

# **FSTA Direct™ Help Manual**



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# Welcome to FSTA Direct™ Help

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Use this document to find the answers to your questions about FSTA Direct™.

An online version is available when you are using FSTA Direct™.

## Accessing the Help

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There are several features that help you access Help information:


- The Help's left-hand pane
- Page-sensitive Help
- Hyperlinks
- See Also buttons


### The Help's left-hand pane


#### Contents button

This shows the hierarchical Table of Contents.

It contains books  and page titles .

 Click on a page to view it.

 Click on a closed book to open it and show its contents.

 Click on an open book to close it and hide its contents.

#### Index button

This shows an index of the Help keywords and Help keyphrases that you can use to find Help information.

Type in a Help keyword/phrase in the search box, then press Return on your keyboard.

**Note:** As you type, the highlight in the index moves to the closest match. This means that you don't necessarily have to type in the complete entry. When the highlight is on the required keyword/phrase, simply click on it.

If there is more than one Help page associated with your keyword/phrase, a selection list pops up. Select the appropriate Help page from this list.

#### Search Help Text button


This shows a search text box. Search for a particular word or phrase within the Help text itself by entering it here and clicking **GO**.

A list of all the help pages that contain the word or phrase appears on the left. Select the appropriate Help page from this list.


#### If you are using Internet Explorer as your browser...

You have the option to hide the Help navigation pane.

## FSTA Direct™ Help Manual

- To view the current Help page without the left-hand navigation pane, click .
- To return to the normal view, click one of the buttons - Contents, Index or Search Help Text.

### Page-sensitive Help

Using FSTA Direct™, you may want Help on the page you are currently viewing. To get specific Help about your current page, click the  button, towards the top right of the page. A Help page appears offering you a number of links to information related to the current page.

The **Show Navigation** link above the title of the Help page adds the Help's left-hand navigation pane. This means you can access other Help pages easily.

The **Explore FSTA Direct™ Help**, at the bottom of the Help page opens this Welcome page and the left-hand navigation pane.

### Hyperlinks

Throughout the Help pages, underlined text indicates a hyperlink.

There are three types of hyperlinks used in the Help:

#### Standard hyperlinks

A standard hyperlink 'jumps' you to a different page, or a different place in the same page.

#### Hyperlinks to external files

A few pages contain links to PDF documents (portable document format) and pages from other web sites. These are displayed in a new window. When you are finished, close it using the X button at the top right of the window.

#### Show-hide hyperlinks

These hide away optional information to make the important information easier to read on screen. When clicked, a show-hide link reveals this optional information - either beside it, or below the paragraph containing it. Clicking again hides the information.

**Note:** If you are using Netscape as your browser, show-hide links do not work. The 'optional' information is no longer optional. It is permanently displayed.

### See Also buttons

Most Help pages have **See Also** buttons at the bottom. Clicking a See Also button pops up a list of related Help pages. Click on the one you want to go to.

### Printable PDF version of the Help

In this printable PDF version of the online Help, cross-references to other topics are indicated by using underlining; the Contents (pages iii-v) and Index (at the end of the document) can be used to locate quickly the sections referred to.

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## Providing feedback

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We want to hear your comments and questions about FSTA Direct™ and any problems you have experienced in using it.

### To provide feedback about FSTA Direct™

1. In FSTA Direct's left-hand menu, click **Feedback**.  
The Feedback page appears.
2. From the **Feedback type** drop-down list, select the type of feedback you are sending.

Choose from:

- Submit a comment
- Report a problem
- Ask a question
- Other

3. From the **Functional Area** drop-down list, select the function that concerns you.

Choose from:

- Quick Search
- Advanced Search
- Administration
- Reports
- Other

4. In the **Comment** text-box, type your feedback.
5. Click the **Send feedback** button.



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## Starting FSTA Direct(TM)

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### Logging in

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#### To log into FSTA Direct™

1. Type your **User Name** and **Password** into the relevant boxes.
2. Click the link to login.

**Notes:**

- Passwords are case-sensitive.
- If you have forgotten your password or don't have a User Name, click the appropriate link underneath the login boxes.

Once you have logged in successfully, FSTA's main search screen opens. By default it is set up for you to do a Quick Search.

## **FSTA Direct™ Quick start guide to searching**

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The full text of this document is available as a separate PDF file, which can be downloaded from the FSTA Direct online Help system from the page displayed under its heading in the Contents, or by following this link.

- [FSTA Direct™ Quick Start Guide to Searching](#)

## Logging out

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### To log out of FSTA Direct™

- In FSTA Direct's left-hand menu, click **Logout**.  
You return to FSTA Direct's Home page.



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# Key ideas

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## Choosing how to search

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There are two ways of searching in FSTA Direct™:

- [Quick Search](#)
- [Advanced Search](#)

## About Quick Search

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Quick Search is the simplest way of searching for records in the FSTA Direct™ database.

You can search for records containing:

- specific text
- specified Keyword(s)
- a combination of both text AND keywords

You can use a date limit to refine your search. You can search the latest update of the database, records added in the last month, the last 12 months, or all the records in the database.

### Text Search

You are not restricted to entering a single word.

**Example:** 'chocolate cakes'.

If you type in more than one word you can decide if you want records that contain:

- **All** the words you have specified  
**Example**  
Searching for records containing both 'chocolate' AND 'cakes'.
- **Any** of the words you have specified  
**Example**  
Searching for records containing 'chocolate' OR 'cakes' OR both.
- The words as an **Exact** phrase  
**Example**  
Searching for records containing the phrase 'chocolate cakes'.

### Keyword(s) Search

You can type Keywords into the Keyword Search panel directly or use the Keyword Selector to find them.

**Example**

Searching for records that have the keyword 'bread'.

### Combined search using both Text Search and Keyword Search

You can use the Text and Keyword searches at the same time to construct a combined search.

**Example**

Searching for records that contain the text 'dough' and also have the keyword 'bread'.

The results returned are only from records that satisfy both the Text Search AND the Keyword Search criteria.

See Performing a Quick Search for more detail.

## About Advanced Search

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Sometimes using [Quick Search](#) returns too many records, or it is not sufficiently precise. Advanced Search lets you focus your search using a wider range of search options.

As with Quick Search, you can search for records containing:

- specific text
- specified [Keyword\(s\)](#)

Unlike Quick Search, however, you can select specific fields to search and build quite sophisticated queries.

Advanced searching involves:

- Building search criteria by combining search terms (words and [Keywords](#)) with specific fields.
- Connecting the different search criteria with Boolean operators (AND, OR, NOT).

### Example

A search can be constructed that looks for FSTA™ records of papers published in 2002 in the *Journal of Food Science* with the word 'cereal' in the Title and indexed with the Keyword GM FOODS.

See [Performing an Advanced Search](#) for more detail.

## About Keywords

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A Keyword is a word used to index the records in the FSTA database. Keywords can be a single word or a group of words, e.g. 'milk', 'milk powders', 'milk protein concentrates', 'milk fat globule membranes'. Keywords are routinely used in the plural form, e.g. 'Apples' is a Keyword but 'Apple' is not.

Every record in the FSTA database is assigned suitable Keywords. Because Keywords are used to index records, searching using them helps to ensure that your search produces a set of records that are highly relevant to your needs.

To check if the term you wish to search on is a Keyword, use the [Keyword Selector](#) to look it up and add it to your search.

As you explore the Keyword Selector, you will discover that Keywords are arranged in hierarchies of broader, narrower, and related terms, which are also themselves Keywords and can therefore be used to expand or refine searches.

### Example

The Keyword **ORANGES** has:

- Narrower terms MANDARINS and ORANGE PEEL
- A broader term CITRUS FRUITS
- Related terms ORANGE ESSENTIAL OILS and ORANGE JUICES

This collection of Keywords is known as the **FSTA Thesaurus**.

### Other information available

Many Keywords have further information available, including a [Dictionary definition](#), Scope Notes, History Notes and Synonyms.

### Scope notes

These give further advice on the meaning of a term or its particular use in the context of FSTA™.

They are also used to indicate Enzyme Commission (EC) numbers for enzymes and to list synonyms.

### History notes

These indicate the history of use of a term in the indexing of FSTA™ records.

**Example:** The period of time used as a Heading. (A Heading being a general Keyword which is used to group related Keywords.)

### Synonyms

Sometimes more than one term is available as a potential Keyword – for example **CORN** and **MAIZE** are synonyms.

In FSTA™, indexing is restricted to the use of one preferred term, which is indicated in the Keyword Selector by the use of a USE link from the non-preferred term to the preferred one. It is not possible to add non-preferred terms to your search from the Keyword Selector. Confirmation of a preferred term is indicated by the presence of a USE FOR statement at the end of the list of broader, narrower, and related terms.

