



Quick Reference Guide

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1. Getting Started

WilsonWeb

The H.W. Wilson Information Retrieval System for the World Wide Web provides several search tools for accessing information stored in databases. You can search for records pertaining to a topic of interest, then print, email or save those records. This Quick Reference Guide provides information about using WilsonWeb.

System Requirements

Operating Systems

WilsonWeb supports Windows 95, Windows 98, Windows NT 4.0, Windows Millennium Edition, Windows 2000, Windows XP, plus the Mac OS 9 version, or later. It should be noted that some earlier operating system versions have reached their product life-cycle end and are no longer being supported by their manufacturer. Regularly check that you have installed the most recent Service Packs available from Microsoft or Apple, as this can often resolve problems.

Browsers

Although WilsonWeb works well with most commonly used browsers, a majority of our customers have used either Microsoft Internet Explorer, Netscape, and/or Firefox as their browsers of choice. For IE or Netscape users, however, we recommend that for best results Microsoft Internet Explorer 5.01 and Netscape 4.7 or later versions be used (with the exception of Netscape 6.0 and 6.1 which will not be supported). Earlier browser versions (and those later versions mentioned for Netscape) are unlikely to give satisfactory display results and will not be supported. The Safari browser (versions 1.3 and higher) is also approved for use with Mac systems.

AOL customers may use the AOL Explorer 1.2 browser (minimum AOL system requirements for this browser include the use of Internet Explorer Version 6.0 and the Windows 2000 or higher (Recommended XP) operating system, on the computer). Otherwise, minimize your AOL screen and select the Internet Explorer (or other supported) browser on your desktop.

The Opera browser is not approved for use with WilsonWeb, pending review.

Please note also that Microsoft and Netscape provide free Service Packs and other bug fixes to their browsers that often improve the behavior with WilsonWeb and other web sites. If you are experiencing problems, it may help to ensure you have the latest bug fixes patched into your browser. Check <http://support.microsoft.com> or <http://www.info.apple.com>.

Browser Settings

WilsonWeb uses 'cookies' to manage session information while you are connected. Please ensure that cookies are enabled (they are enabled by default and will have only been disabled if you took steps to disable them).

It is important to note that if a popup blocker is being used, **you must allow for popups from “hwwilsonweb.com.”** This is critical for the correct operation of such features as Help, Save, Print, WilsonLink, Dynamic Holdings and other WilsonWeb features that launch separate windows for the requested function.

Also, for best performance, ensure that sufficient cache space is available (a few megabytes is usually sufficient, more is better) and that your browser is set to automatically check the server for more recent versions of cached pages. Again, this is the default setting.

Plug-ins

WilsonWeb only requires one plug-in. In order to view PDF formatted records (used in full text databases), you will need the Adobe Acrobat Reader 4.0 plug-in, as a minimum. At no charge, the latest version can be downloaded to your computer at:

<http://www.adobe.com/products/acrobat/readstep.html>

Administrative Module and Customization

Many parts of the WilsonWeb interface are customizable. The library administrator may determine various user groups, control access to the system, select button text, generate usage reports, and add up to three buttons for patron usage, among other things. Users can customize search results and how those results display for the duration of their search session.

Selecting Databases

At any time during your search session, you can select one or more databases from those that are available.

At the top of each search page, you will see the databases to which your library subscribes. Scroll through the available databases and mark the one(s) you want to search.

Search the Selected Databases

Click **Advanced Search**, **Basic Search**, **Browse** or **Thesaurus** in the left-hand toolbar. The button names may appear different because the names are a customizable feature by your library's system administrator.

You will notice that after making your database selections on the **Advanced Search** page, the screen automatically presents the appropriate search choices. If you simultaneously select a biographical database, such as Current Biography and a non-biographical database, such as Readers' Guide, the program will default to a generic search screen.

2. Strategies for Finding Information

Basic Search — click a radio button to determine a searching strategy.

Simply enter terms — searching automatically includes the **All-Smart Search** (a rules-based search).

Boolean operators — enter a constructed search string, for example: **(hudson river and contamination) and (feature article in dt)**. Look in the online **Help** for other examples.

Advanced Search — this method is best for focusing the search results. Enter your query and select from several dropdowns and other limiters to the search, click **Start**.

Searching in a Specific Field — your search results are likely to be more focused if you select a specific field from a dropdown box next to the term entry box.

Searching in All-Smart Search — this strategy is a rules-based search based on Wilson's rich indexing metadata. Results are displayed according to relevancy –ranking.

Searching in Keyword — this strategy locates terms only in bibliographic citation fields and abstracts. The full text of articles is not searched, avoiding irrelevant hits.

Browse — a helpful series of alphabetical lists (fields in the dropdown box) that help find specific records. For example, **Browse** can help locate a journal's name when its spelling is in question.

Thesaurus — perhaps the best way to find suggested subject headings. It presents both **Broader** and **Related** terms, plus **Used for:** terms. Click on the highlighted words retrieved to start a system search. By clicking on a blue term, the user stays within the **Thesaurus** and can view other possible subjects.

Search History — the results screen reports searches as **Active Searches** during the search session, with each search displayed in literal query syntax. The report includes the number of records found and the date that the search was last run. Searches can be combined and queried again as Boolean searches. You can also eliminate a search entirely. Create your ID# and you can save a search for future reference and updating.

Searching Multiple Databases — you can select and search more than one database at a time. When doing so, you should keep the following in mind:

1. The databases may not have all fields in common.
2. If you limit your search to specific fields in **Advanced Search** or in **Browse** modes, you will only retrieve records from those databases that contain the field.
3. Each database has its own set of limiters.

3. Getting Help on WilsonWeb

Help

Help is available from any screen on WilsonWeb. By clicking on the Help button, the user is taken to a dynamic popup window that describes the current screen. Near the top of the screen are tabs that take the user to other useful information such as InfoCenter, Tutorials, the Journal Directory, and Database Descriptions. On the left side of the screen is a listing of all Help topics. Any topic can be selected for review.

Tutorial

The Tutorial tab is found on the Help window. The tutorials offer basic instruction on how to navigate the system, how to conduct searches, and how to view results.

Database Descriptions

A Database Description tab is on the Help window. Follow the appropriate links to find a detailed description for each database.

Journal Directory

Click the appropriate tab on the Help window to locate complete lists of periodicals for each database. This is a dynamic application that allows you to select what information you need about each database, or a combination of databases.

4. Searching with WilsonWeb

Basic Search

Searching automatically includes the **All-Smart Search** (a rules-based search). Simply enter terms, or type in a more structured Boolean search.

To search for specific terms, using the All-Smart search:

1. Select one or more databases from the yellow selection area.
Click **Close Database Selection Area** or **Open Database Selection Area**, as appropriate.
2. Enter a word or phrase.
3. Mark or unmark the full text search option: **Also search within the full text of the articles, for extra results**
(Choice available only for appropriate databases.)
Note: The new WilsonWeb database called **Play Index** has a unique Basic Search screen. Instead of offering the **Also search within the full text of the articles, for extra results**, as mentioned above, it offers a check box for **Include Book Records**. You can not only search for a play, but also include book records in the search, for extra results.
4. Click **Start**.

