

## Searching and saving content in the Publications service and WRAP

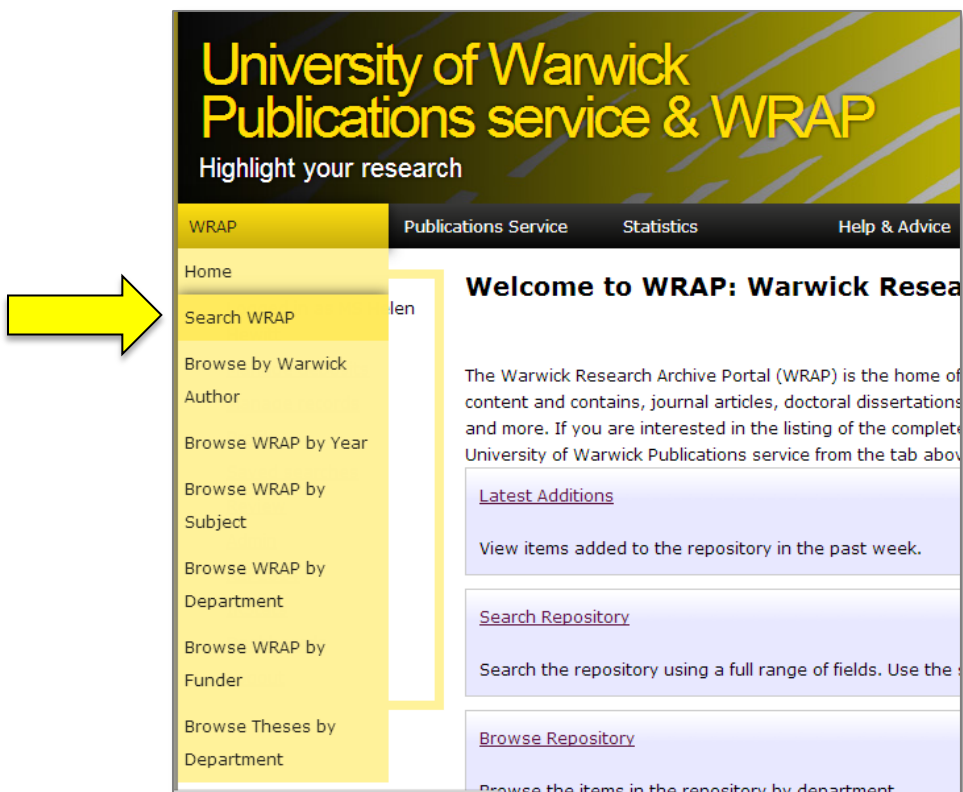
In this document you will find information on the different search options, how to refine and order your result set and how to save and export the results.

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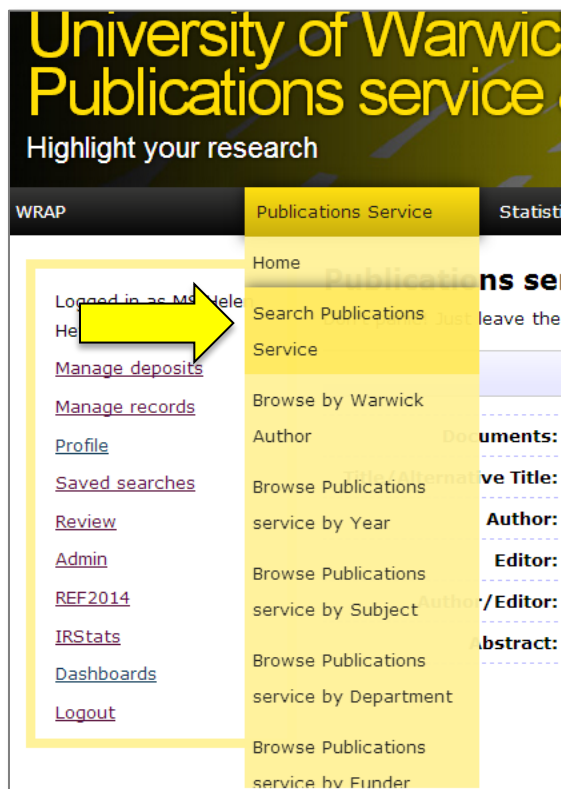
### 1. How to search

The screenshot shows the WRAP homepage. At the top, there is a yellow banner with the text "University of Warwick Publications service & WRAP Highlight your research". Below this is a navigation bar with links for "WRAP", "Publications Service", "Statistics", and "Help & Advice". The main content area is titled "Welcome to WRAP: Warwick Research Archive Portal" and includes a "Search Repository" section with a search field and instructions. A yellow arrow points to the "D" link in the left-hand navigation menu.