## About Exploded Keyword searches

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Keywords in the Keyword Selector are arranged in hierarchies of broader, narrower and related terms.

In Advanced Search, when searching for records using Keywords, you can choose to have some or all of them 'Exploded'. Using an Exploded Keyword in a search also returns records indexed with its narrower terms.

### **Example**

The Keyword **FERMENTED FOODS** has over 100 narrower terms, including **SOY SAUCE** and **VINEGAR**.

When using **FERMENTED FOODS** as an exploded Keyword, your search picks up records indexed with the narrower terms like **VINEGAR** as well as records with the Keyword **FERMENTED FOODS** itself. You can therefore retrieve more relevant records if you 'explode' a Keyword.

If the selected Keyword has no narrower terms then the Exploded search will return the same results as a normal Keyword search on the same Keyword.

## About the Keyword Selector

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FSTA Direct's Keyword Selector lets you:

- browse through the structured hierarchy of Keywords
- select Keywords for use in standard or Exploded Keyword searches
- see usage and synonym notes and Dictionary definitions of Keywords

## About Search results

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When you have run a search, the results are displayed in a Search Results page.

At the top the following information is displayed:

- A summary of search criteria.
- The number of records returned.
- A page count.
- Browse arrows that allow you to move backwards and forwards through the pages of results; you can also click on a page number to view that page's records.
- a reminder of the **View** being used to display the results.

Search results can be **viewed** in 3 levels of detail:

- **Title view:** This is the default view. It shows the title, date of addition of the record to the FSTA database, source document type (e.g. Journal article) and Keywords for each item returned by the search.
- **Bibliographic view:** In addition to the Title view, this shows the author(s), the publication year and the source of the record.
- **Full view:** This shows the whole record, including the abstract.

### Notes for prepay users:

- Title view is free; Bibliographic and Full views are charged at rates displayed on the [Food Science Central](#) web site.
- You can view a record in Bibliographic or Full views repeatedly within 30 minutes of first viewing the record at no further charge.

## About hyperlinks from individual records

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Individual records on FSTA Direct™ are presented with a number of hyperlinks that provide a convenient one-click search functionality.

These hyperlinks can be seen on both Bibliographic and Full views of records. They include:

- **Author searches** - when authors' names are presented as a hyperlink, clicking on the name starts a search for all other records with this name as an author.
- **Email addresses** - email addresses in the correspondence field are often activated as 'mailto' hyperlinks, i.e. clicking on the link opens a new email message to this address.
- **Journal, volume, and issue links** – when components of journal citations are presented as hyperlinks, the following actions are possible:
  - **journal name** – finds all other records from this journal.
  - **volume number** – finds all other records from this volume of the journal.
  - **issue number** – finds all other records from this issue of the journal.
- **Keywords** – when Keywords are presented as hyperlinks, clicking on the term finds all other records indexed with the selected Keyword.
- **Full Text** – the full text link opens a new window with links to access online Full Text resources. Access to these resources is usually subject to separate subscription or document-purchase access controls at the host that is linked to. As well as linking to the source publisher via CrossRef and to the holdings of Ingenta Select, there is also access to document delivery from Infotrieve.

## About Full Text links

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Many records in FSTA Direct™ are presented with a link, powered by Ingenta, to online Full Text resources.

Clicking on this link opens a new window with a summary of full text resources that are known at that time. This page offers one or more of the following:

- **A link to the home page of the publisher or journal that is the source of the record.** If you are a subscriber to the journal you need to satisfy the access conditions for the journal, for example by providing a user name and password. Some publishers also allow access in order to enable non-subscribers to purchase the source article directly online. This link is provided through CrossRef.
- **A link to the Ingenta Select holding for the source article.** If you are a subscriber to the journal via Ingenta Select you need to satisfy the access conditions for the journal, for example by providing a user name and password. Non-subscribers can also purchase the source article directly online.
- **A link to the Infotrieve document delivery service for the source article.** This link takes you directly to IFIS's document delivery partner Infotrieve. Usually, an order form is ready-filled with source article details for you to complete the transaction with Infotrieve. In some instances the article information may not be fully resolved for the linking process, in which case a link to a manual form is provided.

## About Prepay units

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**Note:** Prepay users only.

Your or your organisation pays for your use of FSTA Direct™ by buying units in advance.

Different views of a record are charged at different rates; the current rates are specified on the Food Science Central web site. Note that the Title view incurs no charge; you can therefore search freely to identify candidate records before selecting more detailed views.

**Note:** You can view a record in Bibliographic or Full views repeatedly within 30 minutes of first viewing the record at no further charge.

Newly purchased units reside in a 'central pot', which can be accessed by your Local Administrator.

Your Local Administrator is responsible for:

- Assigning units specifically for your use from the central pot.
- Deciding whether you can, in addition to your own units, access the central pot.
- Purchasing more units when necessary.

When the number of units in your account goes below a set threshold or has reached zero, you will see an on-screen warning to remind you to add units to your account.

See also [Viewing your available units](#).

## About alerts

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Any saved search can be marked as an 'Alert'. This means that the search is performed automatically at defined intervals on any new information in FSTA Direct™.

The search results are sent in automatically generated emails to the address specified in your User account.

You can choose the following options:

- Frequency – last update (usually weekly), fortnightly, monthly
- Format – plain text, XML, HTML
- View - Title, Bibliographic, Full

**Note:** Prepay users can receive alerts only in Title view.



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# Procedures

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## Searching

### Setting your Search Preferences

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You can choose default settings for your searches. In addition you can choose settings for the current session only.

#### To set your Search Preferences

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu. The Search page appears.
2. Click the **Search Options tab**.
3. Select your default preferences from the drop-down lists on the left.
4. Click **Update**.

**Note:** These changes do not take effect until the next time you log in.

5. Select preferences to be used in this particular session from the drop-down lists on the right.
6. Click **Update**.  
New searches in this session will now use these settings to present search results.

## Performing a Quick Search

---

Using [Quick Search](#), you can search for records containing specific text, specified [Keyword\(s\)](#), or a combination of both.

### To perform a Quick Search

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu. The Search page appears, with the **Quick Search** tab showing.
2. To search on a specific word, words or phrase (**Text Search**):
  - a. In the Quick Search's Search panel, enter the text that you want to search for.
  - b. If you have entered more than one word, use the radio buttons to set whether you want the search to return records that contain:
    - **All words** you entered  
**Example**  
'chocolate cakes' returns records containing both 'chocolate' and 'cakes'.
    - **Any words** you entered  
**Example**  
'chocolate cakes' returns records containing 'chocolate' and records containing 'cakes'.
    - Your words as an **Exact phrase**  
**Example**  
'chocolate cakes' returns records containing the phrase 'chocolate cakes'.
  - c. Select which fields to search i.e. one of:  
**Abstract, Title** or **All Fields**  
The \* wildcard can be appended to word fragments to search for all words that begin with the selected fragment.  
**Example**  
'enzym\*' can be used to find occurrences of enzyme, enzymes, enzymic.

**Note:** If you want to search on other fields, use [Advanced Search](#).

3. To search on a **Keyword**:  
In the Quick Search's Keyword panel, enter the Keyword(s) that you want to search on, or use the Keyword Selector to find them. Separate Keywords using semicolons.  
**Example**  
**BREAD; DOUGH; PATENTS**

**Note:** Searches using more than one Keyword find records where all the selected Keywords are present.  
Wildcard searching is not possible with Keyword Searches.

4. To search on a combination of both **Text and Keywords**:  
You can use the Text and Keyword searches at the same time to construct a **Combined Search**.  
**Example**  
Searching for records that contain the text 'chocolate cakes' and also have the keyword 'bread'.  
The results returned are from records that satisfy both the Text Search AND the Keyword Search criteria.
5. In the Quick Search's Date Limit panel, set the date limit for records in the search. You may choose the latest update of the database, records added in the last month, the last 12 months or all

records in the database.

6. Click the **Run Search** button.

When the search is complete, the Search Results page appears.

## Performing an Advanced Search

---

Using Advanced Search you can build search criteria for any fields, connecting them with Boolean logical operators (AND, OR, NOT).

### To perform an Advanced Search

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu. The Search page appears, with the **Quick Search** tab showing.
2. Click the **Advanced Search** tab.

**Note:** If you know the correct Syntax for any part of your search, you can type it into the Full Search panel directly.

3. To set up a search criterion:
  - a. In the Advanced Search's Search Builder panel, enter the text that you want to search for.

**Notes:**  
- If you want to enter a Keyword, you may want to use the Thesaurus Browser by clicking on the **Keyword Selector** button.  
- If you want to enter a Greek letter, click the **Greek Characters** button.

