



## **Quick Reference Guide**

# Contents

<b>1. Getting Started</b>	<b>3</b>
WilsonWeb	3
System Requirements	3
Administrative Module and Customization	3
Selecting Databases	3
Search the Selected Databases	3
<b>2. Strategies for Finding Information</b>	<b>4</b>
<b>3. Getting Help on WilsonWeb</b>	<b>5</b>
Help	5
InfoCenter	5
Tutorial	5
Database Descriptions	5
Journal Directory	5
<b>4. Searching with WilsonWeb</b>	<b>6</b>
Basic Search	6
Advanced Search	7
Customize Display	8
Search in the Browse Mode	9
Searching from the Thesaurus	10
Using Search History	11
<b>5. Working with your Search Results</b>	<b>12</b>
Search Results: Brief Display	12
Search Results: Full Display	14
Search Results: Browse	16
Search Results: Thesaurus	17
Search Results: WilsonLink (powered by SFX)	18
Print Email Save	19
<b>6. Glossary</b>	<b>20</b>
Database	20
Records	20
Fields	20
Links	21
Operators	22
Truncation and Wildcards	23

# 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 save, print, or email 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.

**Browsers:** Microsoft Internet Explorer 5.01 and Netscape 4.7 (with the exception of Netscape 6.0 and 6.1 which will not be supported). Netscape 6.2 and later is supported. WilsonWeb does not work with the AOL browser.

You will need the Adobe Acrobat 4.0 plug-in to view PDF formatted records.

For complete details about System Requirements, please see:

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

## 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.

**Natural Language** — enter a phrase or a complete sentence, such as **Hudson River contamination** and click **Start**.

**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 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.

### **InfoCenter**

The InfoCenter is a unique place in WilsonWeb that helps the user find a variety of information including Frequently Asked Questions, How to Cite Articles, licensing information, an online feedback form, and so on. Tabs similar to those found in Help are available from this screen. Check the InfoCenter link from time to time, because new links may have been added.

### **Tutorial**

The Tutorial tab is found on the Help and InfoCenter screens. 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 both the Help and InfoCenter screens. Follow the appropriate links to find a detailed description for each database.

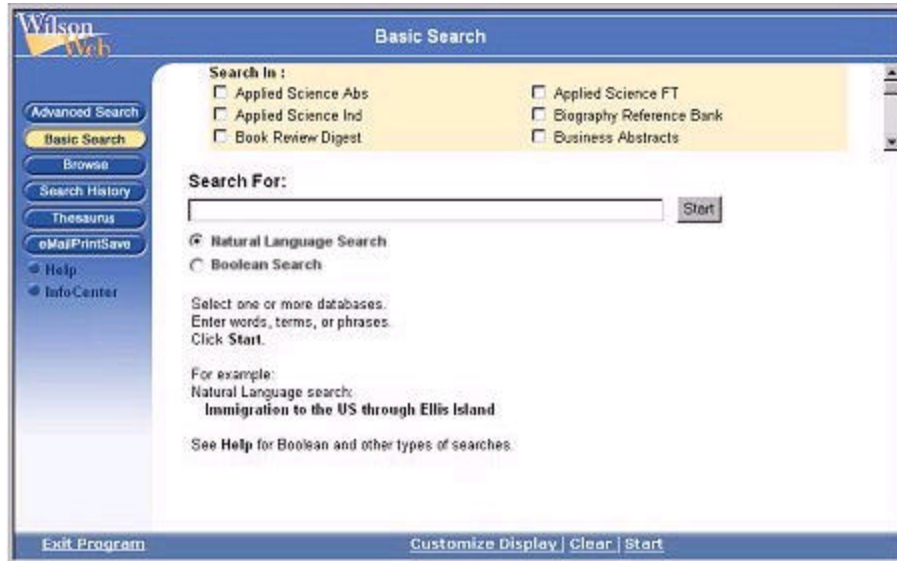
### **Journal Directory**

Click the appropriate tab on the Help and InfoCenter screens 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

1. Select a database.
2. Type a word or phrase in the blank entry box.  
Enter either a natural language query (as illustrated) or a constructed Boolean search string, and click the appropriate radio button.
3. Click **Start** to retrieve your search results.