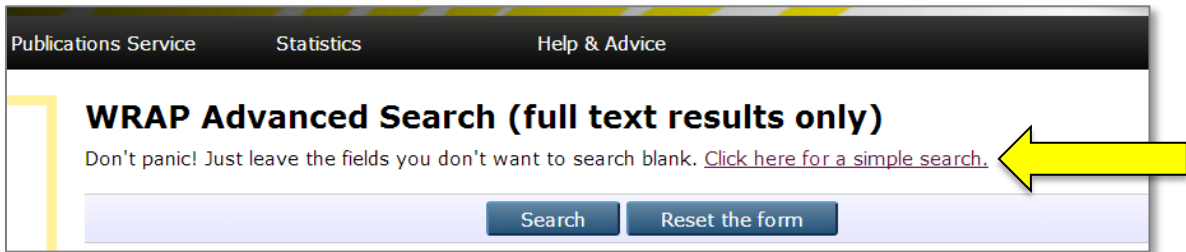
You can search the repository from the WRAP homepage. This links to the '**WRAP Advanced Search**' form which searches for full text results only. You can also reach the same search from the drop down menu under the WRAP link (pictured below)



If you want to search all content in the repository you can use the **'Publications service Advanced Search'** form found under the **'Publications service'** menu on the homepage.



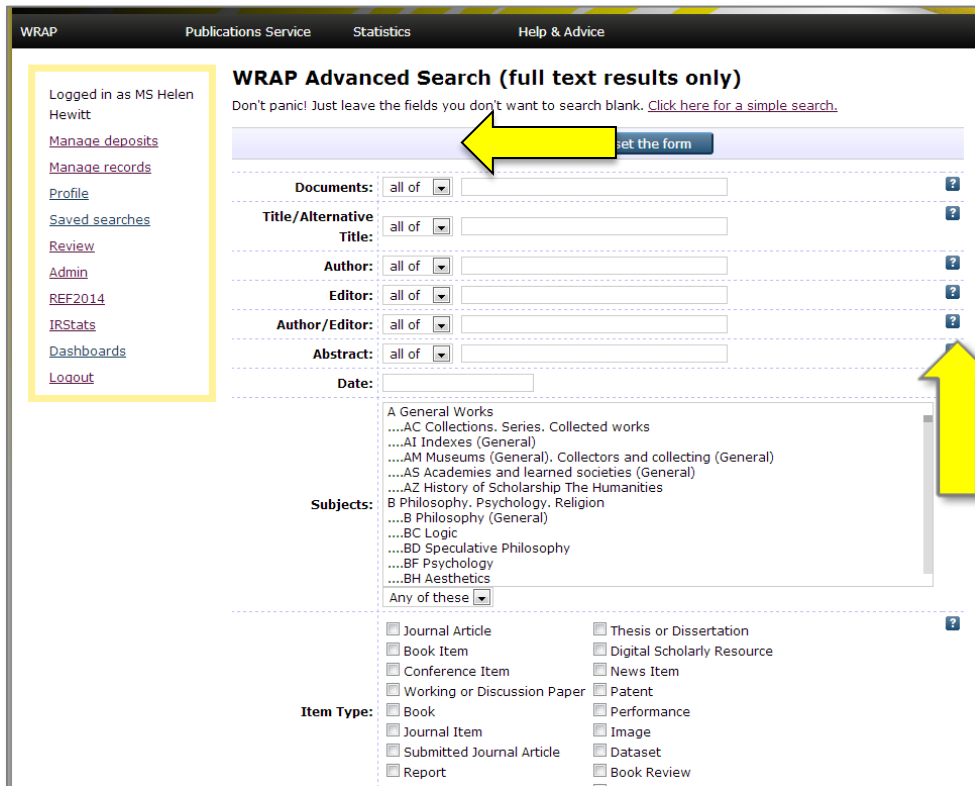
You can also search using the **Simple Search** page which will search both WRAP and the Publications service. You can find the link to this on the Advanced Search page




The standard university search box in the top right hand corner of WRAP is also set to search WRAP and Publications service content only



This is the Advanced Search form, all of the full-text documents in WRAP will be searched from this form (see picture below)



Each of the search form fields has a clickable icon  with additional information about that field, and at the start of these field sections there is a drop down menu so that you can choose:

- **'all of'**- all your search criteria be matched by results (an AND search)
- **'any of'**- any of the search criteria be matched by results (an OR search)

The default is for **'all of'** search, except on the Subject and Divisions fields where the default is **'Any of these'**

## 2. Refining your result set

Following a search you can narrow your results set by using the **'Refine search'** tool at the top and bottom of the form. For example by adding a date or checking **'journal article'** from the **'Item type'** field and clicking search



The screenshot shows a search results page titled "Documents matches 'Adversity'". It displays "Displaying results 1 to 20 of 217." and a navigation bar with links for "Refine search", "New search", "Save search", and a list of page numbers from 1 to 11, followed by "Next". Below the navigation bar, there is a section for "Order the results:" with a dropdown menu set to "by year (most recent first)" and a "Reorder" button. To the left of the "Reorder" button is an "Export" button. To the right are links for "RSS 1.0", "Atom", and "RSS 2.0". The main content area lists three search results, each with a small thumbnail icon to its right. A yellow arrow points to the "Refine search" link, and another yellow arrow points to the "Reorder" button.