To use Search / Boolean operators:

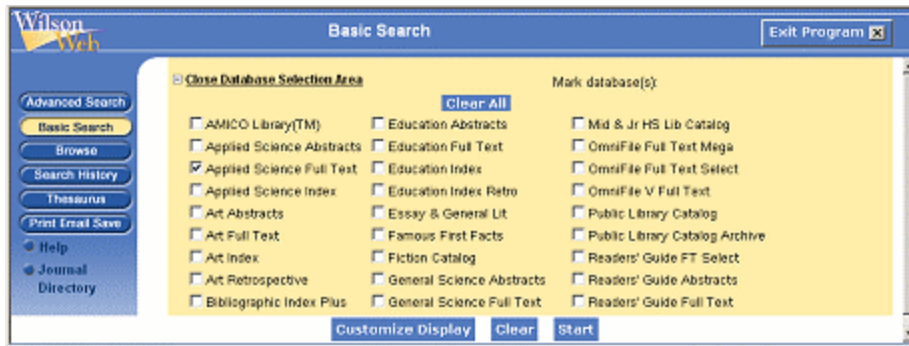
1. Select one or more databases.
Click **Close Database Selection Area** or **Open Database Selection Area**, as appropriate.
2. Enter a constructed search string.
Examples:
Bound phrase: **"Greek tragedy"**
Boolean search: **(painters or sculptors) in Italy**
Boolean search: **((water or contamination) and pollution) in su**

Note: Although automatic as part of the **All-Smart Search**, it is possible to create a **Bound Phrase** by entering quotation marks (" ") around your search terms for any field being searched. This has the effect of turning off stemming/truncation, and searching the exact terms entered. A failure to use the bound phrase in some cases will give the user undesirable results. For example, a search for a play in the Play Title field (tipl) for a play called **Kean; or, Disorder and genius**, will treat the **Or** and **And** as operators, generating a syntax error. If placed within quotation marks, the following search will return the exact play title.

"Kean; or, Disorder and genius" in tipl

See Search/Boolean Operators in the online Help for examples of other Boolean searches using a sophisticated Verity syntax. For information on Bound Phrase searching, and other search techniques, see Construct a Search Query in the online Help.

3. Click **Start**.



To change display options:

In the bottom taskbar, click **Customize Display** to open a screen where you can determine which fields are displayed, how records are sorted, how field names are displayed, and how many results are displayed per page.

To clear selections:

In the bottom taskbar, click **Clear**.

Note: The database selection and the sorting options are not cleared when using this button.

Current Issues: Reference Shelf Plus:

A unique visual database, **Current Issues: Reference Shelf Plus** only requires the user to do the following:

1. While on the **Advanced Search** screen, click on the picture/text for the Topic of interest.
2. Next, click on the **Subtopic** of interest, launching the search for pre-selected articles.
3. Click on the article title for the full citation, or on a full text icon, to retrieve the article.

See the online Help for these related topics:

- Construct a Search String
- Limit Field Operators
- Search / Boolean Operators
- Stopwords
- Truncation / Wildcards
- Valid Search Statements

Advanced Search

When searching in **Advanced Search**, you can select **All - Smart Search**. The **All - Smart Search** is the mode of searching on the screen unless you enter a Boolean search. **All - Smart Search** uses a hierarchy of rules based on Wilson indexing and abstracting and then applies Verity search algorithms. The results will automatically show the most relevant articles at the top of the set when the **Sort by Relevance** option has been selected. For detailed information about search rules consult Relevancy Ranking and Search Rules Explained:

<http://www.hwwilson.com/Documentation/WilsonWeb/searchrules.htm>

The **All - Smart Search** results are likely to give you very broad returns. To narrow this search, either return to, or go to the **Advanced Search** screen that includes a variety of limiting options. You may also use the functionality in the **Search History** page that allows you to refine your original search or combine it with a new search. You can also narrow your results by selecting a specific search field.

To construct a search:

1. Select one or more databases from the yellow selection area. Click **Close Database Selection Area** or **Open Database Selection Area**, as appropriate..
2. Enter a word or phrase in the first text-entry area and make the appropriate selection from the **as:** drop-down list. When using the **All - Smart Search** query do not use truncation symbols or other special characters. The Wilson **All - Smart Search** query will automatically search those options. Simply type the word or phrase that you are interested in and click **Start**. The search results will automatically show the most relevant articles at the top of the set when the **Sort by Relevance** option has been selected.

For examples of the **All – Smart Search** query, **Keyword** searches, Bound Phrase searches, and fielded searches, see Construct a Search Query in the online Help.

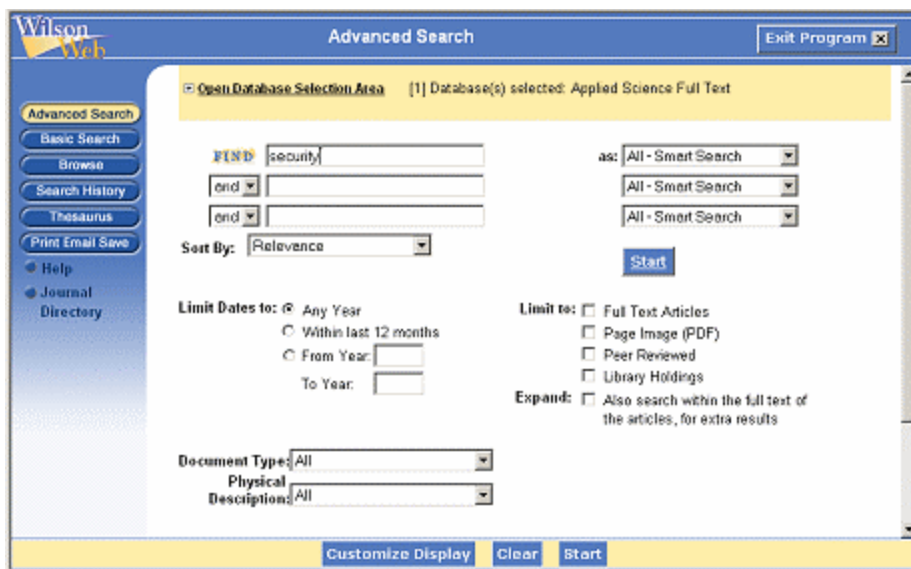
3. To formulate a search within specific fields, select **and**, **or**, **not**, or **in** and enter additional terms in the second entry area. You can also use a third entry area for a more complex search. If desired, modify your search by selecting from the available on-screen options for sorting, limiting, article types, and physical descriptions.

Note 1: Although automatic as part of the **All-Smart Search**, it is possible to create a **Bound Phrase** by entering quotation marks (" ") around your search terms. This has the effect of turning off stemming/truncation, and searches the exact terms entered. A failure to use the bound phrase in some cases will give the user undesirable results.

For example, a search in the Title field for a record called **Companies Not Behaving Badly**, will treat the **Not** as an operator, eliminating all search terms **Behaving Badly**. If placed within quotation marks, the phrase "**Companies Not Behaving Badly**" returns the exact Title.