The screenshot shows the WilsonWeb Basic Search interface. On the left is a navigation menu with buttons for Advanced Search, Basic Search (highlighted), Browse, Search History, Thesaurus, eMail/Print/Save, Help, and InfoCenter. The main area is titled 'Basic Search' and contains a 'Search In:' section with a list of databases: Applied Science Abs, Applied Science FT, Applied Science Ind, Biography Reference Bank, Book Review Digest, and Business Abstracts. Below this is a 'Search For:' section with a text input field and a 'Start' button. There are two radio buttons: 'Natural Language Search' (selected) and 'Boolean Search'. Instructions below the radio buttons state: 'Select one or more databases. Enter words, terms, or phrases. Click Start.' An example is provided: 'Natural Language search: Immigration to the US through Ellis Island'. At the bottom, there are links for 'Exit Program', 'Customize Display', 'Clear', and 'Start'.

See the online Help for these related topics:

- Natural Language Searching
- Search / Boolean Operators
- How to Construct a Search String
- Limit Field Operators
- Use of Stopwords
- Truncation / Wildcards
- Valid Search Statements

## Advanced Search

1. Select a database.
2. Type a word, phrase, or name in one or more of the blank text entry boxes and then choose a field to search from in the **as:** dropdown box.

If you entered two terms, select the appropriate entry from the fields found in the dropdown box between the text entry boxes. Selecting **And** will find entries with all of the terms. If you want any of the terms, use **Or**. To exclude a term in a search, choose **Not**.

3. You may further narrow your search by selecting from the other available options. Use the dropdown boxes to view all choices.
4. Click **Start** to retrieve your search results.

The screenshot shows the WilsonWeb Advanced Search interface. On the left is a navigation sidebar with buttons for 'Advanced Search', 'Basic Search', 'Browse', 'Search History', 'Thesaurus', 'eMailPrintSave', 'Help', and 'Info Center'. The main search area is titled 'Advanced Search' and contains several sections: 'Search In:' with checkboxes for 'Applied Science Abs', 'Applied Science Ind', 'Book Review Digest', 'Applied Science FT', 'Biography Reference Bank', and 'Business Abstracts'; 'Search For:' with three text input boxes and 'as:' dropdown menus; 'Sort By:' with radio buttons for 'Date', 'Relevance', and 'Custom', and a 'Title' dropdown; 'Limit Dates to:' with radio buttons for 'Any Year', 'Within last 12 months', and 'From Year'/'To Year' fields; 'Limit to:' with checkboxes for 'Full Text', 'Page Image', and 'Peer Reviewed'; 'Article Type:' and 'Physical Description:' dropdown menus. At the bottom are buttons for 'Exit Program', 'Customize Display', 'Clear', and 'Start'.

In the **as:** drop down box, you can select the All-Smart Search, Keyword, or specific field search.

The **All – Smart Search** option is a rules-based search using Wilson's rich indexing metadata. Results are displayed according to relevancy –ranking.

The **Keyword** option is a strategy that locates terms only in bibliographic citation fields and abstracts. The full text of articles is not searched, avoiding irrelevant hits.

## Customize Display

1. Check the field options that you would like included in your search results. By default, all fields are selected. Uncheck any fields you prefer not to include.
2. Select how you want records sorted: by date, relevance, or field. If you choose to sort by field, select it from the drop-down menu. Select the sort order of retrieved records.
3. Select the label display, how many are shown on each screen, and whether you want to see a brief or shortened display.
4. Click **Save Changes** in the bottom taskbar to confirm.
5. Click **Back** in the bottom taskbar to return to your previous screen.

You can change these options at any time during the search session.

**WilsonWeb** Customize Display

Advanced Search  
Basic Search  
Browse  
Search History  
Thesaurus  
eMailPrintSave  
Help  
InfoCenter

**Sort**  
By:  Date  
 Relevance  
 Field    Sort Field: Title

Order:  Ascending  
 Descending

**Display**  
Show Field Names As: Long labels    Default Display Option:  Brief  
 Full  
Page Size: 10 entries

**Bibliographic Database Fields Available Within Full Displays:**

<input checked="" type="checkbox"/> Abstract	<input checked="" type="checkbox"/> ISSN	<input checked="" type="checkbox"/> Personal Author
<input type="checkbox"/> Abstract Indicator	<input type="checkbox"/> Indexing Unit	<input checked="" type="checkbox"/> Physical Description
<input checked="" type="checkbox"/> Accession Number	<input checked="" type="checkbox"/> Journal Issue	<input checked="" type="checkbox"/> Publication Year
<input checked="" type="checkbox"/> Artist	<input checked="" type="checkbox"/> Journal Name	<input checked="" type="checkbox"/> Reading Level
<input checked="" type="checkbox"/> Books Reviewed	<input checked="" type="checkbox"/> Language of Document	<input checked="" type="checkbox"/> SIC Codes
<input type="checkbox"/> Children's Literature Indicator	<input type="checkbox"/> Language of Summary	<input checked="" type="checkbox"/> Source
<input type="checkbox"/> Corporate Author	<input checked="" type="checkbox"/> Materials and Date	<input checked="" type="checkbox"/> Subject(s)
<input type="checkbox"/> Country of Publication	<input type="checkbox"/> NAIC Codes	<input checked="" type="checkbox"/> Text