Change how your results are viewed by using the **'Order the results'** tool at the top and bottom of the Advanced Search page. Choose from the drop-down menu and click **'Reorder'**

### 3. Saving searches

You can regularly check a particular search.

If you run a search when logged in using your Warwick Username and Password, you will see a link 'Save search' at the top and bottom of your results set.

The screenshot shows a search results page titled "Documents matches 'Domestic ' AND Date is between 2010 and 2013 inclusive". It displays results 1 to 20 of 335. The interface includes a search bar, a "Save search" link highlighted with a yellow arrow, and a list of search results. The first result is by Christine Achinger (2013) and the second is by Shaun Breslin (2013). There are also options to export results and subscribe via RSS or Atom.

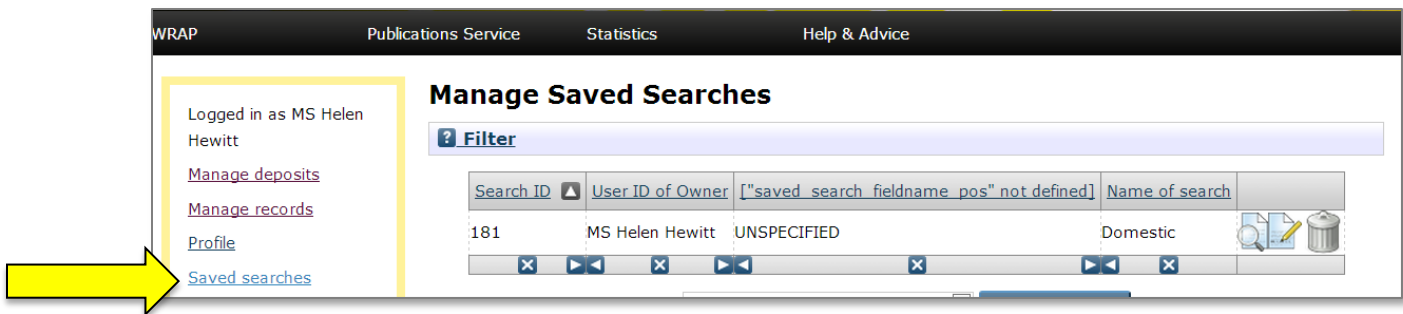
Click on this link to save the search and use the options in the 'Edit' screen to set up an email alert for new WRAP items which match your search criteria.

The "Edit" screen allows users to modify their search criteria and settings. It includes a "Name of search" field with the current search text, an "Email alert" section with a dropdown for "Frequency of saved search email" (set to "Never"), radio buttons for "Mail empty results" (set to "Yes, mail me empty alerts."), and a "Make search public?" section with radio buttons (set to "No. Only I will have access to this search."). Buttons for "Cancel" and "Save and Return" are present at the top and bottom.

You have options here to name your search, set the frequency of Email alerts and choose to make your saved search public. A public search is one that you can share a link to, allowing others to instantly access your search results.

Use the clickable icons  for additional information on options.

**Save and Return** the page. When you are logged in you will have a link on the left hand side menu, **'Saved searches'** use this to edit or delete the saved search.



#### 4. Setting up alerts

Every search that you do can be turned into an RSS/Atom feed. Items which match your search criteria can be fed through RSS feed readers, or you can incorporate the feed into a web page.