Note 2: The new WilsonWeb database **Play Index** has a unique two-tiered **Advanced Search** screen. Simplified text entry boxes are used to search fields when looking for a play. There is also a radio button that takes the user to the more conventional Advanced Search screen that can be used for locating books related to the plays within the database.

4. Click **Start**.



To change display options:

Click **Customize Display**, in the bottom taskbar, to open a screen where you can determine which fields are displayed, how records are sorted, how field names are displayed, and how many results are displayed per page.

To clear selections:

Click **Clear** in the bottom taskbar.

Note: The database selection and the sorting options are not cleared when using this button.

Current Issues: Reference Shelf Plus:

A unique visual database, **Current Issues: Reference Shelf Plus** only requires the user to do the following:

1. While on the **Advanced Search** screen, click on the picture/text for the Topic of interest.
2. Next, click on the **Subtopic** of interest, launching the search for pre-selected articles.
3. Click on the article title for the full citation, or on a full text icon, to retrieve the article.

Customize Display

Click the **Customize Display** button on the bottom taskbar to open a specification screen, which has areas for making selections to define how you prefer records to be displayed. Click **Save Changes** to implement this customization for the balance of your session. You can click **Default Settings** to reset the display to the original system default settings, or change settings at any time during your session.

Use the "+" or "-" to expand or collapse the screen to show all available options.

There are four areas in the screen:

Record Display Options

Record Sort Options

Select Fields to Include...

Article Records, Biography Records, Fact Records, and Book Records.

Apply These Custom Settings To...

All Displayed, Printed, Emailed, and Saved Records, Displayed Records only, Printed Records only, Emailed Records only, or Saved Records only

The screenshot shows a settings window with four expandable sections:

- Record Display Options:** Includes a dropdown for "Display Field Names As:" set to "Long labels", radio buttons for "Records per Page:" (10, 20, 50), and radio buttons for "Default Display Format:" (Brief, Full).
- Record Sort Options:** Includes a dropdown for "Sort By:" set to "Relevance" and radio buttons for "Sort Order:" (Ascending, Descending).
- Select Fields to Include in...:** Lists five record types with expandable icons: Article Records, Biography Records, Fact Records, Book Records, and AMICO Library Records.
- Apply These Custom Settings to...:** A list of radio buttons for applying settings to: All Displayed, Printed, Emailed, and Saved Records; Displayed Records only; Printed Records only; Emailed Records only; and Saved Records only.

To modify the display of records:

1. Select the label display, the number of results shown on each screen, and whether or not you want to see a Brief or Full Display.
2. Select how you want records sorted: by date, relevance, or some other field from the drop-down window. Select the sort order of the retrieved records.
3. Check the field options you would like to include in your results. Click to uncheck any fields you prefer not to include.
4. Apply the desired fields to the Custom Settings area, as desired.
5. Click **Save Changes** in the bottom taskbar to confirm.


You can change these options at any time during the search session. When you click **Save Changes** or **Cancel** in the bottom taskbar, you will return to your previous screen.



Search in the Browse Mode

1. Select one or more databases from the yellow selection area.
Click **Close Database Selection Area** or **Open Database Selection Area**, as appropriate.
2. Type a desired term, phrase, or name in the blank term box.
3. Select a field from the dropdown **In:** box.
4. Click **Start** to go to the alphabetical listing.

WilsonWeb displays an alphabetical list with the term(s) you typed placed in the context of choices found in the Browse dropdown list. In the results screen, click directly on the desired term or phrase to retrieve search results.



The screenshot shows the WilsonWeb 'Browse' interface. At the top left is the WilsonWeb logo. The title bar reads 'Browse' and includes an 'Exit Program' button. Below the title bar is a yellow selection area with a dropdown arrow and the text '[1] Database(s) selected: Applied Science Full Text'. A sidebar on the left contains buttons for 'Advanced Search', 'Basic Search', 'Browse' (highlighted), 'Search History', 'Thesaurus', and 'Print Email Save', along with links for 'Help' and 'Journal Directory'. The main area has a 'Browse For:' text box and an 'In:' dropdown menu currently set to 'Subject(s)', with a 'Start' button to the right. Below this are instructions: 'Select one or more databases. Enter words, terms, or phrases and then select the field from the drop-down list. Click Start.' and 'Browse to review the terms contained in a field or group of fields. Select and search for variations of the terms.' At the bottom are 'Clear' and 'Start' buttons.

Searching from the Thesaurus

The **Thesaurus** is a controlled vocabulary list of subjects and related terms used to standardize the indexing in the database. You can select and search for synonyms, related, and preferred terms.

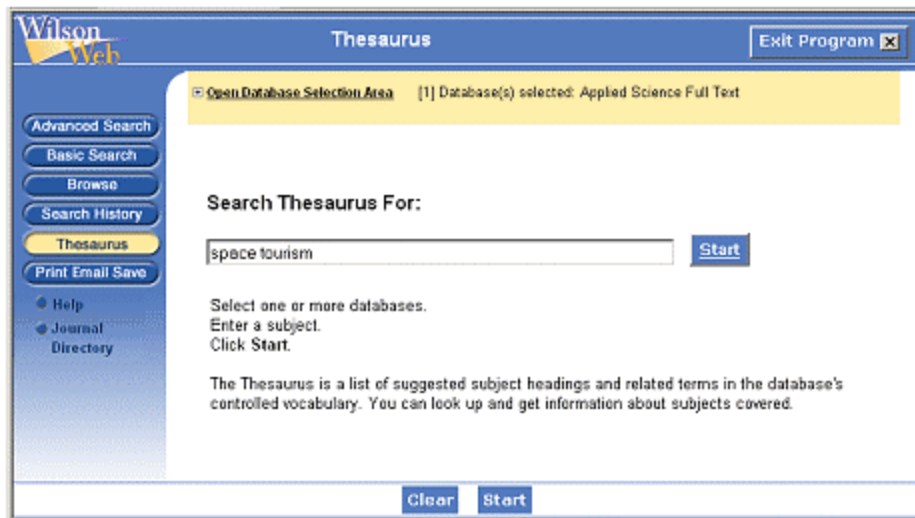
To search for a term:

5. Select one or more databases from the yellow selection area.
Click **Close Database Selection Area** or **Open Database Selection Area**, as appropriate.
6. Enter a term or phrase.
7. Click **Start**.

The results screen displays your term, or a related term, in a hierarchy. The report includes the database(s), and how many related records are available.

To clear terms entered:

Click **Clear** in the bottom taskbar.



Using Search History

This results screen reports each search conducted during your session. Each search is numbered, with the most recent being at the top. Each search is displayed in the Verity search engine syntax, including the database searched and the number of hits (or resulting records). You will be able to manipulate your search results in several ways, including the ability to save a search for later retrieval, retrieving previously saved searches to be updated, combine searches, or delete searches. You can modify any search in the text box areas, or launch a completely new search, if desired.

Also, you can create email Alerts for any search string by clicking the **Alert** button and following instructions.

1. You will need a “unique to you” ID# to log onto this page. To create your own personal ID# or to retrieve previously saved searches, first go to the Sign On entry area near the bottom of the screen.

If you are creating or entering your personal ID#, be careful to enter a set of numbers or characters that are unique to you, otherwise others within your institution may be able to see or modify your search history. Examples for number to use might be a student ID# or a library card#.

