

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 almost 3 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.

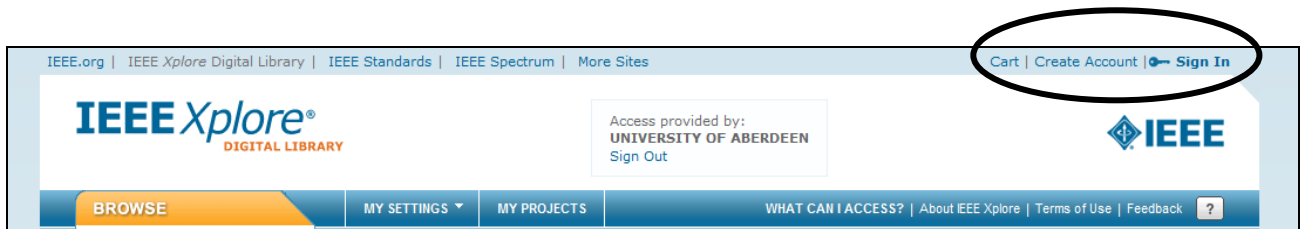
STEP 1: Accessing IEEE Xplore

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 **Create Account** located on the top navigation bar.



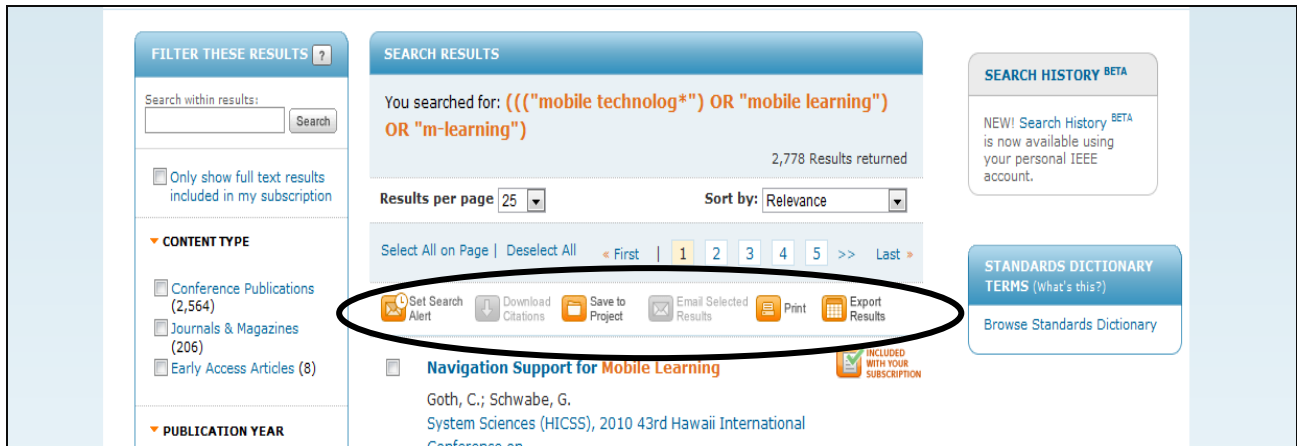
2. Complete the registration form and your account will be available to use immediately.
3. Click on **IEEE Home** to begin your search.

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

Truncation symbol = *	e.g. optic* finds <i>optic, optics, or 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 the **Advanced Search** link under the search box
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 **Filter these 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 type, 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: servicesdesk@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/