email, save or export your results using the icons at the top of the screen as illustrated below:
Help

Help is available at any time by clicking on Help at the top right of the screen.

Logging off

To log off, click on the Exit button at the top right of the screen.

May 2010