Exit Program    Save Changes    Back

## Search in the Browse Mode

1. Select a database.
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.

In the results screen, click directly on the desired term or phrase to retrieve search results.

### To select more than one entry.

1. Place a check in the box to the left of each term.
2. Click **Selected Entries** in the bottom taskbar.

The screenshot shows the WilsonWeb 'Browse' search interface. On the left is a navigation menu with buttons for 'Advanced Search', 'Basic Search', 'Browse' (highlighted), 'Search History', 'Thesaurus', 'eMailPrintSave', 'Help', and 'InfoCenter'. The main area is titled 'Browse' and contains a 'Search In:' section with a list of databases: 'Applied Science FT' (checked), 'Art Full Text', 'Art Retrospective', 'Biography Reference Bank', 'Book Review Digest', and 'Business Abstracts'. Below this is a 'Browse For:' text box containing 'space tourism' and an 'In:' dropdown menu set to 'Journal Name'. A 'Start' button is to the right of the dropdown. Below the search fields, there is instructional text: 'Select one or more databases. Enter words, terms, or phrases and then select the field from the dropdown list. Click **Start**. Browse to review the terms contained in a field or group of fields. Select and search for variations of the terms.' At the bottom of the window, there are 'Exit Program' and 'Clear 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.

1. Select one or more databases.
2. Enter a term or phrase.
3. 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.

Click **Clear** in the bottom taskbar to clear terms entered.

WilsonWeb Thesaurus

Search In :

- Applied Science FT
- Art Full Text
- Art Retrospective
- Biography Reference Bank
- Book Review Digest
- Business Abstracts

Search Thesaurus For:

space tourism

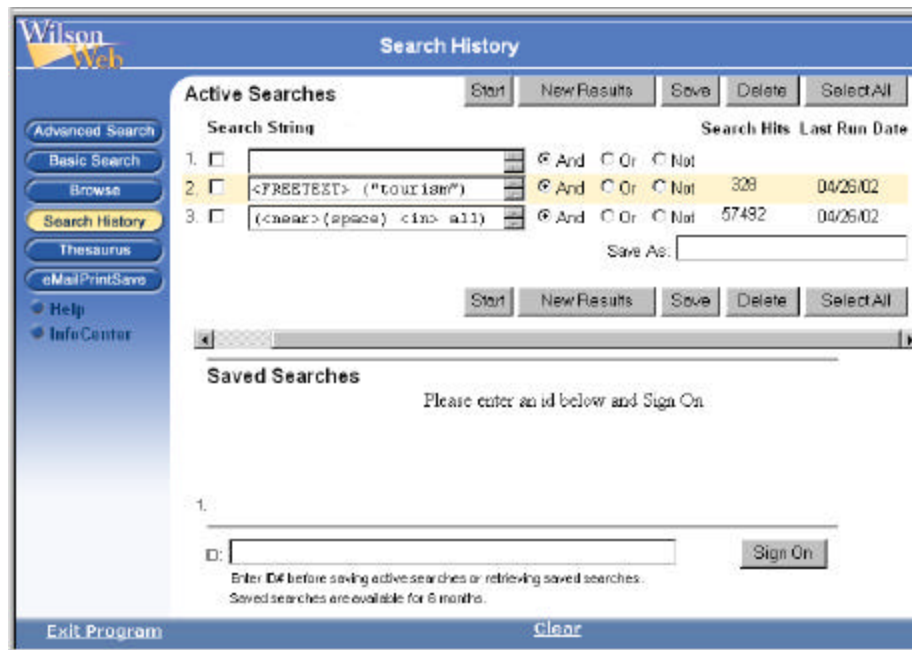
Select one or more databases.  
Enter a subject.  
Click Start.

The Thesaurus is a list of suggested subject headings, and related terms in the database's controlled vocabulary. You can look up and get information about subjects covered.

