

BIOGRAPHY Quick Search Tips



1 Select one or more databases to search

2 Choose *Advanced Search*, *Basic Search*, *Browse* or *Thesaurus*

Advanced Search

Search by any combination of name, profession/activity, keyword, place of origin, gender, and more.

Basic Search

Automatically includes the All-Smart Search (a rules-based search). Just enter terms, or a more structured Boolean search.

Browse

Not sure of the precise term or spelling? See what's available among all names, professions, and other options.

Thesaurus

Get related terms for professions and activities, if available, matching whatever term you submit.

3 Print, E-Mail, or Save Results

Print Email Save

In Print, E-Mail, and Save, you have 3 options for the versions of the biography you wish to use. Use the following options in the Fields section of the Print, E-Mail, Save page to choose the appropriate version:

Full text & images included, if available: this will include *all of the Biographies* on the person you choose; for example, there are 3 biographies of Colin Powell; choose this option if you wish to Print, E-Mail, or Save all 3.

All Citation Fields: this will include the *specific biography* you were looking at; for example, if you were looking at the 2nd biography of Colin Powell, it will only Print, E-Mail, or Save that specific biography (if you were not looking at a specific biography, it would Print, E-Mail, or Save the first listed biography of the person).

Brief Citation Display: this will include only the *brief listing* of results, not the actual biography.

Advanced Search

To find a person by name, just enter the name in the **Search For** box, and click **Start**.

To find profiles by profession, place of origin, gender, date of birth and other options, enter the term in the **Search For** box, and use the dropdown menu to specifically search those fields.

Cross-search by entering other words in the additional **Search For** boxes.

Select **And**, **Or**, or **Not** from the dropdown boxes for more precision.

Click **Start** to launch.

Limit to people with images.

Basic Search (not shown)

Enter a name or search topic in the **Search For** box. ● Click **Start** to launch.

Browse (not shown)

Enter a name or search topic in the **Browse For** box. ● Use the dropdown menu at right to specify which parts of the database to browse: Persons, Professions, or Places of Origin, for instance. ● Click **Start** to launch. ● Click on any term in results to retrieve records for that term. ● Click (in the bottom taskbar) to view more results.

Thesaurus (not shown)

Enter a name or profession in the **Search Thesaurus For** box. ● Click **Start** to launch. ● If alternate terms are suggested, click on any alternate term to retrieve records for that term. ● Click the **records** link in results to retrieve records for any red highlighted term. To retrieve records for multiple terms, use the checkboxes at left and click **Search Marked Subjects** at bottom. ● Click (in the bottom taskbar) to view more results.

Brief display

Displays a list of relevant records.

To narrow results to just biographical articles: Click the **Bios/Obits** icon in the legend. (This option is most useful when searching multiple databases which include non-biographical resources.)

To narrow results to just entries with images: Click the **Image** icon in the legend.

To display the master record, including links to all available articles: Click the name.

To narrow results to selected entries: Use the checkboxes, and click **Get Marked** in the bottom taskbar.

To view a photo of a person: Click the photo icon.

To see more results: Click the forward arrow in the bottom task bar. Other arrows take you to the previous page of entries, and the first or last page. To go to a specific page, enter a number in the box and press enter.

To clear all checkboxes: Click **Clear Marks** in the bottom taskbar.

Full Display

Returns a list of master records. Click on links for biographical profiles, articles from magazines, books and book reviews, or photographs.

To toggle between brief display and full display, click Brief or Full in the bottom task bar.

Search History

Need to save results for future sessions?

- Click the **Search History** button.
- Create an ID: Enter your private name/word/number in the ID entry box at the bottom of the screen, and click **Sign On**.
- Use the checkboxes under **Active Searches** to mark which searches to save. Enter a name in the **Save As** box. (Scroll down to view.)
- Click **Save**. The name of your search and its "last modified" date will appear under **Saved Searches**. WilsonWeb retains searches for six months from the time you last modify your Search History.

When you return to WilsonWeb, select the databases you searched before, open the Search History screen, enter your ID, and click **Sign On**. All your saved searches will be listed. Select a search, and click **Load**. Details of the search will appear in the **Active Searches** area of the screen.

Select the loaded search using the checkboxes, and click **Start** to retrieve records. Click **New Results** to retrieve only new records since your last session.