Note: You can create more than one ID# if desired, however, you will only be able to retrieve the saved contents of one ID# file at a time.

Enter your ID# before saving active searches or retrieving saved searches.

2. Move saved searches into the active Search String area of the screen for updating.

After you have logged onto the screen with your ID#, you will notice “Your Saved Searches” near the bottom of the screen (listed alphabetically), along with the date these saved searches were last modified. You can now choose to either delete the file saved, or load them into the active Search String area of the screen, by clicking on the appropriate icon, if desired.

3. Updating current session searches, or previously saved searches loaded into the Search String area. Plus, how to create email Alerts.

To update a previously saved search:

Click **New Results** and only the records added to the database since you last modified/saved the search string, will be retrieved.

Click **Rerun** if you wish to re-search the entire search string, returning all records available in the database.

To delete or remove searches:

Mark any searches you wish to delete (it is possible to click **Select All**) and then click **Delete Marked**.

To Save individual searches:

Mark any searches you wish to save (it is possible to click **Select All**).

Next, name your saved search in the **Save As Name:** text entry box to the right of the screen.

Finally, click the **Save Marked** button. Notice that the saved search will drop down to the Your Saved Searches area of the screen, for later retrieval.

To combine searches, use the Search Builder at the top of the screen:

8. Select a Search Number from the dropdown box that coincides with the number assigned to each search in the Search String area.
9. Next, select an Operator from the dropdown box (And, Or, Not) and then click the **Add** button. Notice that the search string has now automatically loaded into the text entry box to the right, along with the operator.
10. Repeat steps 1 and 2, as often as is desired.
11. Click **Submit** to search.

Note: It is also possible to add your own individual search terms or Boolean search strings in the **Search Builder**. For example, you can type in a single term and/or multiple terms (inserting your own “And,” “Or,” or “Not” operators), if desired. Clicking **Submit** would then launch your search in the database(s) most recently selected on your search pages.

To create an SDI Alert on the Search History screen:

1. Either click the check box for the desired search in the Search String area, or retrieve, load, and then check a previously saved search.
2. Click **Alert** to the right of the search string.
3. On the **Set up Your Search Alert** page, enter the required fields and other possible selections.
4. Click **Save Alert**, or **Reset** if you wish to start over.
5. To activate your **Alert**, you must go to the confirmation email that has been sent to your inbox and click on the **Confirm Email Address** link.

How to Update Alerts and Delete Alerts

After activating your **Alert**, a notice screen appears, **Your Search Alert has been Activated Successfully**. Or, the next time you receive an **Alert** email, you will find **Update Alert** and **Delete Alert** links at the bottom of these pages. Select the appropriate link and follow the easy instructions.

Important Notes

The receipt of **Alerts** depends on the use of the correct email address and the good operation of the user's email system. WilsonWeb is not responsible for **Alerts** that are not received.

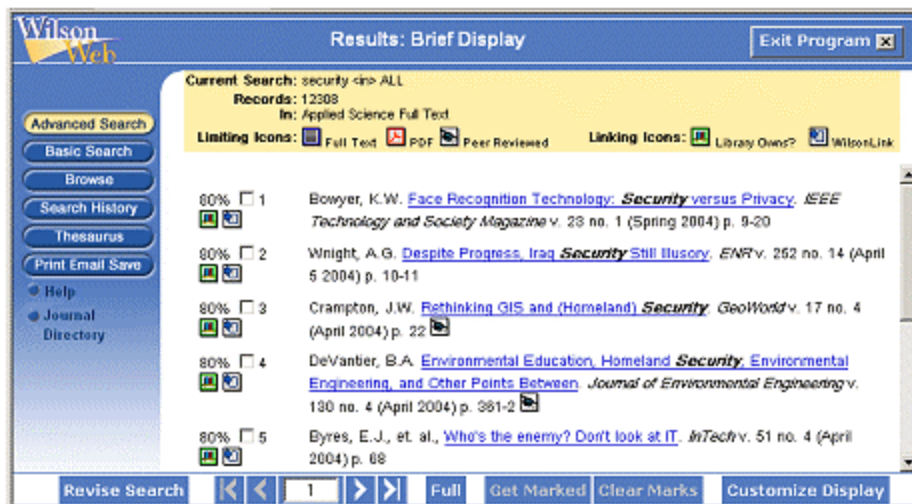
For the unique visual interface, **Current Issues: Reference Shelf Plus**, **Alerts** and the **Search History** page will not be functional because of the nature of the database in which articles are pre-selected.

5. Working with your Search Results

When viewing your search results you will notice at the top of the screen an area that displays the elements of the most recent search. To the right of the window, you will see the number of records found and the databases in which they were found. Immediately beneath the window you will see a legend of icons. Next to each record, appropriate icons will appear automatically. By clicking directly on the icon next to the record, you will be linked to the icon's destination.

Search Results: Brief Display

The results screen lists all the results of your search. By default, the list is sorted by relevance and provides the short form of each citation – the Brief Display. The search query is included at the top of the screen, along with a summary of the total number of records and the database(s) searched. If the number of results is very high, you may prefer to refine your search before examining each record.



In Brief Display:

At the top of the screen are up to six "**Subjects:**" listed for your result set. These represent the most frequently occurring result sets found in the first fifty records of your result set. You may wish to refine your search results by clicking directly on one of these subjects, launching a new search.

Click on the title of the record to see the full display of that record. Simultaneously, all records will have been converted to a full display of the citation (or, Master Record in the case of biography databases) and you may scroll up or down the result set, as desired. Click **Back to Brief** in the bottom taskbar to return to the brief display of all records in your search. If a Full Text icon appears under the record (Full Text – HTML format; PDF – full text in PDF format), click on this image to display the full text of the article. Click **Full** in the bottom taskbar to toggle to the full display of all records in your search.

To the left of the record you may see "**Link to:**" icons that link to WilsonLink, your library holdings, and/or your InterLibrary Loan form.

Toggle between **Brief** and **Full** display of the citation by clicking the buttons on the bottom taskbar, as desired.

For the **Art Museum Image Gallery** database, click on the thumbnail image to open a screen with links to Medium or Full Size images of the work.

For biography databases with images, click the thumbnail image to open a larger image.

For the **Current Issues: Reference Shelf Plus** database, click on the record title to view the Subtopic article in full citation, or the full text icon to view the record.

To further refine your search from this page:

To limit the search results to Full Text, PDF, or Peer Reviewed articles (or, Bios/Obits, or Images in biography databases), click on the appropriate icon in the Legend near the top of the screen. WilsonWeb will then do another search that includes these limiters.

To refine your search from a search screen, either click on the **Revise Search** button in the bottom taskbar (returns to the last screen used), or click directly on any search screen button desired, in the left toolbar.

To modify the display of fields included in your results:

Click **Customize Display** in the bottom taskbar.

To view the succeeding group of results:

Click the Next page symbol ">" in the bottom taskbar.

To view the preceding page of results:

Click the Previous page symbol "<" in the bottom taskbar.

To view the last page of results:

Click the Last page symbol ">|" in the bottom taskbar.