Exit Program

## Using Search History

The results screens report your search(es) as **Active Searches**, 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. You can combine and search any query as a Boolean search, and you can modify any search in the text area. You can also create a new search in the available text box, eliminate a search entirely, or save a search for future reference and updating. WilsonWeb retains saved searches for up to 6 months.



**To update a previously saved search:**  
Click **New Results**.

**To combine searches:**

1. Click the check box to select the search you want to include.
2. Click the radio button to the right and select a Boolean operator.
3. Click Start to search.

**To remove searches:**

1. Click the check box to select the search you want to eliminate.
2. Click **Delete**.

WilsonWeb keeps track of each search in a session and can save searches for future reference and updating.

**To save a search:**

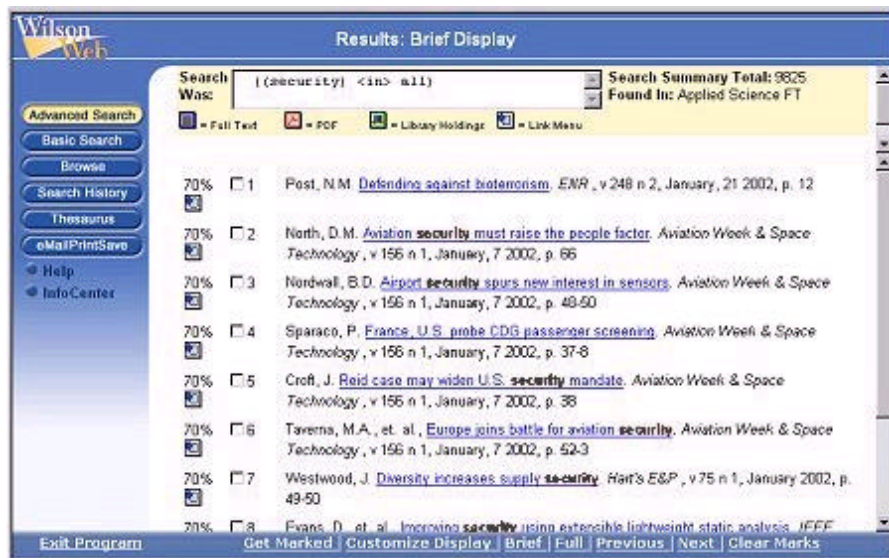
1. Enter your ID # in the box at the bottom of the screen.
2. Click **Sign On**.

## 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 screens report on your search and list all results. By default, the list is sorted by relevance and provides the short form of the citation. 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.



The screenshot displays the WilsonWeb search results interface. At the top, the search query is "(security) <in> all". The search summary indicates 9825 records found in Applied Science FT. The results are listed in a table with columns for relevance (70%), a checkbox, a document icon, and the citation text. The citations include titles like "Defending against bioterrorism" and "Aviation security must raise the people factor". The interface includes a navigation menu on the left with options like "Advanced Search", "Basic Search", "Browse", "Search History", "Thesaurus", "eMailPrintSave", "Help", and "InfoCenter". At the bottom, there are navigation buttons such as "Exit Program", "Get Marked", "Customize Display", "Brief | Full", "Previous | Next", and "Clear Marks".

70%	<input type="checkbox"/>	Document Icon	Citation Text
70%	<input type="checkbox"/>		Post, N.M. <a href="#">Defending against bioterrorism</a> . <i>ENR</i> , v.248 n.2, January, 21 2002, p. 12
70%	<input type="checkbox"/>		North, D.M. <a href="#">Aviation security must raise the people factor</a> . <i>Aviation Week &amp; Space Technology</i> , v. 156 n.1, January, 7 2002, p. 66
70%	<input type="checkbox"/>		Nordwall, B.D. <a href="#">Airport security spurs new interest in sensors</a> . <i>Aviation Week &amp; Space Technology</i> , v. 156 n.1, January, 7 2002, p. 49-50
70%	<input type="checkbox"/>		Sparaco, P. <a href="#">France, U.S. probe CDG passenger screening</a> . <i>Aviation Week &amp; Space Technology</i> , v. 156 n.1, January, 7 2002, p. 37-8
70%	<input type="checkbox"/>		Croft, J. <a href="#">Reid case may widen U.S. security mandate</a> . <i>Aviation Week &amp; Space Technology</i> , v. 156 n.1, January, 7 2002, p. 36
70%	<input type="checkbox"/>		Taverna, M.A., et. al. <a href="#">Europe joins battle for aviation security</a> . <i>Aviation Week &amp; Space Technology</i> , v. 156 n.1, January, 7 2002, p. 52-3
70%	<input type="checkbox"/>		Westwood, J. <a href="#">Diversity increases supply security</a> . <i>Hair's E&amp;P</i> , v.75 n.1, January 2002, p. 49-50
70%	<input type="checkbox"/>		Evans, D., et. al. <a href="#">Improving security using extensible linktwink static analysis</a> . <i>IEEE</i>