- b. Select which field to search in using the **In** drop-down list.
  - c. The **Match** drop-down list now contains matching options that are relevant to the field that you selected in the previous step. Select the required option from the list.  
For more on the available options, see Match operators.

**Note:** The recommended format for dates is dd-mmm-yyyy.  
**Example:** 16-Jun-2003

4. To build a search criterion into your search:
  - a. For all but your first criterion, use the Logic radio buttons to select the appropriate logical operator (AND, OR, NOT) to connect it with the previous ones.
  - b. Click the **Build Search** button.  
The criterion appears in the Full Search panel.
  - c. If your search requires parentheses to define the precedence of the logical operators, type them into the Full Search panel directly.
5. When you have finished creating search criteria and building them into your search, click the **Run Search** button.

When the search is complete, the Search Results page appears.

## Finding Keywords for your search using the Keyword Selector

---

Access the Keyword Selector from your Quick Search or Advanced Search by clicking the **Keyword Selector** button.

### To find Keywords using the Keyword Selector

1. Start browsing for Keywords in one of two ways:
  - Click one of the alphabetical letters at the top.  
This lists all the Keywords beginning with the letter you chose.
  - Enter text into the Search box (this is not case-sensitive) and click **Find**.  
This lists all the Keywords that start with your text.  
Example

Entering 'aPpLe' returns **APPLE BRANDY, APPLE CIDER,...., APPLES...**

2. From the list of Keywords, click the one you want.  
This displays the Keyword together with any narrower, broader and related terms.
3. To add a Keyword to your main search, click the **add** link beside it.  
The Keyword is then displayed in the box at the bottom of the window.

**Note:** If you are using Advanced Search, a menu pops up asking you to select a Boolean operator (AND, OR, NOT), and whether you want to search using just the Keyword itself or the Exploded Keyword. Click the appropriate option.

4. If required, continue to browse and add more Keywords. Click on any narrower, broader and related terms, or use the **Back** and **Forward** buttons at the bottom of the window.
5. When you have finished, check that the box at the bottom of the window shows all the Keywords you want.

**Note:** You can type directly into this box.

- In Quick Search, separate Keywords using semicolons.
- In Advanced Search, use the appropriate syntax to separate the Keyword expressions.
- Remove Keywords by deleting them here.

6. Click **RETURN**.  
You are returned to the Search page, with your Keyword(s) showing in the appropriate box.

## Viewing the Dictionary definition of a Keyword

---

You can see the Dictionary definition of a Keyword by viewing it in the [Keyword Selector](#).

Access the Keyword Selector from your Quick Search or Advanced Search by clicking the **Keyword Selector** button.

### To view the Dictionary definition of a Keyword in the Keyword Selector

1. Enter the Keyword into the Search box (this is not case-sensitive) and click **Find**.  
This lists all the Keywords that start with your text.  
Example

Entering 'aPpLe' returns **APPLE BRANDY, APPLE CIDER, ..., APPLES...**

2. From the list of Keywords, click the one you want.  
This displays the Keyword together with any narrower, broader and related terms.
3. Click the **info** link beside it.  
The Keyword definition appears. If the definition includes any other Keywords, there is a link to their definitions.
4. To return to the previous page, click the **Back** link.  
To exit the Keyword Selector, click **OK**.

## Searching on Greek characters

---

You may want to include a Greek letter in your search terms. It is not possible for you to enter Greek characters directly using your keyboard - you must enter the textual equivalent.

**Example:** '<beta>' is used for the Greek letter beta.

Note the use of angled brackets.

If you don't know the textual equivalent, use the Greek Characters Selector.

### To search on Greek characters using the Greek Characters Selector

1. In your Quick Search or Advanced Search, click the Greek Characters button.  
The FSTA Greek Characters Selector opens.
2. Click the required letter.  
The textual equivalent appears in the **Insert** box.
3. Click **OK**.  
You return to your search screen, which now has the textual equivalent in its **Search for** box.

## Saving a search

---

Saving a search means that you can run it again at a later date. Logging out of a session does not delete your saved searches.

**Notes:**

- Saving a search is different from saving search results.
- You must run the search before you can save it.

### To save a search

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu. The Search page appears, with the **Quick Search** tab showing.
2. If you want to save an Advanced Search, click the **Advanced Search** tab.
3. In the **Search History** box, on the right-hand side of the screen, click the search that you want to save then click **Save Search**.  
A prompt box appears.
4. Enter a descriptive name for the search and click **OK**.

The Search page automatically refreshes, listing the descriptive name of your saved search in the Saved Searches box, on the right-hand side of the screen.


Saved searches are prefixed with either 'Qck:' for Quick Searches or 'Adv:' for Advanced Searches.

## Viewing Saved searches

---

Saving a search means that you can run it again at a later date. Logging out of a session does not delete your saved searches.

### To view your saved searches

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. View the saved searches in the **Saved Searches** box, on the right-hand side of the screen. They are listed using the descriptive names that you gave them. They are prefixed with either 'Qck:' for Quick Searches or 'Adv:' for Advanced Searches. The presence of an  icon means that the search has been saved as an Alert.

## Running a Saved search

---

You may want to run a search again to get the most up-to-date results.

### To run a Saved search

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. In the **Saved Searches** box, on the right-hand side of the screen, click the search that you want to run then click **Run Search**.

When the search is complete, the [Search Results page](#) appears.

## Running a modified version of a Saved search

---

You may want to run a search that is very similar to one of your saved searches.

### To run a modified version of a Saved search

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. In the **Saved Searches** box, on the right-hand side of the screen, click the search that you want to modify then click **Edit Search**.  
For saved Quick Searches, the screen automatically refreshes to show the saved search criteria in the Quick Search tab.  
For saved Advanced Searches, the screen automatically refreshes to show the saved search query in the Full Search panel.
3. Make the required changes to these search criteria.
4. Click the **Run Search** button.

When the search is complete, the [Search Results page](#) appears.

**Note:** You have not changed the original saved search. You can save the modified version of your search separately, without overwriting the original.

## Deleting a Saved search

---

If you no longer need a Saved search you can delete it.

### To delete a Saved search

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. In the **Saved Searches** box, on the right-hand side of the screen, click the search that you want to delete then click **Delete Search**.  
The screen automatically refreshes - your search has been deleted from the Saved Searches box.


## Viewing Search Histories

---

Your Search Histories contain all the searches that you have run in the current session. You have a Quick Search History and an Advanced Search History

### To view your Search History

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. If you want to view your Advanced Search History, click the **Advanced Search** tab.
3. View your Search History in the **Qck./Adv. Search History** box, on the right-hand side of the screen.

The presence of an  symbol after a search means that it contains selected records.

**Note:** When you log out, your Search Histories are cleared. If you want to keep a search you must save it before logging out.

## Running a search from the Search History

---

You may want to run a search again to revisit the results from an earlier search in your session.

### To run a search from your Search History

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. If you want to run a search from your Advanced Search History, click the **Advanced Search** tab.
3. In the **Search History** box, on the right-hand side of the screen, click the search that you want to run then click **Run Search**.

When the search is complete, the [Search Results page](#) appears.

**Note:** When you log out, your Search Histories are cleared. If you want to keep a search you must [save it](#) before logging out.

## Combining searches using Search History

---

You may wish to combine searches you ran earlier in the current session.

**Note:** This feature is available only from the Advanced Search interface.

### To combine two or more searches from your Advanced Search history

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. If necessary, click the Advanced Search tab to select **Advanced Search**.

The searches you ran earlier are listed with numbers in the **Search History** box. You can reference earlier searches by using the '#' symbol preceding the search number. You can combine searches using the standard logic operators AND, OR, and AND NOT.

3. Enter your query directly in the **Full Search** panel.
4. Click the **Run Search** button.

### Examples

#1 AND #2 returns only records that are found by both searches

#1 OR #2 returns records that are found by search 1 or by search 2 or by both searches

#1 AND NOT #2 includes records from search 1 but excludes all records from the search 2 results

It is also possible to reference an earlier search and combine that with a new query.

### Example

#1 AND kw= 'bread' will find all records from search 1 which have been indexed with the Keyword BREAD.

## Running a modified version of a search from your Search History

---

You may want to run a search that is very similar to one you ran earlier in the current session.

### To run a modified version of a search from your Search History

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. If necessary, click the appropriate tab to select **Quick** or **Advanced Search** tab.
3. In the Search **History** box, on the right-hand side of the screen, click the search that you want to modify then click **Edit Search**.  
The screen automatically refreshes to show the search criteria on the Search page.
4. Make the required changes to these search criteria.
5. Click the **Run Search** button.

When the search is complete, the [Search Results page](#) appears.

**Note:** When you log out, your Search Histories are cleared. If you want to keep a search you must save it before logging out.