To view the first page of results:

Click the First page symbol "|<" in the bottom taskbar.

To Jump To any page desired of results:

Enter a new page number in the number entry box in the bottom taskbar, and click your computer's **Enter** button.

Mark the results that interest you.

To mark / unmark records:

Click the checkbox next to the record.

To show only records you have marked:

Click **Get Marked** in the bottom taskbar.

To print, email, or save results:

Click **Print Email Save** on the left and follow directions.

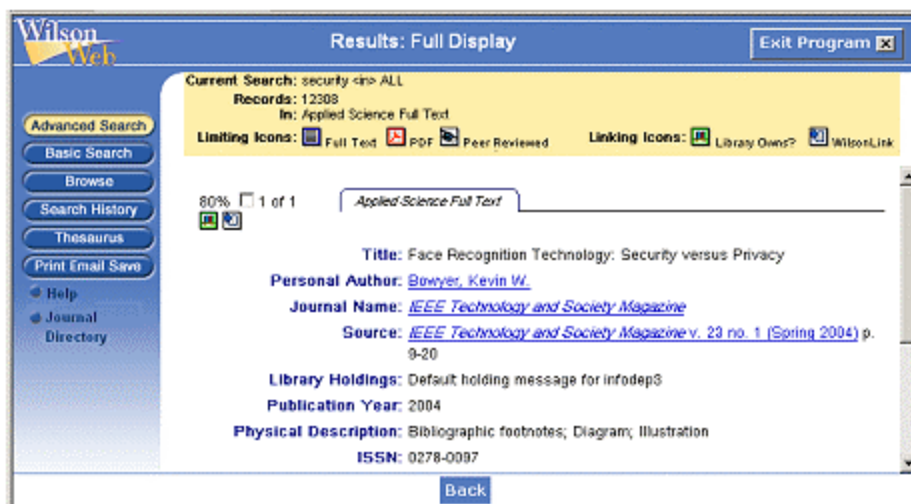
To clear selections:

Click **Clear Marks** in the bottom taskbar.

The **Search History** screen tracks and saves your searches.

Search Results: Full Display

The results screen reports on your search and lists all results. By default, the list is sorted by relevance. The search query is included at the top of the screen, along with a summary of the total number of records and the database(s) searched. If the number of results is very high, you may prefer to refine your search before examining each record.



In Full Display:

At the top of the screen are up to six "**Subjects:**" listed for your result set. These represent the most frequently occurring result sets found in the first fifty records of your result set. You may wish to refine your search results by clicking directly on one of these subjects, launching a new search.

If a Full Text icon appears in the body of the full citation, click on this image to display the full text of the article. Click any other highlighted element of the citation to initiate a further search on that item. For example, if you click on the author's name you will search for other records by that author. You can also expand your search to a related topic by clicking on a highlighted subject included in the result. Click on **Back to Brief** or **Full** in the bottom taskbar to toggle between a brief or full display of each record.

To the left of the record you may see "Link to:" icons that link to WilsonLink, your library holdings and/or your InterLibrary Loan form.

Click **Back to Brief** in the bottom taskbar to toggle to the brief display of all records in your search.

For the **Art Museum Image Gallery** database, click on the thumbnail image to open a screen with links to Medium or Full Size images of the work.

For biography databases with images, click the thumbnail image to open a larger image.

To further refine your search from this page:

To limit the search results to Full Text, PDF, or Peer Reviewed articles (or, Bios/Obits, or Images in biography databases), click on the appropriate icon in the Legend near the top of the screen. WilsonWeb will then do another search that includes these limiters.

To refine your search from a search screen, either click on the **Revise Search** button in the bottom taskbar (returns to the last screen used), or click directly on any search screen button desired, in the left toolbar.

To modify the display of fields included in your results:

Click **Customize Display** in the bottom taskbar.

To view the succeeding group of results:

Click the Next page symbol ">" in the bottom taskbar.

To view the preceding page of results:

Click the Previous page symbol "<" in the bottom taskbar.

To view the last page of results:

Click the Last page symbol ">|" in the bottom taskbar.

To view the first page of results:

Click the First page symbol "|<" in the bottom taskbar.

To Jump To any page desired of results:

Enter a new page number in the number entry box in the bottom taskbar, and click your computer's **Enter** button.

Mark the results that interest you.

To mark / unmark records:

Click the check box next to the record.

To show only records you have marked:

Click **Get Marked** in the bottom taskbar.

To print, email, or save results:

Click **Print Email Save** on the left and follow directions.

To clear selections:

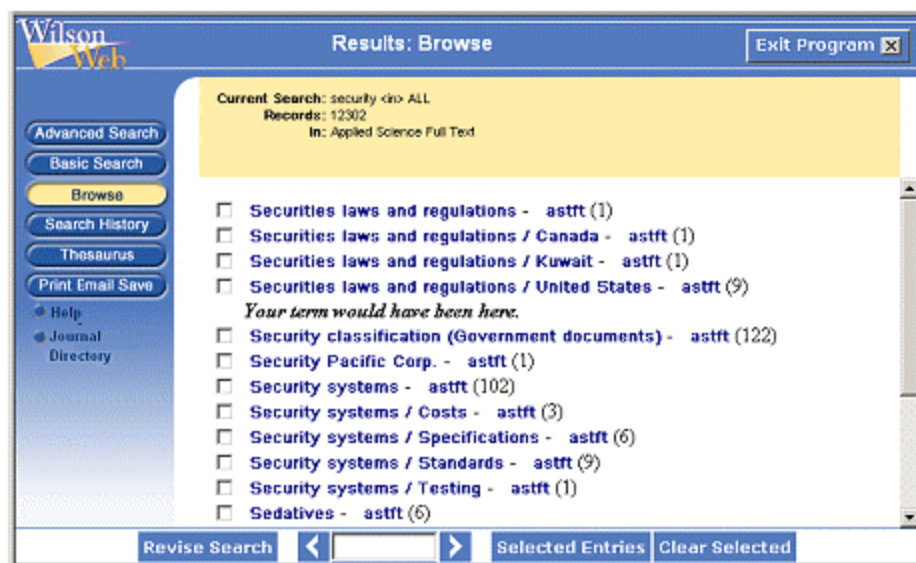
Click **Clear Marks** in the bottom taskbar.

The **Search History** screen tracks and saves your searches.

Search Results: Browse

This results screen reports your search as an alphabetical list with the term you typed placed in its context. This is the Browse list that was created when you selected the field in your initial search.

This screen displays the search query at the top of the screen, along with the database(s) and the specific field searched. In the list of results, your term appears alphabetically, highlighted in red. To the left of the term is a check box. To the right of the term is a database abbreviation with the number of records available in parentheses.



To view all results:

Click the term.

To view all results in a single database:

Click the appropriate abbreviation.

You can browse the list to look for more terms.

To view the succeeding group of results:

Click the Next page symbol ">" in the bottom taskbar.

To view the preceding page of results:

Click the Previous page symbol "<" in the bottom taskbar.

You can mark numerous terms to view later.

To mark / unmark records:

Click the check box next to the record.

To view a group of marked terms:

Click **Selected Entries** in the bottom taskbar.

