

Quick Search

Use the Quick Search box on the Home page to quickly find articles in the TEEAL database.

- Type in any search term, or multiple search terms, including subject keywords, all or part of an author name, article title, journal title, location, or year.
- Click the **Find It** button to perform the search.
- The **Search Results** page will open to display your results.
- Use **Boolean operators** and **parentheses** to expand your search or combine terms (see table below)
- To search specific fields, go to **Advanced Search**.

Tip: Searching for a very general term, such as “farm,” may slow down the search performance. Try to narrow your search to specific terms.

Below are some examples of searches you can do:

a word	cassava
a number	2004
any combination of letters and numbers	Y2K
a phrase	“rural development”
boolean operators: and/ or/ and not	wheat and rice pest or disease livestock and not feed
Spanish boolean operators: y/ o/ y no	trigo y maiz
French boolean operators: et/ ou/ et sans	millet ou mais
combined boolean terms	(wheat or rice) and not disease
wildcards	agricultur* wom?n

Advanced Search

Advanced Search enables you to narrow your search by selecting specific fields, such as Article Title, Author, Descriptors, or Date.

Limit Search by Date

- Type the year range desired into the boxes labeled “Date From”. Type the earlier year first.
- Coverage for many journals in TEEAL starts in the 1990’s.
- If you put a year in the first (From) box, but no year in the second (To) box, your results will include all records starting with the From year up to the most recent date in the collection.

Limit Search by Journal(s)

- Click on a journal(s) in the “Available” list on the left-hand side of the “Select Journals to Search” box.
- Double-click on a journal(s) or use the Add/Remove buttons to insert/remove journals in the “Selected” list.
- If you leave the right-hand box blank, you will search all journals in the TEEAL collection.
- Hold down Ctl to select more than one journal.

Other Options

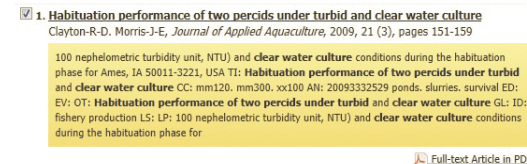
- Use and combine **Boolean operators, parentheses** and **wildcard characters** in the search boxes.



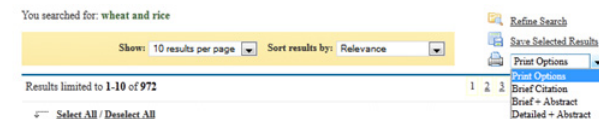
Mark, Save & Print Citations

TEEAL allows you to mark citations in your search results for saving and printing.

- To mark citations, you must be on a Search Results page.
- To select a citation, click on the checkbox to the left of the article title.



- To select all citations on a page, click the **Select All** link just above the left-hand column. (To deselect all citations on a page, click the **Deselect All** link).
- TEEAL will remember which citations you mark if you browse through multiple search results pages.
- To save marked citations, click the **Save Selected Results** link near the top right of the Search Results page. A dialog box will open, allowing you to open your citations with a program of your choice or save them to a text file.
- To print your marked citations, select your option from the **Print Options** drop-down menu (see below). A dialog box will open if there is a printer installed on your computer or network.



FAQ

1. How do I view articles?

If you are browsing, click through to the journal, volume/issue, and article that you want. Click on the article title link and you will see the full citation for the article. Click on the “Full-Text Article in PDF” link to open the article in Adobe Reader.

If you are searching, once you arrive to the **Search Results** page, you can view an article directly from the list by clicking the “Full-Text Article in PDF” link at the bottom of every result. Alternatively you can see the full citation first, and then click the full-text link at top right.

2. How do I find a particular article? I already have the citation.

Go to **Advanced Search** and enter in either the author’s last name, article title, or other primary information. Choose the appropriate field in the drop-down menu at right (Author name, Article Title, etc.) and click Search. Alternatively, go to the Journals A-Z tab and locate the Journal title from your citation, then click on the Year then Volume/Issue that your article is in.

3. How do I search when I’m looking for variations of a term? Say I want to find articles on farms or farmers or farming in Sudan?

TEEAL automatically searches for grammatical variations on words.

4. How do I search for a phrase?

Simply type in your phrase in quotation marks, such as “*integrated pest management*” to search for all documents with that phrase.

FAQ (continued)

5. What is the AND, OR, AND NOT menu for in Advanced Search?

These are called Boolean operators. They allow you to combine search terms to make complex queries of the database. AND is the default setting, which means the database will return records that include all search terms given. You can use Spanish or French Boolean operators instead of English operators, if you prefer. Please see **Combine Search Terms** in the Help section of the TEEAL program for more information.

6. Some journals don’t show the individual issues, just one big issue. How do I get to the articles?

Some of our content was scanned from print, rather than born digital, and cannot be kept as a collection of separate articles because of the scanned file format. You may access the articles within the larger issue. **We apologize for the inconvenience.**

7. Can I use TEEAL on the internet?

It is strictly forbidden to access or provide access to TEEAL via the Internet. Violation of this rule has serious repercussions for the TEEAL project and puts future efforts at risk.

8. What if I find a defect or bug in the software?

If you encounter a defect or error in the TEEAL software we would greatly appreciate it if you would contact us immediately to report it at teal@cornell.edu. Please provide a description of the defect, both written and with screen shots if possible.

For more information, we invite you to visit the Help tab in the TEEAL program. Thank you!

E-mail: teal@cornell.edu
Website: www.teal.org



teal

a digital library for excellence in
agricultural research and education

Getting Started

Here is some basic information to help you get started discovering and downloading articles from more than 275 journals in the TEEAL collection.

Quick Search:

- Type any keywords or search terms into the Quick Search box on the Home page (author, subject, location, year, etc.).
- Click the **Find it** button.

Browse by Journal Title:

- Click on the **Journals A-Z** or **Subjects A-Z** tab.
- Click on a letter to display all journals in the collection beginning with that letter.
- Click on a journal name to see the list of year(s) available.
- Click on a year to display available volumes and issues.
- Click on an article title to display the citation, and to get to the full-text PDF article.

Navigation:

- Use the tabs at the top of the window, or the links near the bottom, to navigate through the program.
- Click on the links in the “breadcrumb trail” at top left to return to previous pages.
- Use your browser’s **Back** and **Forward** buttons to navigate through pages you have already visited.