## Clearing your Search History

---

Your Search Histories contain all the searches that you have run in the current session. You have a Quick Search History and an Advanced Search History

### To clear your Search History

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. If necessary, click the appropriate tab to select **Quick** or **Advanced Search** tab.
3. In **Qck./Adv. Search History** box, on the right-hand side of the screen, click **Clear History**.


**Note:** When you log out, your Search Histories are cleared. If you want to keep a search you must save it before logging out.

## Creating an alert

---

You can set any of your saved searches to be an alert.


### To create an alert

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. In the **Saved Searches** box, on the right-hand side of the screen, click the search that you want to be an alert, then click **Set as Alert**.  
The FSTA™ Create Alert window opens.
3. In the **Frequency** drop-down list, set how often you want the search to be run.
4. In the **View Type** drop-down list, choose the View you want for your search results.
5. In the **Format** drop-down list, choose whether you want the results emailed to you to be in plain text, HTML or XML format.
6. Click **OK**.  
You return to the Search page. The search, in the Saved Searches box, now has a  symbol next to it to indicate it is an alert search.

**Note:** Prepay users can select only the Title view for each alert.

## Editing an Alert

---

In your Saved Searches box, searches with a  symbol next to them are alert searches.


### To edit an alert

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. In the **Saved Searches** box, on the right-hand side of the screen, click the alert search that you want to edit, then click **Edit Alert**.  
The FSTA Edit Alert window opens, enabling you to change the parameters of the Alert.
3. In the **Frequency** drop-down list, set how often you want the search to be run.
4. In the **View Type** drop-down list, choose the View you want for your search results.
5. In the **Format** drop-down list, choose whether you want the results emailed to you to be in plain text, HTML or XML format.
6. Click **OK**.


**Note:** Prepay users can select only the Title View for each alert.

## Cancelling an alert

---

In your Saved Searches box, searches with a  symbol next to them are alert searches.

### To cancel an alert

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. In the **Saved Searches** box, on the right-hand side of the screen, click the alert search that you want to cancel, then click **Cancel Alert**.  
The alert is cancelled and the  symbol in the Saved Searches box is removed.

## Using search results

### Changing the view used for your search results

---

There are three views that you can use to see your search results.

**Note for prepay users:** Title view is free; Bibliographic and Full views are charged at rates displayed on the Food Science Central web site.

#### To change the view used for your search results

1. In the Search Results page menu bar, hover over **View**.  
The View menu appears.
2. From the submenu, hover over **Change View**.  
A submenu appears.
3. Click the required view.  
The page automatically refreshes, using the requested view.

## Selecting results

---

You may well want to view/save/print only certain records from your search results. You can do this by selecting these records.

You can select:

- [Single records](#)
- [The current page of results](#)
- [Different records on different pages](#)
- [All the current search results](#)

### To select or deselect a record from your search results

- In the Search Results page, click the check box in the blue bar at the start of the record.

### To select or deselect the current page of search results

1. In the Search Results page menu bar, hover over **Select**.  
The Select menu appears.
2. Click **Select Page** or **Deselect Page**.  
The checkboxes of the records on the current page are changed accordingly.

### To select different records on different pages

1. In the current search results page, click the check box in the blue bar at the start of the records you wish to select.
2. Use the results page navigation to review other pages of results and select records of interest.

**Note:** Whole pages of records can be selected as described above.

3. When you are finished you need to reduce the results set to just the selected records:
  - a. In the Search Results page menu bar, hover over **View**.  
The View menu appears.
  - b. From the submenu, click on **Selected only**.  
You can now perform actions such as printing, saving, or changing the view of the selected records.

### To select or deselect all the current search results

1. In the Search Results page menu bar, hover over **Select**.  
The Select menu appears.
2. Click **Select All** or **Deselect All**.  
The checkboxes of all the records in the current results set are changed accordingly.

## Saving results

---

You can choose to save all the pages of your search results, the current page or selected items.

### To save your search results

1. In the Search Results page menu bar, hover over **Save**.  
The Save menu appears.
2. Click the required option: **Save All; Save Selected; Save Page**.  
The FSTA™ Save Results window appears.
3. Select your preferred format from the drop-down list: **Plain Text; HTML; XML**.
4. Click the **Create** button.  
When finished, a message appears telling you how to save the created document onto your own computer.
5. When you have saved the document, close the FSTA™ Save Results window.

## Printing results

---

You can choose to print all the pages of your search results, the current page or selected items.

### To print your search results

1. In the Search Results page menu bar, hover over **Print**.  
The Print menu appears.
2. Click the required option: **Print All; Print Selected; Print Page**.  
The FSTA™ Print Results window appears, displaying the chosen results in a printable format.
3. Click the link to start printing.
4. When you have printed the document, close the FSTA™ Print Results window.

## Hiding the field codes in results

---

You can choose to have the field codes hidden or visible in your search results.

When you are using Advanced Searching, you can type the field codes directly into the search. So becoming familiar with the field codes will help you build searches more quickly.

### To hide the field codes

1. In the Search Results page menu bar, hover over **Fielded**.
2. Click **Off**.  
The page automatically refreshes, showing the appropriate field codes to the left of every field.

**Note:** This is a toggle. The next time you hover over Fielded, the word **On** is displayed. Clicking on **On** will display the field codes.

## Running previous searches from the Search Results screen

---

Recent and saved search queries can be re-run directly from the Search Results screen.

### **To re-run a saved search or a search from the current session**

1. In the Search Results page menu bar, hover over **History**.  
The History menu appears.
2. Click on **Saved Search** or **Search History**.  
A list of searches appears.
3. Click on the search you wish to re-run.  
The Search Results screen refreshes with search results from the selected search.

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# Administration

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## About administration

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Different types of user have different access to the FSTA™ administration functions.

### Annual subscription users

If you use FSTA Direct™ by paying an annual subscription, choose the type of user you are from the list below:

- Local Administrators

The **Local Administrator** is the user responsible for creating and maintaining **Standard Users** on your account. This person is also the main contact with IFIS and communications about account status, FSTA Direct™, etc. will be directed to the Local Administrator. If you are the sole user of your account, you will have Local Administrator status.

- Standard Users

A **Standard User** account is created by the **Local Administrator** to allow individuals to access FSTA Direct™ and to access personalised features such as Saved Searches or Alerts. There is no limit to the number of Standard User accounts that can be created, but simultaneous access will be limited according to the terms of your account with IFIS.

- Default User

When an organisation has access by IP Range, a user will be able to access FSTA Direct™ search functionality without logging in. They will be displayed as a **Default User** on the system. In order to access personalised features such as Administration Saved Searches or Alerts the user will be asked to log in in order to identify themselves and use such facilities. The **Change User** link in the left-hand menu is used to log in under these circumstances.

### Prepay users

If you use FSTA Direct™ on a prepay basis, choose the type of user you are from the list below:

- Local Administrators

The **Local Administrator** is the user responsible for creating and maintaining **Standard Users** on your account. This includes the assignment of prepay units to individual users. This person is also the main contact with IFIS and communications about account status, FSTA Direct™, etc. will be directed to the Local Administrator. If you are the sole user of your account, you will have Local Administrator status.

- Standard Users

A **Standard User** account is created by the **Local Administrator** to allow individuals to access FSTA Direct™ and to access personalised features such as Saved Searches or Alerts. Standard users can also access details of their account status and view the amount of credit remaining.

- Default User

When an organisation has access by IP Range, a user will be able to access FSTA Direct™ search functionality without logging in. Default Users on prepay accounts cannot view or request chargeable

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results (in Bibliographic or Full views) until they log in as a Standard User or Local Administrator, unless the facility to use organisation units is set to 'yes'.

## Annual subscription

### Administration for local administrators of annual subscription organisations

---

Administration tasks available:

- [Adding a new user](#)
- [Assigning ranges of IP addresses](#)
- [Changing a user's password](#)
- [Changing a user's personal details](#)
- [Changing your password](#)
- [Changing your personal details](#)
- [Deleting a user](#)
- [Disabling a user](#)
- [Editing your organisation's details](#)
- [Enabling a disabled user](#)
- [Requesting additional simultaneous users](#)
- [Running a report](#)
- [Setting user permissions to create accounts](#)
- [Viewing your subscription details](#)

## Administration for standard users within an annual subscription organisation

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Administration tasks available:

- [Changing your password](#)
- [Changing your personal details](#)
- [Running a usage report](#)
- [Viewing your personal details](#)

## Prepay

### Administration for local administrators of prepay organisations

---

Administration tasks available:

- [Adding a new user](#)
- [Allowing users to access the central pot of units](#)
- [Assigning ranges of IP addresses](#)
- [Assigning units to individual users](#)
- [Changing a user's password](#)
- [Changing a user's personal details](#)
- [Changing your password](#)
- [Changing your personal details](#)
- [Deleting a user](#)
- [Disabling a user](#)
- [Editing your organisation's details](#)
- [Enabling a disabled user](#)
- [Purchasing additional units](#)
- [Running a report](#)
- [Setting user permissions to create accounts](#)
- [Viewing your available units](#)

## Administration for standard users within a prepay organisation

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Administration tasks available:

- [Changing your password](#)
- [Changing your personal details](#)
- [Running a usage report](#)
- [Viewing your available units](#)
- [Viewing your personal details](#)

## Admin tasks

### Adding a new user

---

**Note:** Local administrators only.

#### To add a new user

1. If you are not already on the Administration page, click Admin in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**. A list of all users is displayed.
3. Click the **New User** button. A New User Details panel appears.
4. From the **User Type** drop-down list, choose whether the new user is a standard user or a local administrator.
5. Enter a **Username** (this must be between 4 and 20 characters).
6. Enter a **New Password** (this must be between 4 and 10 characters), then **Confirm** it.