To clear selections:

Click **Clear Selected** in the bottom taskbar.

To start a new search:

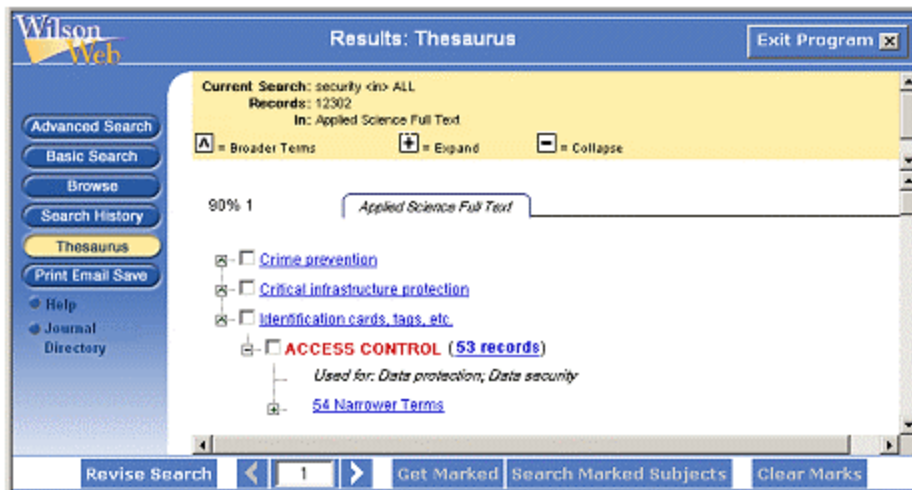
There are three ways to start a new Browse search.

1. Click the **Browse** button on the left toolbar and enter a new term(s) and/or make a drop-down selection.
2. Click the **Revise Search** button in the bottom taskbar and return to the Browse Search page.
3. Enter a new term(s) in the text entry box found in the bottom taskbar of the Browse Search Results page, and then click the computer's **Enter** button.

Search Results: Thesaurus

The **Thesaurus** is a controlled vocabulary list of subjects and related terms used to standardize the indexing in the database. You can select and search for synonyms, related, and preferred terms.

This results screen displays your term, or a related term, in context in a hierarchy, highlighted in red. The report includes the database(s) searched and how many related records are available. If you searched more than one database, a tab for each database will head the list of results. The search query is included at the top of the screen, along with a summary of the total number of records and the database(s) searched. A legend shows you how to expand and contract the list.



To get results:

Click on the highlighted term.

To toggle between database-related lists:

Click on the tab heading the list.

To expand / contract the list:

Click the icons to the left of the terms in the list

To mark / unmark terms:

Click the check box to the left of the term in the list.

To search for marked items:

Click **Search Marked Items** in the bottom taskbar.

To see a list of marked terms:

Click **Get Marked** in the bottom taskbar.

Marked terms cumulate until you click **Clear Marks**.

To view the succeeding group of results:

Click the **Next** page symbol ">" in the bottom taskbar.

To view the preceeding group of results:

Click the **Previous** page symbol "<" in the bottom taskbar.

To jump to any page of results desired

Enter a new page number in the number entry box in the bottom taskbar, and click the **Enter** button on your computer.

To start a new search:

Click **Thesaurus** on the left or click the **Revise Search** button in the bottom taskbar.

To clear selections:

Click **Clear** in the bottom taskbar.

Search Results: WilsonLink (powered by SFX)

Wilson is introducing the WilsonLink service as a new option to WilsonWeb customers who want to integrate their entire online collections, even if they don't own a link server. The WilsonLink service is powered by SFX technology and is available at no extra charge to WilsonWeb customers. The Wilson hosted SFX link server will help users find a full text article, even if the full text isn't in a WilsonWeb database. By clicking on the WilsonLink icon from the search results pages, a user will launch an automatic search of all your library's open-URL compliant databases. Now it will be possible to find the desired full text record wherever that record is located in the library's electronic databases.

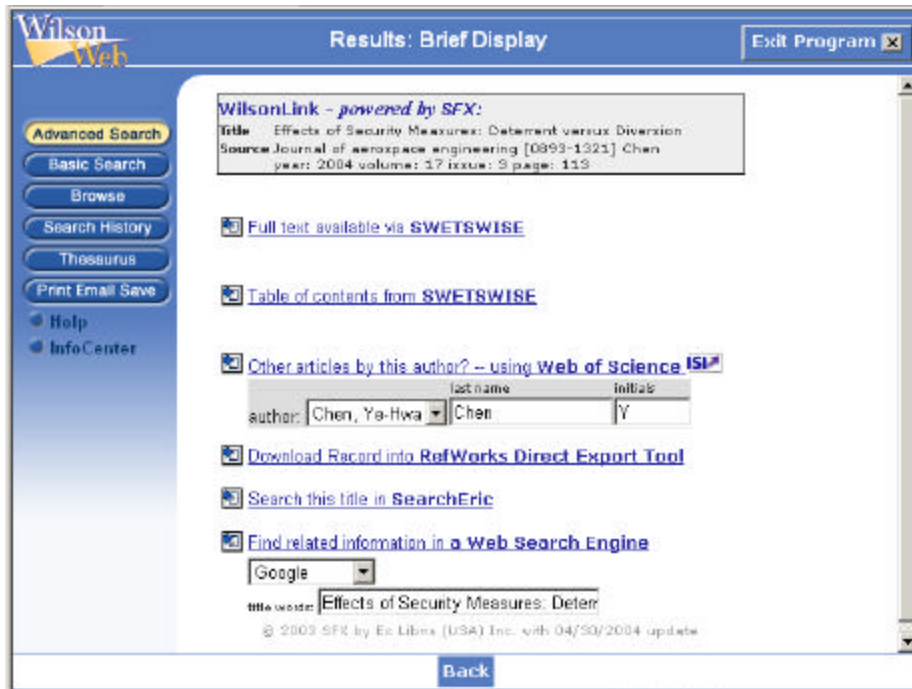
In addition, WilsonLink provides extended services, including ERIC searching, an Internet search, and document delivery options. Libraries can also bypass the WilsonLink service by going directly to their own SFX server, or they can choose not to use any SFX technology through WilsonWeb.

Here's how it works.

If the library's administrator chooses to enable the WilsonLink service by selecting one of several optional menus available in the Administrative Module, the user of the WilsonWeb database will see a WilsonLink icon next to each record found in the Wilson database. If the presence of a full text record is not indicated next to the search results record by a full text icon, the user can click on the WilsonLink icon to locate a desired full text article. WilsonWeb, at the prompting of the user, goes out through the WilsonLink (SFX powered) server and searches for the full text for that article. WilsonLink can do this because Open URL compatible publishers have all agreed to a standard formula for how to construct the address of any piece of text that they are storing on their servers. The WilsonLink server looks for all the places that have that address and returns links to all of those places with that address. In order to retrieve the full text article, however, the library must be a subscriber to the indicated database.

A supplemental search is also offered for related information from ERIC.

If a full text record is not found within the library's electronic collection, the user may purchase the article from a document retrieval service. A search of the Internet for the title of the article is also possible and may locate the full text article and/or provide other related information.



