



## GENERAL TIPS

### Search Options

*Worldmark Yearbook 2000* offers these search options:

- Full Text
- Directory of International Organizations
- Maps

Specific tips for each search type can be found in the online help documentation.

### Full-Text Searching

1. Be specific. If you're looking for information about ancient Rome, enter both of those words in your search. If you enter just Rome, your search may give you essays that discuss modern Rome or Rome, N.Y., in addition to ancient Rome.
2. By default, the search engine finds essays containing all of the words you specify. Use at least two or three search terms. For example, if you are searching for John McCain but have forgotten his name, searching for "War soldier international prisoner" yields fewer and more accurate results than searching for "War soldier".
3. Find an exact phrase with the help of the W operator, which indicates how close the words in your search must be to each other. For example, if you are looking for time travel, search for these words as a phrase, time W1 travel. (It searches for "time" within 1 word of "travel".)
4. Broaden your search by using OR. For example, racism OR prejudice. Unless you tell the search engine otherwise, it finds only those essays containing all of the words that you specify.
5. Try using synonyms for your original words. For example, enter "nervous breakdown" or "mental breakdown" or "nervous disorder" or "mental instability".
6. Capitalization does not affect the results of a search.
7. Hyphens (-) are considered part of the search term. Include the hyphen if you are searching for a word or phrase that normally contains one. For example, nineteen-thirties or self-doubt.
8. Apostrophes (') are not recognized by the search engine and should be deleted from search terms.
9. Ampersands (&) are not recognized by the search engine. Use the W (Within) proximity operator from #3 above. For example, if you are searching for a story titled "Tulips & Chimneys", type Tulips W2 Chimneys.

10. Boolean search operators AND, OR, and NOT connect search terms to create complex, logical searches. Whether the operators are typed in uppercase or lowercase does not affect the search. If an operator appears in your search phrase, such as "The Road Not Taken," it will still be interpreted as a search operator. This may lead to irrelevant results. If you are searching for a title that contains a search operator, enclose the title in quotation marks (" ").

### Navigational Bars

Navigational bars are located on the left side of your screen as buttons and at the bottom of the page as hyperlinks. They are designed as shortcuts to save time clicking and scrolling

#### BUTTON

#### LINKS TO

[Full-Text Search]

*Worldmark Yearbook 2000* "home page" and full-text search screen

[Directory of Int'l Organizations]

Search options for organizations information only

[Year in Review]

"Year in Review" essay

[Maps]

Search options for country and regional maps

[Status of Nations]

Document listing all 229 countries and their form of government

[Abbreviations]

List of abbreviations used in *Worldmark Yearbook 2000*

[Help]

*Worldmark Yearbook 2000 Online* help file

[Search Tips]

Online explanation of search operators and functions

[GaleNet Menu]

List of databases available via GaleNet

[Comments]

Screen for e-mailing your comments to Gale Group