**Note:** Passwords are case-sensitive.

7. From the **Title** drop-down list, select the appropriate title for the new user.
8. Enter a **First Name** and a **Surname** (each must be 2 or more characters).
9. Optionally, enter a Department and Email address.

**Note:** If the user wishes to receive Alerts, then an email address is required here.

10. Click the **Confirm New User** button. A confirmation message appears in red.

## Allowing users to access the central pot of units

---

**Note:** Prepay local administrators only.

Newly purchased units reside in a 'central pot' and are known as **organisation units**. These units can be distributed to other users by the Local Administrator, or users can be allowed access to the central pot directly.

### To allow users to access the central pot of units

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **My Organisation**. The Organisation Details panel appears.
3. In the **Users use organisation units** drop-down list, select **Yes**.
4. Click the **Save Changes** button. A confirmation message appears in red at the bottom of the panel.

See also [Assigning units to individual users](#).

## Assigning ranges of IP addresses

---

**Note:** Local administrators only.

FSTA Direct™ can be accessed by setting appropriate IP address ranges. Local administrators can set up Class C or D addresses. If you need to set up a Class B address range, please contact IFIS and we will arrange this for you. This makes immediate access to searching possible. However, individual users and local administrators should log in with their user name and password in order to use personalised facilities such as saved searches or to perform administration functions.

### To assign ranges of IP addresses

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **My Organisation**. The Organisation Details panel appears.
3. At the bottom of the page, click the **IP Addresses** button. The FSTA™ Organisation IP Addresses window appears.
4. To **define a new range**:
  - a. In the **New Range** area, define the range by entering start and end values. (If you have a single IP address use this for both the start and end values.)
  - b. Click the **Add** button. A confirmation message appears in red.
5. To **change a range**:
  - a. In the **Existing Ranges** area, change the numbers in the appropriate boxes.
  - b. Click the appropriate **Change** button. A confirmation message appears in red.
6. To **delete a range**:
  - a. In the **Existing Ranges** area, click the appropriate **Delete** button. A confirmation message appears in red.

## Assigning units to individual users

---

**Note:** Prepay local administrators only.

Newly purchased units reside in a 'central pot'. You are responsible for assigning units specifically to each user from the central pot.

### To assign units to an individual user

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**. A list of all users is displayed.
3. Select the required user. This user's personal details and password are displayed.
4. Click the **Assign Units** button. The FSTA™ Organisation Units window appears. This shows the number of units available for distributing and the number of units already assigned to the selected user.
5. Enter the number of units you want to assign to this user in the **Units to assign** box.
6. Click the **OK** button to complete the process. The number of units available for distributing and the number of units assigned to the user are updated.
7. Click the **Close** button to close the window.

See also [Allowing users to access the central pot of units](#).

## Changing a user's password

---

**Note:** Local administrators only.

### To change a user's password

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**. A list of all users is displayed.
3. Select the user whose password you want to change. This user's personal details and password are displayed.
4. Enter and confirm the new password in the **Password** panel.

**Note:** Passwords must be between 4 and 10 characters long. They are case sensitive.

5. Click the **Change Password** button. A confirmation message appears in red in the Password panel.

## Changing a user's personal details

---

**Note:** Local administrators only.

### To change a user's personal details

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**. A list of all users is displayed.
3. Select the user whose details you want to change. This user's personal details and password are displayed.
4. Make the required changes in the **User Details** panel.

**Note:** First name and Surname must each consist of 2 or more characters.

5. Click the **Save Changes** button. A confirmation message appears in red in the User Details panel.

## Changing your password

---

### To change your password

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **My Profile**.
3. In the Password panel:
  - a. Enter your current password in the appropriate box.
  - b. Enter your new password in the appropriate box.

**Note:** Passwords must be 4 to 10 characters long. They are case sensitive.

- c. Confirm your new password by retyping it in the **Confirm Password** box.
4. Click the **Change Password** button.  
A confirmation message appears in red in the Password panel.

## Changing your personal details

---

### To change your personal details

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **My Profile**.
3. In the User Details panel, make any changes to the following:
  - First name
  - Surname
  - Email

**Note:** First name and Surname must each consist of 2 or more characters.

Click the **Save Changes** button.

4. A confirmation message appears in red in the User Details panel.

## Deleting a user

---

**Note:** Local administrators only.

### To delete a user

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu.  
The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**.  
A list of all users is displayed.
3. Select the user you want to delete.  
This user's personal details and password are displayed.
4. Click the **Delete User** button.  
A prompt box appears.
5. Enter the Username of the user you want to delete.  
A confirmation message appears in red.

## Disabling a user

---

**Note:** Local administrators only.

In FSTA Direct™ you can suspend or **disable** a user's account. When an account is disabled it is no longer active and features such as email Alerts are no longer sent. A disabled user account can be restored at a later time (see [Enabling a disabled user](#)).

### To disable a user

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**. A list of all users is displayed.
3. Select the user you want to disable. Their personal details and password are displayed.
4. Click the **Disable User** button. A confirmation message appears in red.

## Editing your organisation's details

---

**Note:** Local administrators only.

### To edit your organisation's details

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu.  
The Administration page appears.
2. In the blue menu bar, click **My Organisation**.  
The Organisation Details panel appears.
3. Make the required changes.
4. Click the **Save Changes** button.  
A confirmation message appears in red at the bottom of the panel.

## Enabling a disabled user

---

**Note:** Local administrators only.

### To enable a user

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**. A list of all users is displayed. Disabled users are labelled as such in brackets.
3. Select the disabled user that you want to enable. This users personal details and password are displayed.
4. Click the **Enable User** button. A confirmation message appears in red.

See also [Disabling a user](#).

## Purchasing additional units

---

**Note:** Prepay local administrators only.

### To purchase additional units

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu.  
The Administration page appears.
2. In the blue menu bar, click **My Organisation**.  
The Organisation Details panel appears.
3. At the bottom of the page, click the **Purchase Units** button.  
The Organisation Details panel changes. At the bottom it now has two new drop-down lists.
4. In the **Additional Units to Purchase** drop-down list, select the appropriate number.
5. In the **Currency drop-down list** choose between British Pounds, US Dollars and Euros.
6. Click the **Confirm Purchase Units** button.  
You enter a secure transaction environment run by **WorldPay**.
7. Follow the WorldPay instructions to complete your purchase and to return to FSTA Direct™.

## Requesting additional simultaneous users

---

**Note:** Annual subscription local administrators only.

You have a limited number of simultaneous users (i.e. number of users that can be logged in at the same time).

When the maximum number of simultaneous users is reached, the next user that tries to log in will receive a message to this effect.

You can request additional simultaneous users by contacting IFIS directly. For annual subscribers this may incur an increase in the subscription price you pay.

## Running a report

---

### To run a report

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Reports**.
3. Select the type of report you want to run from the drop-down list. The selected report's name and a description appear in the Report Details panel.

**Note:** If you are not a local administrator, there will be only one item in the drop-down list.

4. Click the **Run Report** button.
5. Enter the start and end dates for the report.

**Note:** Dates should be in format dd-mmm-yyyy, for example 31-Oct-2003.

6. Click the **Run Report** button. The report is displayed.

## Setting user permissions to create accounts

---

**Note:** Prepay local administrators only.

### To set user permissions to create own accounts

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu.  
The Administration page appears.
2. In the blue menu bar, click **My Organisation**.  
The Organisation Details panel appears.
3. In the **Users Create Accounts** drop-down list, select **Yes**.
4. Click the **Save Changes** button.  
A confirmation message appears in red at the bottom of the panel.