Search Results: InterLibrary Loan (ILL)

Wilson has introduced a service option for customers who want to link to their own InterLibrary Loan form, using OpenURL technology. By clicking on the ILL icon located next to a record, the OpenURL data for a record is downloaded to the customer's own form. Now it is possible for you to easily access your library's InterLibrary Loan program directly from the WilsonWeb interface.

Here's how it works

The library's administrator can go to the ILL page of WilsonWeb's Administrator's Module and then simply enter the URL for the library's InterLibrary Loan form. They can then choose where the ILL icon will appear: Next to every article citation without full text on WilsonWeb, Next to every article citation with full text on WilsonWeb, and/or Next to every book citation. Finally, the administrator may customize the ILL icon, the icon label and the tooltip ("Set Custom ILL Icon Alt Text:") for the icon, if desired.

Print Email Save

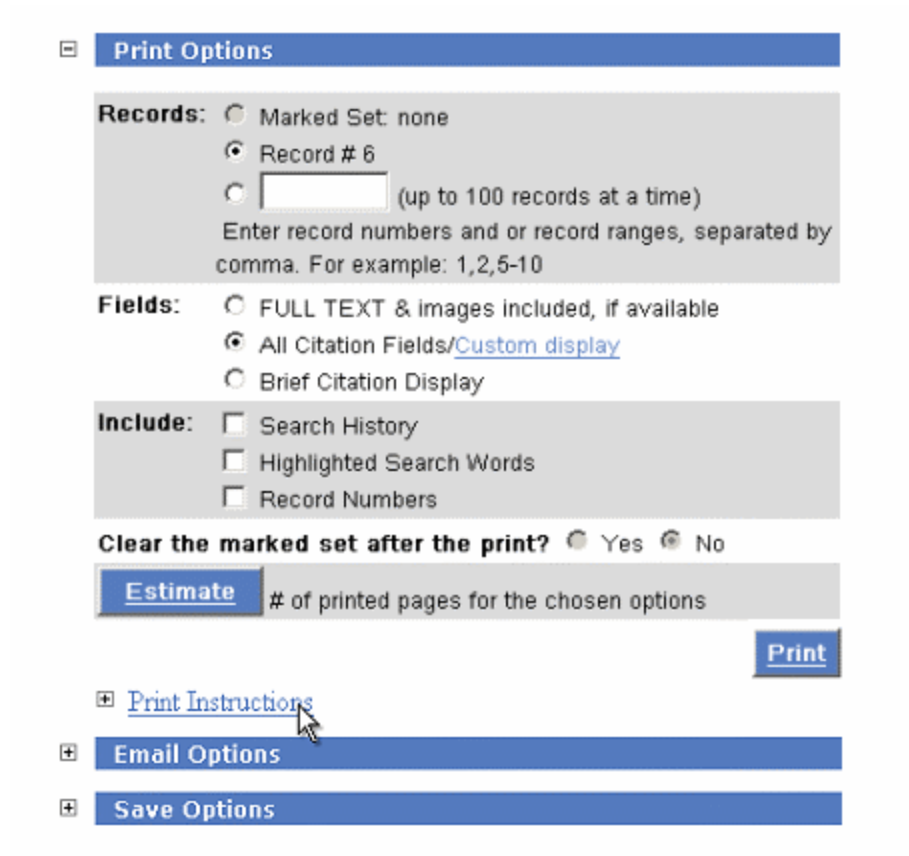
Click the **Print Email Save** button on the left of the search results screen.

Click the "+," or the words **Print Options**, **Email Options**, or **Save Options**, to conveniently expand the screen for necessary and specific selections. Click the "-" to close the expanded screen. In each instance of the screen, you will find a link for complete and detailed embedded instructions.



Print

When the **Print Options** area is visible, click **Print Instructions** to review detailed instructions. **Note:** Click the **Estimate** button to calculate the approximate number of pages that will print. A popup window will display the number of pages. Click **OK** to close the message box.



Print your search results:

1. Select the desired printing options.
2. Click **Estimate** to calculate the number of pages to be printed.
3. Click **Print** to print records.

Print a full-text article:

1. Click the desired radio button for the **Records:** area, selecting the marked records, a range of records, or enter specific record numbers or range.
2. Click the radio button for **FULL TEXT & Images included, if available** in the **Fields:** area.
3. Click other selections desired.
4. Click **Estimate** to calculate the number of pages to be printed.
5. Click **Print**.

Note: You may also print **All Citations Fields/Custom display** or **Brief Display** by making another radio button selection in the **Fields:** area.

Email

When the Email Options area is visible, click **Email Instructions** to review detailed instructions.

The screenshot displays the 'Email Options' section of a web interface. It includes several configuration areas:

- Print Options**: A blue header bar with a plus icon on the left.
- Email Options**: A blue header bar with a minus icon on the left.
- To:** A text input field with a mouse cursor pointing to it.
- Subject:** A text input field with a mouse cursor pointing to it.
- Records:** Radio buttons for 'Marked Set: none', 'Record # 6', and a text input field for a range (up to 100 records at a time). Below this is a text instruction: 'Enter record numbers and or record ranges, separated by comma. For example: 1,2,5-10'.
- Fields:** Radio buttons for 'FULL TEXT & Images included, if available', 'All Citation Fields/Custom display', and 'Brief Citation Display'.
- Format:** Radio buttons for 'HTML (Use for Persistent/Durable URLs)', 'Plain Text', 'XML', 'Rich Text (Word Processing Format)', 'Comma-Separated (Spreadsheet Format)', and 'Format for exporting to Bibliographic Software'.
- Include:** Checkboxes for 'Search History', 'Highlighted Search Words', and 'Record Numbers'.
- Clear the marked set after the email?** Radio buttons for 'Yes' and 'No', followed by a blue 'Email' button with a mouse cursor pointing to it.
- Email Instructions**: A blue underlined link with a plus icon on the left and a mouse cursor pointing to it.

Email full text articles::

1. Enter email address
2. Enter email subject.
3. Click the desired radio button from the **Records:** area, selecting which records to send, including the marked records, or specific record numbers or ranges.
4. Click the radio button for **FULL TEXT & Images included, if available** found in the **Fields:** area.
5. Click a radio button from the **Format:** area and then other options, if desired.
6. Click **Email**.

You will receive a confirmation number if the email has been sent and received.

Note: You may also print **All Citations Fields/Custom display** or **Brief Display** by making another radio button selection in the **Fields:** area.

Exporting to Bibliographic Software:

Select this radio button in the **Format:** area to configure records in a format compatible with most bibliographic software products. **Note:** this does not send the record, but merely formats the record.

Save

When the Save Options area is visible, click **Save Instructions** to review detailed instructions.

The screenshot shows a web interface with three main sections: Print Options, Email Options, and Save Options. The Save Options section is expanded and contains the following elements:

- Records:** Radio buttons for "Marked Set: none", "Record # 6", and a text input field (up to 100 records at a time). Below is a note: "Enter record numbers and or record ranges, separated by comma. For example: 1,2,5-10".
- Fields:** Radio buttons for "FULL TEXT & Images included, if available", "All citation fields/Custom display", and "Brief citation display".
- Format:** Radio buttons for "HTML (Use for Persistent/Durable URLs)", "Plain Text", "XML", "Rich Text (Word Processing Format)", "Comma-Separated (Spreadsheet Format)", and "Format for exporting to Bibliographic Software".
- Include:** Checkboxes for "Search History", "Highlighted Search Words", and "Record Numbers".
- Clear the marked set after the save?** Radio buttons for "Yes" and "No".
- Save** button.
- Save Instructions** link.

