

LanTEEAL

QUICKSTART

LanTEEAL is a complete library available on local area network. It contains the full-text and graphics of over a hundred of the world's best journals in agricultural and environmental issues, including: crop production, plant diseases, dairy and meat farming, natural resources, food science, forestry, animal and human nutrition, and related areas. The search engine instantly returns results from a database composed of CABI and other index records. This sheet briefly explains the uses and capabilities of LanTEEAL to help you get started using it.

LanTEEAL provides:

- an index to the articles in the journals
- software to search the entire index (Folio)
- software to view the actual pages of journals (Image View and Adobe® Reader®)

To begin the operation of TEEAL, double-click on the TEEAL icon that is located on your desktop, or go to the Start Menu and to Programs to select TEEAL.

Using LanTEEAL

BROWSE

Finding and browsing through a particular journal

An alphabetical list of journals in the TEEAL database appears in the left hand window in the **Browse** mode. If you do not see this list of journals, click on the **Browse** tab at the top of the window. To look through an issue of a journal, click the closed book icons to expand the contents of a journal.

FULL-TEXT

Viewing Full-text

In the right hand frame, click on the link that says **Click here to browse journal page by page** to bring up an electronic copy of the cover of the issue selected. **OR** If you do not see this link, then **expand the contents** (at left) **to the article level**, and in the right hand frame you can click on a link that says **View Article** (which indicates that this journal's recent content is as Portable Document Format (PDF) files that open in *Adobe® Reader®*). There are 2 full-text viewers:

1-Inside Image View

Buttons with icons on the image viewer allow moving through the entire issue, enlarging the page images, and rotating the pages. If you let the cursor rest on any of the buttons, a help box will appear to tell you the purpose of that button.

Image View back to Folio

To return to the list of journal contents in Folio, click on the button with an icon that looks like a book. This takes you out of that journal, and back to the browsing and searching system.

Zooming on text and graphics

In *Image View*, to enlarge pages to improve their legibility on the screen, click on the button with a + inside a magnifying glass, and the entire image will enlarge, or left-click the mouse. To decrease the size of the image, click on the button with a – inside a magnifying glass, or right-click the mouse. To enlarge portions of the image, select the text by clicking and dragging over that portion with the mouse, and then press the button with the + in the center of a square formed with dotted lines. To return the full page to the screen, use the button with the up and down arrows.

2-Inside Adobe® Reader® (recent issues of a subset of journals are composed of PDF article files that open in *Adobe® Reader®*)

The buttons on the toolbar allow navigating through an article, enlarging the page images, rotating the pages and printing. If you let the cursor rest on any of the buttons, a help box will appear to tell you the purpose of that button.

Adobe® Reader® back to Folio

To return to Folio, click on the minimized Folio Views window located in the toolbar at the bottom of your screen.

Zooming on text and graphics in Adobe® Reader®

In *Adobe® Reader®*, you can use the zoom feature to enlarge pages to improve their legibility on the screen. Click on the button with a + inside a magnifying glass, and the entire image will enlarge. To decrease the size of the image, click on the button with a – inside a magnifying glass. (If you do not see the Zoom buttons, go to top of your screen and select **Tools**, then **Zoom**, and then click on **Zoom Toolbar**.)

Next page, *SEARCHING...*

SEARCH

Searching the index on a keyword, topic, or subject grouping

The search mode allows searching the index by subject to find articles on a topic. Click on the word **Search**, located at the top of the screen, and choose **Basic Search** to bring up the search template. The **keyword** option on the search template searches the bibliographic records, descriptors and abstracts. It does not search the full-text of the articles. Here are some sample searches:

wheat and "disease resistan*"
"weed control" and rice
(corn or maize or zea mays) and intercrop*
phosphorus and "tropical soil*"

These searches use several typical searching capabilities:

1. "**quotation marks**" are used to search words as a **phrase**. If quotation marks are not used, articles that contain the search words anywhere, in any order, will be selected.
2. The * is used to **truncate**, or shorten, the root of a word to include all variant forms of that word (e.g., intercop* would locate articles containing intercrop, intercropped, intercrops, or intercropping.)
3. **AND** finds articles containing all search terms listed.
4. **OR** finds articles containing any search terms listed.
5. **(Parentheses)** are used as in algebra, to ensure groups of words are combined in the designated order.

Finding an article using an author's name

Begin your search by typing the author's last name in the author box. When the name of an author is entered in the author box, the Word Wheel to the right moves toward that name in a complete list of authors. When the author's name appears in the Word Wheel, double-click on the highlighted name to insert it into the search input box. This will search the name in the exact format in which it is found in the database. **Only one author can be searched at a time.**

Displaying records

After performing a search, the first record in the list of citation (or hits) is displayed. To move from the first citation to the next, use the down arrow cursor key on your keyboard. To see the list of all of the citations found, click on the **Citation List** tab at top of the window. The full citation can be viewed by double-clicking on the brief citation in the **Citation List**. Any article can be printed from the **Print Article** link on each citation (if it is a PDF file, first open the article using the **View Article** link and then print from within Adobe® Reader®).

PRINT

Page Printing: A single page at a time can be printed from within *Image View* by clicking on the printer icon while displaying a page image. The standard print menu will appear. Click "OK" to print. In *Adobe® Reader®*, you can specify which pages to print, or just print the entire article by selecting the printer icon.

Article Printing:

The Folio search and browsing software must be used to print entire articles that open in *Image View*. Citations to articles appear in the right hand frame after searching and browsing. Choose the **Print Article** link from the citation. The standard print menu will appear. Click "OK" to print.

For PDF articles, use the **View Article** link in the citation to open the article in *Adobe® Reader®*. Click on the **Printer** icon, and then click "OK" to print.

HELP

Online help

A custom-written online help section is included in TEEAL. Go to the toolbar at the top of the screen and select **Help**, and then **Contents**. Additionally, for PDF article viewing, *Adobe® Reader®* has its own Help option.

TEEAL is a project of the Albert R. Mann Library at Cornell University in cooperation with over 60 publishers and with the ongoing support of the Rockefeller Foundation and other donor agencies that fund TEEAL sets at institutions.

CONTACT

email teal@cornell.edu tel (607) 255-7317 fax -0318

TEEAL, Albert R. Mann Library, Cornell University, Ithaca, NY 14853 USA

www.teal.org