## Viewing a user's personal details

---

**Note:** Local administrators only.

### To view a user's personal details

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu. The Administration page appears.
2. In the blue menu bar, click **Other User Profiles**. A list of all users is displayed.
3. Select the user you want to view. This user's personal details and password are displayed.

## Viewing your available units

---

**Note:** Prepay users only.

### To view your available units

1. If you are not already on the Search page, click **Search** in FSTA Direct's left-hand menu.
2. View your available units in the **Account Information** box, on the right-hand side of the screen.

This information is also available from the Search results page: select **View** in the blue menu bar and then **Account information**.

**Note:** If you are a prepay local administrator, the number of units shown is the total amount left unassigned in the central pot.

## Viewing your personal details

---

### To view your personal details

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu.  
The Administration page appears.
2. In the blue menu bar, click **My Profile**.  
Your personal details are displayed.

See also [Changing your personal details](#).

## Viewing your subscription details

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**Note:** Annual subscription local administrators only.

### To view your subscription details

1. If you are not already on the Administration page, click **Admin** in FSTA Direct's left-hand menu.  
The Administration page appears.
2. In the blue menu bar, click **My Organisation**.  
The Organisation Details panel appears.  
At the bottom of this are the start and end dates of your subscription.

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## Appendices

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### Editorial policy for FSTA™ abstracts

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The full text of this document is available as a separate PDF file, which can be downloaded from the FSTA Direct online Help system from the page displayed under its heading in the Contents, or by following this link.

- [Editorial policy for FSTA™ abstracts](#)

## Abbreviations used in abstracts

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The full text of this document is available as a separate PDF file, which can be downloaded from the FSTA Direct online Help system from the page displayed under its heading in the Contents, or by following this link.

- [Abbreviations used in abstracts](#)

## Advanced search syntax

### Introduction to Advanced search syntax

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The advanced search interface allows the user to build search queries in two ways:

- [Using the search builder](#)
- Typing or editing your query directly in the **Full Search** panel.

Advanced search queries can be constructed to combine searches on different fields. This section documents the syntax that is used for the different field types, and introduces the logic and match operators that are available.

- [Fields and field codes](#)
- [Logic operators and precedence](#)
- Match operators
  - [Character datatypes \(LIKE\)](#)
  - [Fulltext datatypes \(CONTAINS\)](#)
  - [Comparison operators](#)
  - [Date range operator](#)

## Fields and field codes

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Each record in the FSTA™ database comprises a number of fields; search criteria for each field can be assembled using the search builder or by typing them directly in the Full Search panel using two-letter codes for each field.

Searches in these fields are not case-sensitive.

The match options that are available depend on the field **type**, which can be one of four SQL data types:

- Character (uses = (exact) and LIKE matches)
- Fulltext (uses CONTAINS)
- Integer (uses comparison operators for numeric searches)
- Date (uses comparison and date range operators)

The [table of fields](#) lists all fields, their codes, type, and provides examples of usage in search queries.

Table of fields and field codes

Field Name	Field Code	Field Type	Example in a search	Notes
Abstract	AB	Fulltext	Contains (AB, "wheat flour")	Searches for the phrase 'wheat flour' in the abstract field
Accession Number	AN	Character	AN = '2003-07-Mv0953'	Searches for the record with this accession number
All Fields	AF	Fulltext	Contains (AF, "fresh mushroom*")	Searches All Fields for phrases such as 'fresh mushroom' and 'fresh mushrooms'
Article Title	TI	Fulltext	Contains (TI, "CALUX")	Searches for the word 'CALUX' in the article title field
Author	AU	Character	AU Like 'Robins*'	Searches for authors whose surname starts with 'Robins', e.g. Robins, Robinson
Author - Additional	AA	Character	AA = 'Warwick, M. J.'	Searches for this author in the additional author field
Author - All	AL	Character	AL Like '*Yoon*'	Searches All Authors fields for names that include 'Yoon', e.g. Yoon Kil Chang; Yoon, K. S.; Kwang-Roo Yoon
Author - Corporate	CA	Character	CA Like '*Nestle*'	Searches for corporate authors whose name includes 'Nestle'
Commercial name	CN	Character	CN = 'Twix'	Searches for 'Twix' in the

				commercial name field
Correspondence address	AD	Character	AD Like '*Davis*'	Searches for records whose correspondence address includes 'Davis'
Date of addition	DA	Date	DA Between '1-Jan-1978' and '1-Jan-1979'	Searches for records that were created between 1 January 1978 and 1 January 1979
Document type	DT	Character	DT = 'Book'	Searches for records of the Book document type
Exploded keyword	KE	Character	KE = 'Wheat'	Does an <u>exploded keyword search</u> on the Keyword Wheat and its narrower terms
ISBN	BN	Character	BN = '1855735849'	Searches for the record with this ISBN
ISSN	SN	Character	SN = '0022-1147'	Searches for records with this ISSN
Keyword	KW	Character	KW = 'dough'	Searches for records indexed with the keyword Dough
Language	LA	Character	LA = 'spanish'	Searches for records whose source article language is spanish
Language code	LC	Character	LC = 'sp'	Searches for records whose source article or source abstract language is spanish
Language summary	LS	Character	LS = 'spanish'	Searches for records whose

## Appendices

				source article has an abstract in spanish
Patent assignee	PA	Character	PA Like (*Nestle*)	Searches for records whose patent assignee includes 'Nestle'
Patent number	PN	Character	PN = 'EP 1 312 268 A1'	Searches for the record with this patent number
Patent priority information	PI	Character	PI Like 'EP 01-127535*'	Searches for the record(s) whose patent priority information start with this text
Publication title	PT	Character	PT = 'Journal of Food Science'	Searches for records whose source publication title is the <i>Journal of Food Science</i>
Publication year	PY	Integer	PY >= 2002	Searches for records whose publication year is greater than or equal to 2002
Publisher address	PB	Character	PA Like (*CABI*)	Searches for records whose publisher address field includes 'CABI'
Section description	SC	Character	SC Like '*nuts*'	Searches for records whose section description includes 'nuts'
Section letter	SL	Character	SL = 'A'	Searches for records whose section letter is 'A'
Source	SO	Fulltext	Contains (SO, "food science")	Searches for records whose source field includes the phrase 'food science'

## Logic operators and precedence

---

Complex advanced search queries can be built by combining parts of searches together with the logic operators AND, OR, and NOT.

- AND – finds records where both conditions in the AND search are satisfied.  
**Example:** `DT = 'book' AND AU Like 'Gibson,*'` will find records of books with an author is named 'Gibson'.
- OR – finds records where one or both of the conditions in the OR search are satisfied.  
**Example:** `CA Like '*Nestle*' OR PA Like '*Nestle*'` will find records where the corporate author or patent assignee fields include the word 'Nestle'.
- NOT – finds records where the first part of the search query is true and the second is not true (note that built FSTA Direct search queries use the form 'AND NOT').  
**Example:** `AU Like '*Gibson,*' AND NOT KW = 'probiotic foods'` will search for records where the author field includes 'Gibson' and which have not been indexed with the keyword 'probiotic foods'.

When two or more logic operators are present in a search query, the order in which they are processed is known as **precedence**. Normally, NOT is processed before AND, and OR is processed last. If a query has two or more operators of equal precedence, the leftmost operator is processed first. Parentheses can be used to override these rules; they have to be added manually in the Full search panel.

### Examples:

- `DT = 'book' OR DT = 'review' AND AU Like 'Gibson,*'` will find all records where the document type is 'book', or where the document type is review and an author is named 'Gibson'.
- `(DT = 'book' OR DT = 'review') AND AU Like 'Gibson,*'` will find records of all books or reviews where an author is named 'Gibson'.

## Match options

---

### Character data types

Most of the fields in the FSTA Direct database are of this type. Examples include the various author fields, keywords, and patent data. See [Fields and field codes](#) for a complete list.

Searches can be for exact matches or 'wildcard' based for text-pattern matches. Wildcards are symbols used to help build the templates for these searches – for example '?' can represent any single character and '\*' any word fragment of zero or more characters length.

The [search builder](#) simplifies the options that are available to the user in building queries, but the full power of wildcard searching can also be harnessed by typing or editing queries directly in the Full Search panel.

The Match dropdown menu offers three options for building queries:

- **Exact** searches for a precise match of the search text in the specified field.  
**Example:** AU = 'Gibson, G. R.' will search for records where 'Gibson, G. R.' is an author of the source article.
- **Starts with** searches in the specified field for text that begins with the supplied text.  
**Example:** AU Like 'Gibson,\*' will find records where the author name starts with 'Gibson'.
- **Includes** will find the supplied word fragment in the specified field.  
**Example:** PA Like '\*Nestle\*' will find records where the word 'Nestle' is within the patent assignee field.

Wildcard searching is specified using the **Like** match operator. The following notes provide more technical advice on typing or editing queries directly in the Full Search panel.