**In Brief Display:**

- Click on the title of the record to display the full citation. If a Full Text icon appears to the left of the record, click on this image to display the full text of the article.
- You can also click an icon in the legend above to narrow your search. For example, if you click on the Full Text icon in the legend above you will reformulate your search limiting your results to those with full text only.
- Click **Brief** or **Full** in the bottom taskbar to toggle between a brief or full display of each record.

**To modify the display of what is included in your results:**

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

**To view the succeeding group of results:**

Click **Next** in the bottom taskbar.

**To view the preceding group of results:**

1. Click **Previous** in the bottom taskbar.
2. 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:**

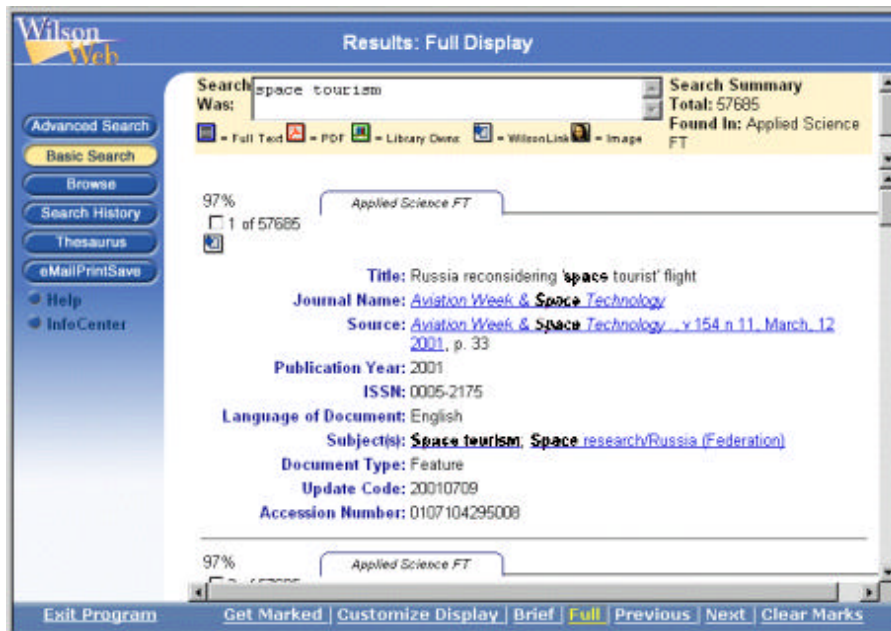
Click **Clear Marks** in the bottom taskbar.

**To start a new search:**

Click a **Search** button on the left.

## Search Results: Full Display

The results screens report 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.



### Retrieving Search Results

If a Full Text, PDF, Peer Reviewed, Library Owned, WilsonLink, or Image icon appears to the left of the record, click on the appropriate icon to display desired information. Click any other highlighted element of the citation to initiate a further search on that item. For example, if you click on subject(s) you will search for other records with that subject. You can also limit your search results to either Full Text, PDF, Peer Reviewed, or articles with images if appropriate to the database, by clicking on the icon in the legend at the top of the screen..

Click on **Brief** or **Full** in the bottom taskbar to toggle between a brief or full display of each record.

#### To modify the display of what is included in your results:

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

#### To view the succeeding group of results:

Click **Next** in the bottom taskbar.

#### To view the preceding group of results:

Click **Previous** in the bottom taskbar.

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.

**To start a new search:**

Click a **Search** button on the left.

## 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 is created when you select the field in your initial search.

The search query appears 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. If your term is not available, a message in the list indicates this. 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.

### To view the succeeding group of results:

Click **Next** in the bottom taskbar.

### To view the preceding group of results:

Click **Previous** in the bottom taskbar.

### To mark / unmark records:

Click the checkbox next to the record.