Save your search results:

1. Select the options that indicate which records you want to save.
2. Select the desired fields and save format.
3. Select other options.
4. Click **Save**.

Save full text articles:

1. Select the options that indicate which records you want to save.
2. Click the desired radio button from the **Records:** area, selecting which records to save, including the marked records, or specific record numbers or ranges.
3. Click the radio button for **FULL TEXT & Images included, if available** found in the **Fields:** area.
4. Click **Save**.

Exporting to Bibliographic Software:

Select this radio button in the **Format:** area to configure records in a format compatible with most bibliographic software products. **Note:** this does not send the record, but merely formats the record.

Saving Persistent/Durable Links

When using WilsonWeb, you can print, email, or save the URL addresses of full-text articles (when available in html format and/or PDF format) or the full citation of an article, as a Persistent/Durable link. This feature is typically used to retrieve a specific full-text article after the searching session has ended. It allows the user to retrieve the article directly without going through the usual WilsonWeb authentication process and article search. Those that are approved for using the WilsonWeb database, have access to the Persistent/Durable URL link for as long as the subscription is maintained.

How to Print, Email, and Save Persistent/Durable Links

See: <http://www.hwwilson.com/Documentation/WilsonWeb/persistentlinks.htm>

6. Glossary

Database

A database is an organized collection of related information. It is made up of records, each of which represents a single unit of information, such as a bibliographic citation to an article, a book, or a chapter in a book. Each record is further divided into categories of information called fields, such as title, author, and publication year.

Some databases are bibliographic, providing citations to published documents. They may also include a summary or abstract of the document. Some databases provide the full text of documents while others contain biographies of newsmakers or authors.

Records

Each H.W. Wilson database is made up of units of information called **records**. Each record represents a single unit of information, such as a bibliographic citation to an article, book chapter, or complete book. The contents of the records depend upon the type of database—some databases provide only bibliographic information, and others provide abstracts, the full text of documents, or biographies of noteworthy persons.

Fields

Each record is further divided into fields, such as Author and Title.

Each record in a database consists of units of information called fields. Each field contains a specific kind of information, such as the name of an author, the text of an abstract a subject heading, keywords, or a special code. To see a list of fields for the database you are searching, refer to the Guide.

▪ Field Labels

Fields are identified by a field name and a label. Labels are two-to four-character abbreviations, such as TI for the Title field. You can use the field label to limit your search to a particular field.

▪ Limit Fields:

Some database fields are limit fields. These are fields that require specifying a field name. For example, Publication Year (PY).

▪ Free Text Fields

Those fields that are not limit fields are known as free text fields. To search in all free text fields, enter the term in the text entry area of the Search page, and select **All**.

Links

There are two kinds of links: icons, and highlighted text underlined in blue.

▪ Icons

Icons appear to the left of all records and indicate that a variety of choices are available. A legend of icons appears at the top of all Results pages, and may vary depending on the databases available and the local configuration of WilsonWeb.

For example, if a full text icon appears to the left of a record, click the icon to view the full text of the citation.

▪ Text

Brief Display

The Search Summary in the upper right of the screen shows the total number of records available. Click the highlighted title of the record to view the Full Display. The searched term appears as black, bold text.

Full Display

The Search Summary in the upper right of the screen shows the total number of records available.

- Click the author's name to view all records by that author in the database(s) you are searching.
- Click the name of the journal to view all records available in the database(s) you are searching.
- Click the source of a journal to view all the records in that unique issue in the database(s) you are searching.
- Click any subject term to see related terms in the Thesaurus.

Operators

You can use more than 30 operators, in 7 categories, to construct specific search queries. See the online Help for a detailed list and examples of how to use operators in advanced searching. The operators **and**, **or**, **not**, and **in** do not require brackets when formulating a Boolean search. In all other cases, you must use brackets with an operator, for example **<near>**.

- **Concept Operators:**

These operators combine the meaning of elements in a query to identify a concept in a record.

- **Proximity Operators:**

These operators specify the relative location of words in a document. Specified words must be in the same phrase, paragraph, or sentence in a record. When you nest these operators, use the ones with the broadest scope first.

- **Relational Operators**

These operators search document fields (such as **Author**) that have been defined in the database, but the results are not ranked for relevance. The fields can contain alphanumeric characters.

- **Evidence Operators**

These operators perform either a basic word search or an intelligent word search.

- **Score Operators**

These operators affect how retrieved records are ranked for relevance. They are not used with modifiers.

- **Natural Language Operators**

These operators enable the search engine to resolve natural language syntax.

- **Modifiers**

You can change the standard behavior of an operator by using these modifiers in conjunction with other operators.

Truncation and Wildcards

When using the **All-Smart Search** query do not use truncation symbols or other special characters. The Wilson **All-Smart Search** query will automatically search those options. Simply type the word or phrase that you are interested in and click **Start**.

Truncation Symbol

The truncation symbol (*) serves as a substitute for zero or a string of characters.

For example the search:

cat* retrieves **catalyst**, **catatonic**, as well as **category**

m*cdonald retrieves both **mcdonald** and **macdonald**.

Wildcards

The wildcard symbol (?) serves as a substitute for a single alphanumeric character. It is particularly useful when you are unsure of spelling.

For example, the search **einst??n** retrieves the correctly spelled **einstein** (albert einstein).

When searching for SIC codes, which are 4 digits, use the wildcard symbol (?) to search ranges.

For example, **12?? <in> sic** retrieves all available codes between 1200 and 1300.

Wildcard Operator

You can use the **<wildcard>** operator in a constructed search query to specify a pattern or range of characters. You must enclose the word that includes a range or pattern in single quotes ('). You must also enclose the pattern in brackets or braces, without spaces.

For example the search:

<wildcard> 'bank{s,er,ing}' locates one of each pattern, as in **banks**, **banker**, and **banking**

<wildcard> 'c[auo]t' locates one of any character, as in **cat**, **cut**, **cot**

Relational Operators

You can use relational operators in a constructed search query to find a term (in context) or number (in a sequence).

For example, to locate a series of numbers within the Dewey Decimal Classification system the search **ddc<starts>75** retrieves all headings between 750 and 759.

Relational operators are: **<contains>**, **<ends>**, **<matches>**, **<starts>**, **<substring>**.

Stemming

In the **Basic** and **Advanced** search screens, when you search on a single word the search engine will find documents that include that word as well as variations on the word as a root. For example, if you search for **condition**, the results will include documents with the words **conditioning** and **conditioner**.

To restrict your search to the word itself, enclose it in quotation marks; "**condition**" will retrieve only those documents with that word.

If stemming is not desired for **All-Smart Search** queries, the feature must be turned off from the Administrator's Module.

In the **Browse** screen, you can look for variations of a name or term.