The **Like** match operator can also be used to search Fulltext fields.

Wildcard	Meaning	Example
* or %	Any string of zero or more characters	PA Like '*Nestle*' finds records where 'Nestle' is included in the Patent Assignee field.
? or _	Any single character	AU Like 'Ols?n, J.' finds records where the author field includes the names Olsen, J. and Olson, J.
[ ]	Any single character within the specified range ([a-f]) or set ([abcf])	AU Like 'Gibson, [GR]*' finds records where the author names start with 'Gibson, G' and 'Gibson, R'.
[^]	Any single character not within the specified range ([^a-f]) or set ([^abcf])	AU Like 'Gibson, [^R]*' finds records where the author name starts with 'Gibson' but excludes those starting Gibson, R.

You can search for the wildcard symbols % and \_ by enclosing them in square brackets.

**Example:** AB Like '\* mol[%] \*' will find records with 'mol%' in the abstract field.

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You can search for a dash (-), rather than using it to specify a character range, by using the dash as the first character inside a set of brackets.

**Example:** Like [a-c] will use each of the characters a, b, and c in the search pattern, whilst Like [-ac] will use each of the characters -, a, and c.

At present FSTA Direct does not support searching for the \* or ? characters.

## Fulltext data types

Only Fulltext fields can be searched using the **Contains** match operator. **Contains** allows various types of searching to be done, including:

1. precise words or phrase
2. prefixes of words or phrases
3. words that share the same word-stem

Fulltext fields in FSTA Direct™ are Abstract (AB), All fields (AF), Article title (TI), and Source (SO).

The [search builder](#) simplifies the options that are available to you in building queries, but the wider power of Fulltext searching can also be utilised by typing or editing queries directly in the Full Search panel.

The Match drop-down menu offers one option for building queries: CONTAINS. Thus queries based on precise words or phrases or their prefixes can be constructed in top Search for panel, the appropriate field selected, and the query assembled on clicking Build Search.

## Example uses of CONTAINS

### Searching for a single word

This example finds all articles where the abstract field contains the word 'bottles':

`Contains(AB, "bottles")`

**Note:** The builder puts double quotes (") around the search term. This makes no difference to the results when searching for single words.

### Searching for a phrase or phrases

This example returns all records that contain either the phrase 'fresh mushrooms' or 'green tomatoes'.

1. Enter 'fresh mushrooms' in the Search For box.
2. Select Abstract from the drop-down list of Fields.
3. Click on Build Search.
4. Repeat this for the phrase 'green tomatoes', selecting the OR logic before clicking on Build Search.

The query in the Full search panel is:

`Contains(AB, "fresh mushrooms") OR CONTAINS (AB, "green tomatoes")`

You can also enter the same query directly into the Full Search panel as follows

`Contains(AB, "fresh mushrooms" OR "green tomatoes")`

### Searching for a prefix term

The only wildcard operator available for searching in fulltext fields is \*, which can only be appended to search terms.

**Example:** to search for all occurrences of words beginning 'choc' in the article title field

1. Enter 'choc\*' in the Search For box.
2. Select Article Title from the drop-down list of Fields.
3. Click on Build Search.

The query in the Full search panel is:

`Contains(TI, "choc*")`

When entering the query directly into the Full Search panel the following syntax is also valid.

The following query finds all records that contain word(s) starting with “sea” or “bread”.

`Contains(TI, "choc*" OR "cand*")`

### Using CONTAINS for word-stemming searches

Word-stemming searches looks for grammatical variations on the supplied term.

**Example:** a word-stemming search on the word 'dry' will find variants such as dried, drying, dries, as well as the word 'dry'.

This type of search can only be entered directly into the Full Search panel, and in the above example would take the form:

`Contains (TI, 'Formsof(Inflexional, dry)')`

The Like match operator can also be used on Fulltext fields, allowing more complex wildcard searches to be used - see [Character data types](#) for more detail.

## Comparison operators

### Availability

These operators are used in searches on the Date of Addition (DA) and Publication Year (PY) fields.

The following comparison operators are available.

Operator	Meaning
=	Equal to
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to
<>	Not equal to
!=	Not equal to
!<	Not less than
!>	Not greater than

The first six operators in the table above are available in the Match drop-down menu. All of them can also be entered by typing or editing them directly in the Full Search panel.

### Examples

[PY>=2002](#) will find all records with a publication year greater than or equal to 2002.

[DA>9-Jun-2003](#) will find all records added to the database since 9 June 2003.

It is also possible to search for records within a range of publication years using the Between operator. This is not available from the Match drop-down menu, so it has to be entered directly into the Full Search panel.

### Example

[PY Between 1999 and 2001](#) will search for records where the source article publication year is between 1999 and 2001.

## **Date range operator**

Searches on the Date of Addition (DA) of records to the FSTA database can be constructed in the search builder or by typing or editing them directly in the Full Search panel. In addition to [Comparison operators](#), there is a date range operator that enables you to specify a range of dates for your search.

### **Example**

#### **To search for records added between 1 May and 31 May 2003**

1. Enter the start date in the Search For panel using the format 1-May-2003.
2. Select Date of Addition from the drop-down list of fields.
3. Select Range from the Match drop-down menu. Two panels open alongside the Match menu, the first of which is already filled with your start date.
4. Enter the end date in the second panel.
5. Click on Build Search.

The query is then presented in the Full Search panel in the form:

[DA Between '1-May-2003' and '31-May-2003'](#)

## Sections, subsections and Accession numbers in FSTA™

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All records in FSTA are classified into sections and subsections. Editorial policy is to give priority to the food product rather than the scientific discipline of the original item.

Advanced Searches in FSTA Direct can be done on the Section Description (SC) and Section Letter (SL) fields. Click on the Section Description below to reveal the section's Subsections.

Each FSTA record has an accession number in the format yyyy-mm-Ab1234, where:

- yyyy is the year of publication in FSTA.
- mm is the month of publication in FSTA.
- Aa1234 is the section/subsection/serial number.

In older data the subsection code was not recorded and is represented here by a dash.

### Examples

[1992-07-M-0044](#): a record from July 1992 in the Cereals and bakery products section.

[2003-08-Jn1957](#): a record from August 2003 in the Fruits, vegetables, and nuts section, classified in the Soybeans (excluding oils, proteins and sauces) subsection.

### Section Letters and their Section Descriptions

#### **A Food sciences**

- a General aspects
- c Chemistry and biochemistry
- d Microbiology
- e Physics and biophysics
- g Sensory analysis and consumer research
- j Compositional and nutritional aspects
- u Standards and legislation
- v Patents

#### **B Biotechnology**

- a General aspects
- c Genetics, molecular biology and recombinant DNA technology
- e Protein engineering
- g Enzyme systems
- i Products of biotechnology
- k Fermentation technology
- u Standards and legislation
- v Patents

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### **C Hygiene and toxicology**

- b Public health
- d Microbiological aspects
- f Contaminants and toxicants
- u Standards and legislation
- v Patents

### **D Economics**

- a Policy and general aspects
- c Market trends and statistics
- e Company developments
- g Distribution and retailing
- u Standards and legislation
- v Patents

### **E Engineering**

- a Equipment and processes
- u Standards and legislation
- v Patents

### **F Packaging**

- a General aspects
- c Equipment and processes
- e Materials and packages
- g Handling and transport
- u Standards and legislation
- v Patents

### **G Catering, speciality and multi-component foods**

- a Catering
- c Infant and dietetic foods
- e Prepared foods
- g Protein isolates
- u Standards and legislation
- v Patents

### **H Alcoholic and non-alcoholic beverages**

- a General aspects
- c Beer and other brewed beverages
- j Wines

- l Spirits
- n Tea and coffee
- q Pure fruit and vegetable juices
- r Soft drinks
- s Other beverages
- t Water
- u Standards and legislation
- v Patents

**J Fruits, vegetables and nuts**

- a General aspects (fruits and vegetables)
- b General aspects (fruits)
- c Citrus fruits
- d Stone fruits
- e Pome fruits
- f Berries
- g Other fruits
- h General aspects (vegetables)
- j Tomatoes
- k Root crops
- l Potatoes
- n Soybeans (excluding oils, proteins and sauces)
- p Other legumes
- q Other vegetables (including macrofungi)
- s Nuts and seeds
- u Standards and legislation
- v Patents

**K Cocoa, chocolate and sugar confectionery products**

- a Cocoa, chocolate and cocoa butter
- c Sugar confectionery
- u Standards and legislation
- v Patents

**L Sugars, syrups and starches**

- a General aspects
- c Sugar technology
- e Starch and starch-derived syrups
- g Honeys and natural syrups
- j Other carbohydrate sweeteners

