

IEEE Xplore is an online delivery system providing full text access to the world's highest quality technical literature in electrical engineering, computer science and electronics. The database contains nearly two million full text documents in searchable PDF format from 1988 onwards. Journals, magazines, conference proceedings, standards and educational courses and books are included in the database.

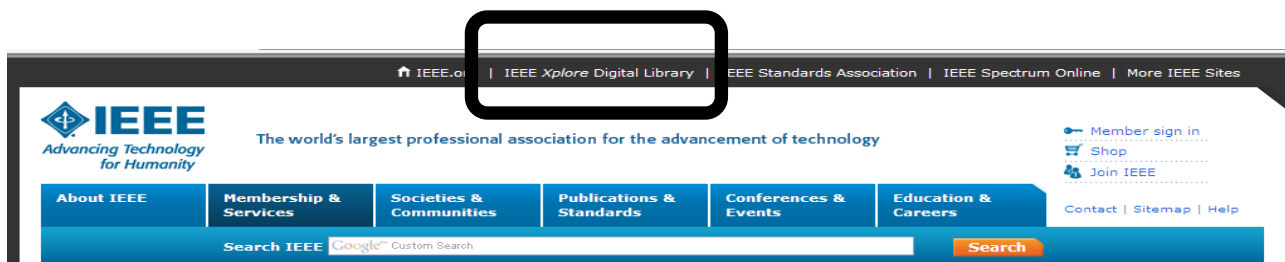
STEP 1: Accessing IEEE Xplore

1. Go to <http://www.ieee.org/>.
2. **On campus:** access is via the University's IP address and you can begin searching without the need to login.
3. **Off campus:** access is via Shibboleth login
 - a. Click on **IEEE Xplore Digital Library** located on the top navigation bar.
 - b. Click on the **SIGN IN** box towards the top right hand side of the page. Click on **Sign In**, then **Shibboleth Sign In** on the right hand side of the screen.
 - c. Search for the **University of Aberdeen**, then click on the link from the results. When prompted login using your University computer username and password.

STEP 2: Set up a personal account on IEEE Xplore

A personal account allows you to create or update preferences and saved searches, and create or update alerts. A personal account is free of charge.

1. Click on **IEEE Xplore Digital Library** located on the top navigation bar.



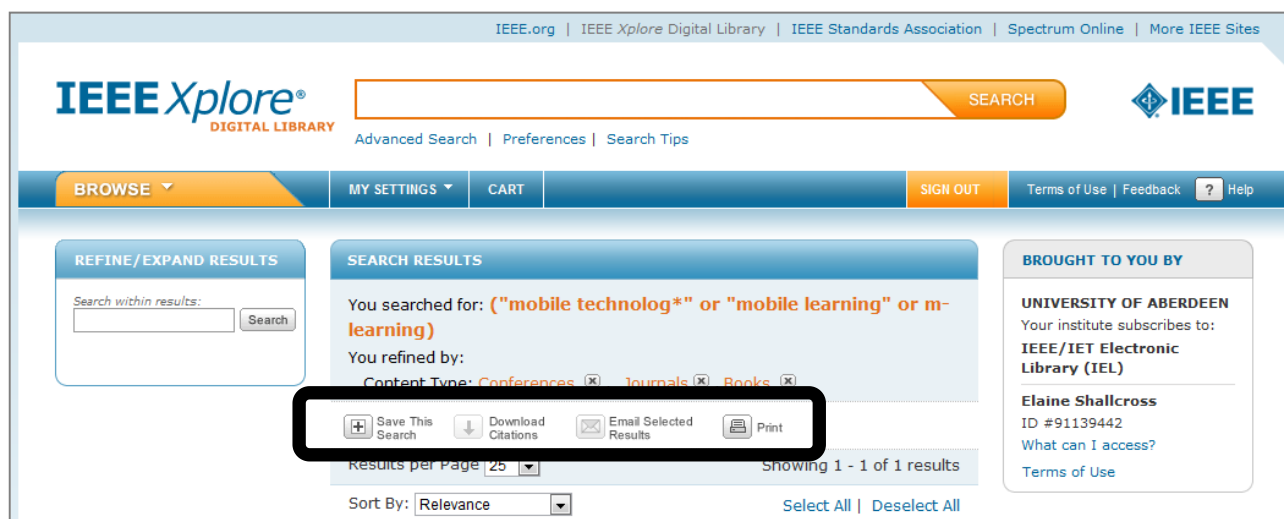
2. Click on **Preferences** then **Sign up now for a Free Personal IEEE Account**. You are taken to the **IEEE Shop** to register. Click on the grey button to **Create an IEEE account**.
3. Complete the registration form and your account will be available to use immediately.
4. Click on **IEEE Home** to begin your search.

STEP 3: Apply the search rules for IEEE Xplore to your search plan

Truncation symbol = *	e.g. optic* finds <i>optic</i> , <i>optics</i> , or <i>optical</i>
"Phrase searching"	use "quotes" to limit results to an exact phrase, e.g. "computer programming" will only find records that contain the phrase "computer programming" in a single search field

STEP 4: Search IEEE Xplore

1. Click on **IEEE Xplore Digital Library** located on the top navigation bar, then **Advanced Search**.
2. Click on the radio button to search across **Full Text and Metadata**.
3. Enter your search terms using a separate search box for each different concept, click on **Search**.



STEP 5: Manage your search results

1. Use the options in the **Refine/Expand Results** box on the left hand side of the page to further limit the number of records you find. Either **Search within results** or apply limits restricting results to **content, author, publication year** etc.
2. Click on **Refresh Results** to apply limits.
3. Browse through and select interesting records, then **Download Citations, Email** or **Print** them.
4. **To send records to RefWorks:**
 - a. Select records using the tick boxes, then click on **Download Citations**.
 - b. Select **Citation and Abstract**, then **RefWorks**, and click on the **Download Citation** button.
 - c. A new window opens at the RefWorks login page. Your selected records will be imported into the **Last Imported Folder** in your RefWorks account.
5. **To save a search and run alerts:**
 - a. You can save up to 15 searches when you are signed into your IEEE Xplore Personal Account.
 - b. You can also set up an email alert when new titles added to IEEE Xplore match a saved search.
 - c. **To create a saved search:** conduct an advanced search, examine the search results, and refine the search query until you are satisfied that it is finding the content you need.
 - i. Click on **Save This Search**. IEEE Xplore displays the **Save Search** dialog box; enter a name for the saved search, and indicate whether you want to receive alerts.
 - ii. The **Set Alert** box will be checked by default; uncheck the box to save the search without enabling email alerts.
 - iii. Note: to receive email alerts you must register your email address in **Preferences** and select a format for the email (either plain text or html).

Need help?

IT problems?	IT Service Desk: servicedesk@abdn.ac.uk; tel. +44 (0)1224 273636
Need help using IEEE Xplore?	Susan McCourt: s.mccourt@abdn.ac.uk; tel. +44(0)1224 273287 Elaine Shallcross: e.shallcross@abdn.ac.uk; tel: +44(0)1224 273848
Guides and help from Library	http://www.abdn.ac.uk/library/support/guides/