### To view a group of marked terms:

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

### To clear selections:

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

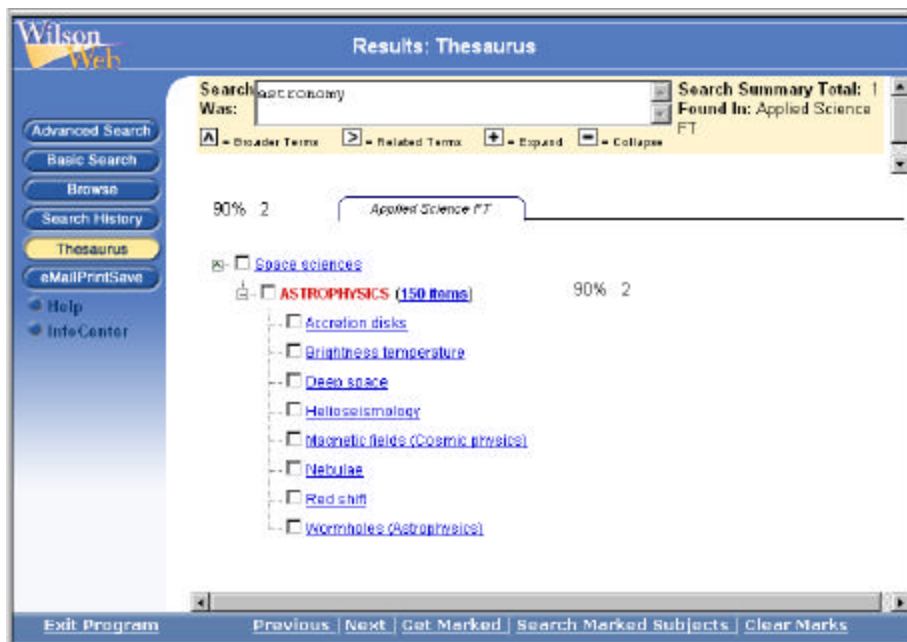
### To start a new search:

Click **Browse** on the left.

## 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.



### 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 icon to the left of the highlighted term in the list.

### To navigate the list:

Click on the terms.

### To mark / unmark terms:

Click the checkbox to the left of the term in the list.

### To navigate the results:

Click **Previous** or **Next** in the bottom taskbar.

### To start a new search:

Click **Thesaurus** on the left.

### To clear selections:

Click **Clear** in the bottom taskbar.

## Search Results: WilsonLink (powered by SFX)

If the library's administrator chooses to enable the WilsonLink service, 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. The WilsonLink server looks for all the places that have that address and returns links to all of those places with that address. The user then clicks on the WilsonLink icon next to the desired target sources for the full text or other information.

The library must be a subscriber to the indicated database for the user to access the desired information.



## Print Email Save

WilsonWeb  
Print Email Save

To print your search results as they are formatted and displayed on the previous page, select from the options below, click the **Start** button to view your selections as they will print.

To print a full-text article, click the **Back** button to return to your search results, click on one of the Full-Text links to view the complete article, and then use your browser's print command to print records.

**Destination**    **Include...**    **Which records do you want to eMailPrintSave?**

Print     Search history     Records displayed on the previous page  
 Email     Record numbers     First 10 records in the current search  
 Save    (Example: "Item 1 of 25")    No Current Query in 0 records  
 Marked records  
 Clear marked records after print

**Email & Save Format**

text     html  
 CSV (MS Excel)     rtf (MS Word)

For eMail option only:  
Mail records to: \_\_\_\_\_  
Mail subject: \_\_\_\_\_

**Start**

Exit Program    Back | Start

### To email records:

1. Select a format.
2. Enter email address.  
To enter multiple addresses, separate them with a semi-colon.
3. Enter email subject.
4. Click **Start**.

### To print your search results:

1. Click a radio button to choose destination.
2. Select the relevant options.
3. In your browser menu bar, click **File / Print Preview** to view your selections.
4. Click **Print**.

### To print a full-text article:

1. Click **Back** in the bottom taskbar, or use the **Back** button in your browser to return to your search results.
2. Click on one of the full-text links to view the complete article.
3. Click **Print** and follow directions.

### To save records:

1. Click a radio button to choose destination.
2. Select the relevant options, including record count and format.
3. Click **Start**.

## 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

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**.

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).

You can also use the **<wildcard>** operator in a constructed search query to specify a pattern or range of characters.

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**

In the **Basic Search** and **Advanced Search** screens, when you search on a single term the search engine will find documents that include that term as well as variations on the term 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 term itself, enclose it in quotation marks; "**condition**" will retrieve only those documents with that term.

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