## **FSTA Direct™ Help Manual**

u Standards and legislation

v Patents

### **M Cereals and bakery products**

a General aspects

c Corn

e Rice

g Minor cereals and pseudocereals

j Wheat and rye

n Breadmaking

q Other bakery and cereal products

u Standards and legislation

v Patents

### **N Fats, oils and margarine**

a General aspects

c Margarines and fatty spreads

e Vegetable oils and fats

g Fish oils

h Other oils and fats

u Standards and legislation,

v Patents

### **P Milk and dairy products**

a General aspects

e Market milk

g Cream and butter

j Cheese

l Cultured milk products

n Other milk products

u Standards and legislation

v Patents

### **Q Eggs and egg products**

a Eggs

c Egg products

u Standards and legislation

v Patents

### **R Fish and marine products**

- a General aspects
- c Fish and fish products
- e Crustaceans and molluscs
- g Other marine animals and macroalgae
- u Standards and legislation
- v Patents

**S Meat, poultry and game**

- a General aspects
- g Bovine meats and products
- j Porcine meats and products
- l Ovine and caprine meats and products
- n Poultry and products
- p Game and other meats and products
- r Sausages (including casings)
- u Standards and legislation
- v Patents

**T Additives, spices and condiments**

- a General aspects
- b Additives
- c Condiments and sauces
- e Spices and essential oils
- u Standards and legislation
- v Patents

Prior to 1992 there were two other Sections which were subsequently merged into sections A through T, as indicated above

**U Standards, law and regulations**

**V Patents**

## Author names in FSTA™

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Names of individual authors, or inventors in the case of Patents, are entered in FSTA using a standard set of rules. Below is a summary of the rules and formats used.

- Names of authors are entered in the order in which they are cited in the source material. (If no author is given, then 'Anon.' is used.)
- For each author, the surname is entered first, followed by a comma, a single space, and all initials separated by full stops and single spaces.  
**Example:** 'Danova, S.' or 'Tannock, G. W.'
- In cases where no initial is given for western authors, the surname is entered, followed by a comma, a single space and a hyphen with a full stop at the end.  
**Example:** When sources cite 'Dr. Smith' or 'Professor Dupont', the records will show 'Smith, -.' or 'Dupont, -.'
- However, Asian names, which are complete as a single component, will be quoted as given.  
**Example:** 'Ramalingam'
- However, relationships such as III or Jr. are indicated by placing them after the final initial, separated from that initial by a comma and a single space.  
**Example:** 'Farrell, H. M., Jr.'
- Hyphens between initials are omitted.  
**Example:** Jean-Paul Sartre becomes Sartre, J. P., not Sartre, J.-P.
- Hyphenated surnames remain as given in the source material. For the sake of consistency, hyphens are inserted in double-barrelled Spanish surnames and in two- or three-component Arabic surnames (but in no other types of surnames), when they have been omitted in the source material.  
**Examples:**  
'Garcia-Lopez, J.'  
'Abd-El-Salam, M.'
- Other non-hyphenated multicomponent names, such as Indian and Chinese names, are left in full.  
**Examples:**  
'Gopal Singh'  
'Ha Ok Lee'  
'San-Hong Chen'
- Names given in Cyrillic and Greek characters are transliterated into Roman letters.
- Surnames beginning with an apostrophized letter, e.g. d', l', D', are entered in the form given in the source material. The alternative form of the name, i.e. with the apostrophized letter inverted if it is not in the original and vice versa, is recorded in the Additional Authors (AA) field.  
**Examples:**

- D'Aubert, S. would be recorded in the Author field if that was the form given in the source material, and
- Aubert, S. d' in the Additional Authors field (lower case used for the apostrophized letter).

In this way, both forms will be recorded in FSTA.

This rule does not apply, however, to names beginning with O'.

**Example:**

O'Farrelly, C. does not have a double author entry.

- In cases where surnames incorporate separate articles, such as van, du or della, the name is inverted as usual and the separate article is placed after the initials.  
**Example:** 'A. van der Hoeff' becomes 'Hoeff, A. van der'
- Lower case is always used for the article.
- If the article is actually an integral part of the surname, it is not separated from the other component.  
**Example:** 'Michel DuBray' in the source material is recorded as 'DuBray, M.' in the Author field

## Conventions used in FSTA™ records

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A broad overview of policy and practice in the creation of records for FSTA™ is available in [Editorial policy for FSTA – Food Science and Technology Abstracts®](#).

The information contained within a record is assigned to a number of different and distinct fields – see [Fields and field codes](#) for more information.

In the text of abstracts and addresses a standard set of abbreviations is used – see [Abbreviations](#) for a full list.

The use of square brackets around the article title indicates that the source foreign language title has been translated into English by IFIS for FSTA™. For recent book records, the original title is shown in parentheses after the translated title.

In patent records, the Patent Assignee (when different from the author) is indicated at the end of the list of Authors. Search for these Patent Assignees, however, using the **Patent Assignee (PA)** field.

In some records (notably standards and reports) Corporate Authors are displayed along with any individual authors. Search for these Corporate Authors, however, using the **Corporate Author (CA)** field.

## Document types in FSTA™

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All records in FSTA record the source document type, which can be one of the following:

- journal article
- review
- book
- report
- patent
- standard
- legislation
- conference proceedings
- thesis

Searches on the document type field in Advanced Search should use one of these names.

## Fields indexed for All Fields searches

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The fields indexed for Quick Search free text searches on All Fields and for Advanced Searches on the All Fields (AF) field are

<b>Field Name</b>	<b>Field Code</b>
Abstract	AB
Accession Number	AN
Article Title	TI
Author	AU
Author - Corporate	CA
Commercial name	CN
Correspondence address	AD
Date of addition	DA
Document type	DT
ISBN	BN
ISSN	SN
Keyword	KW
Language	LA
Patent assignee	PA
Patent number	PN
Patent priority information	PI
Publication title	PT
Publication year	PY
Publisher address	PB
Source	SO

## Noise Words

---

Noise words such as those presented below are ignored when you carry out a freetext Quick Search or an Advanced Search using CONTAINS. If your query returns the error “The query contained only ignored words” consider using LIKE in Advanced Search or removing the ignored word from the search. A single search using CONTAINS cannot solely consist of any number of these words.

0	1	2	3	4
5	6	7	8	9
\$	about	after	all	also
an	and	another	any	are
as	at	be	because	been
before	being	between	both	but
by	came	can	come	could
did	do	each	for	from
get	got	has	had	he
have	her	here	him	himself
his	how	if	in	into
is	it	like	make	many
me	might	more	most	much
must	my	never	now	of
on	only	or	other	our
out	over	said	same	see
should	since	some	still	such
take	than	that	the	their
them	then	there	these	they
this	those	through	to	too
under	up	very	was	way
we	well	were	what	where
which	while	who	with	would
you	your	a	b	c
d	e	g	h	i
j	k	l	m	n
o	p	q	r	s
t	u	v	w	x
y	z			

## **FSTA Direct™ system requirements**

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FSTA Direct™ is a web application optimised to run with Internet Explorer 6 Service Pack 1. The recommended system configuration to use Internet Explorer 6 Service Pack 1 is Microsoft Windows XP, Microsoft Windows 2000, Microsoft Windows Millennium Edition (Windows Me), or Microsoft Windows NT on a computer running with a Pentium III processor and 128 megabytes (MB) of RAM.

Other operating systems that run Internet Explorer 6 Service Pack 1 include Microsoft Windows 98 and Microsoft Windows 98 Second Edition. We recommend a minimum of 64 MB of RAM.

If you are using an earlier version of Internet Explorer for Windows we recommend upgrading to Internet Explorer 6 Service Pack 1, as not all components of FSTA Direct™ function correctly with earlier versions of Internet Explorer and these versions are no longer supported by Microsoft.

Netscape 6.2 can be used to access FSTA Direct™ on PCs with the Microsoft Windows 95 operating system. Performance may be slow on 486-processor PCs with limited amounts of RAM.

FSTA Direct™ may also run on other operating systems using modern browsers with good Javascript functionality.

Netscape 7.0 or later is recommended for Macintosh OS X (10.1.x or later recommended; G3, G4 processors). A minimum of 64MB RAM is recommended.

Netscape 7.0 is recommended for Macintosh OS 8.6 and later (9.1 recommended; PowerPC 604e 266 MHz). A minimum of 64 MB RAM is recommended.

Netscape 7.0 or later is recommended for Linux operating systems with the 2.2.14 kernel. Minimum hardware requirements include a Pentium 233 MHz processor and 64 MB of RAM.

Netscape 7.0 or later can also be used with Microsoft Windows 98 or later operating systems. A Pentium 233 MHz processor and 64 MB RAM is recommended.

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