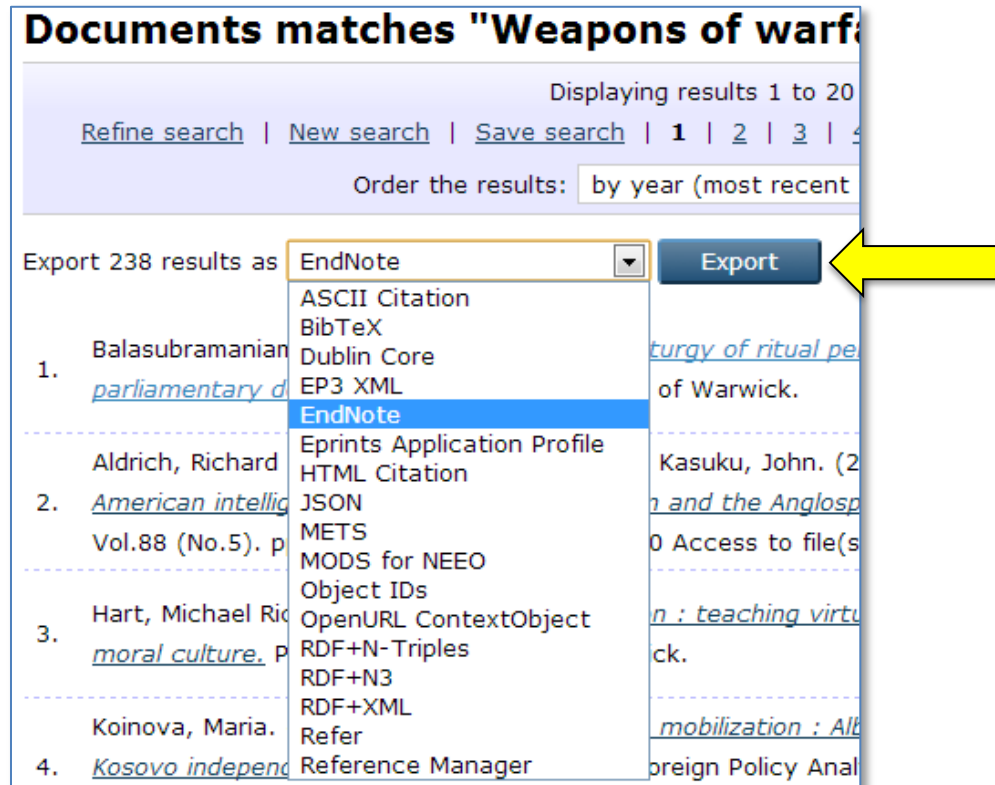


There are clickable orange icons  at the top right of your results set.

The Research Exchange has guides to [using RSS feeds](#) and feed readers. The IT Services website also has instructions on [how to add an RSS feed into a University of Warwick Sitebuilder web page](#).

## 5. Exporting search results

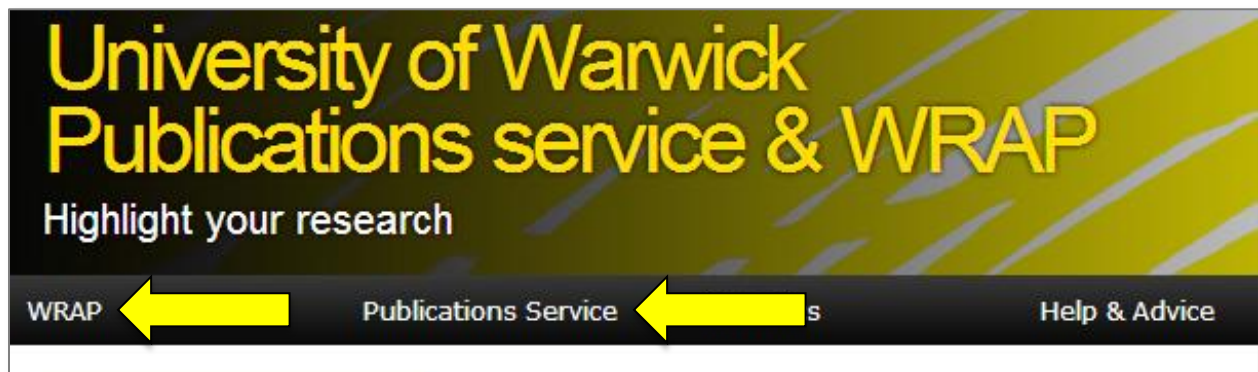
WRAP search results can be exported in a variety of formats, including those compatible with EndNote. Select your preferred format from the drop down list and save the file. The Library website has instructions on using [EndNote](#).



The screenshot shows a search results page titled "Documents matches 'Weapons of warfa...". It displays "Displaying results 1 to 20" and includes navigation links like "Refine search", "New search", and "Save search". Below the search controls, there is a section for "Export 238 results as" with a dropdown menu. The dropdown menu is open, showing various export formats: EndNote (highlighted), ASCII Citation, BibTeX, Dublin Core, EP3 XML, Eprints Application Profile, HTML Citation, JSON, METS, MODS for NEE0, Object IDs, OpenURL ContextObject, RDF+N-Triples, RDF+N3, RDF+XML, Refer, and Reference Manager. To the right of the dropdown is an "Export" button, which is highlighted with a yellow arrow.

## 6. Browsing for content in the Publications service and WRAP

You can browse for content by author, year of publication, subject area, department or funder. Use the 'WRAP' or 'Publications Service' drop-down menu on the home page to select your choice.



The banner features the text "University of Warwick Publications service & WRAP" in large yellow font, with "Highlight your research" below it. At the bottom, there are three navigation options: "WRAP", "Publications Service", and "Help & Advice". Yellow arrows point to the "WRAP" and "Publications Service" options.