



## Discovering Collection Navigation Guide

Thomson Gale®'s *Discovering Collection* includes content and key resources culled from *Discovering Program* titles *DISCovering Authors*, *U.S. History*, *Science* and *Biography* and the entire contents of U-X-L® material from the *Junior Reference Collection*. Thousands of overview essays, critical analyses, biographies, timelines and multimedia elements comprise this comprehensive online reference resource. The database's intuitive interface and easy-to-navigate functionality make it effortless for students to do research for papers and class assignments in five core subject areas: history, literature, biography, science and social studies.

### TITLES IN THE *DISCOVERING COLLECTION* INCLUDE:

- *American Eras*
- *DISCovering® Authors*
- *DISCovering® Biography*
- *DISCovering® Multicultural America*
- *DISCovering® Science*
- *DISCovering® U.S. History*
- *DISCovering® World History*
- *EXPLORING Novels*
- *EXPLORING Poetry*
- *EXPLORING Shakespeare*
- *EXPLORING Short Stories*
- *Gale Encyclopedia of Science, 2nd Ed.*
- *Junior DISCovering® Authors*
- *Junior Worldmark Encyclopedia of the Canadian Provinces*
- *Junior Worldmark Encyclopedia of the Nations*
- *Junior Worldmark Encyclopedia of the States*
- *Junior Worldmark Encyclopedia of World Cultures*
- *Newsmakers*
- *Presidential Administration Profiles for Students*
- *U-X-L® Biographies*
- *U-X-L® Multicultural*

- *U-X-L® Science*
- *Worldmark Encyclopedia of Cultures and Daily Life*
- *Worldmark Encyclopedia of the Canadian Provinces*
- *Worldmark Encyclopedia of the Nations*
- *Worldmark Encyclopedia of the States*

### SEARCH OPTIONS



*Discovering Collection* offers several search options: **Basic Search (Subject, Keyword, Full-text)**, **Geography & Cultures**, **History**, **Literature**, **Multimedia Gallery**, **Person**, **Science & Health** and **Advanced**. Which search you use will depend on the topic(s) you are researching as well as what kind of results you are looking for. **Subject**, **Keyword**, **Full-text** and **Advanced** search across all content while the others focus on particular sources in the database.

### BASIC SEARCH — SEARCH BY SUBJECT

Subject searching is a great place to start for research projects. Subject headings are assigned by a group of indexers at Thomson Gale using our own controlled vocabulary, which is based on Library of Congress Subject Headings. Because of this indexing, subject search typically returns the most on-target search results. It is most useful for single topic searches.

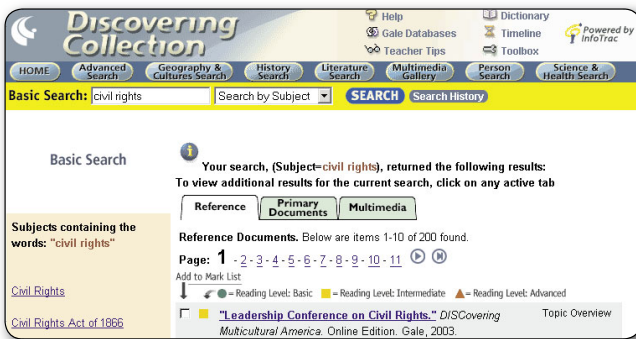
If **Search by Subject** does not find the subject terms you entered, it will default to a keyword search. If a keyword result is not found, then the database assumes the term was misspelled and gives you a list of similar terms. You can click on the appropriate word to link to results.

**Search by Subject** is found in the navigation bar of most pages; this allows you to try a new search at any time. Let's search using the example of a research paper on "civil rights."



**Search by Subject** returns articles with your search terms in their subject headings. Our search for "civil rights" retrieves several subject headings: Civil Rights, Civil Rights Act of 1964, Civil Rights Activists, Civil Rights Law, Civil Rights Groups, etc. If you'd like to focus your search in a single subject heading you can choose from the list on the left hand side of the results page. In this list you'll find your subject heading as well as related subject headings.

## SEARCH RESULTS



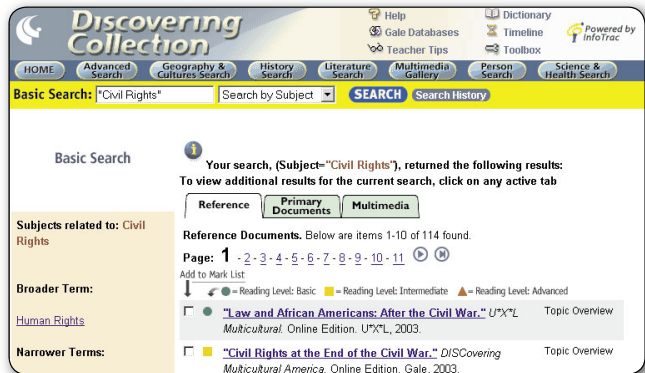
The **Search Results** screen shows you resulting article hits as well as subject heading matches. Subject headings appear on the left hand side of the screen in a beige box. Search results are returned under tabs separated by document type. Also, the navigation bar at the top of the screen contains links to all of your other search paths, as well as Basic Search, and links to Help, Gale Databases, Teacher Tips, Dictionary, Timeline, Toolbox and Search History. The navigation bar appears on every search result screen.

**Search Results** are displayed on what look like folder tabs. These tabs are broken down into three categories:

Results Tabs	Document Types Included	Sorts by
Reference	Biographies, Country Overviews, Criticisms, Culture Overviews, Era Overviews, Essays, Event Overviews, Explanation, Landmark Overviews, Narrative Biographies, Play Resource Pages, Plot Summaries, Province Overviews, State Overviews, Study Questions, Text of Plays, Text of Poems, Topic Overviews, Website Lists	Relevance
Primary Documents	Primary Documents	Relevance
Multimedia	Audio Clips, Flags, Images, Maps, Video Clips	Relevance

Our search on "civil rights" returned hits on every tab. In cases where there are no results on a tab, it will be dimmed out and you won't be able to click on it.

Click on the subject heading for Civil Rights (you may have to scroll down). This narrows your search results and only retrieves articles with an exact subject heading of "civil rights." On the results list you'll see the article title, source and document type.



Note that subject heading choices in the beige box have changed because we chose a specific subject heading from the list — options for subject terms are now Broader Terms and Narrower Terms, allowing you to narrow or broaden the subject term. This can be useful when you have a large number of results or are trying to limit your results to certain topic.

Choose to view one of your Reference hits.

For technical support 24 hours a day, 7 days a week, call 1-800-877-GALE (option 4)

## ARTICLE VIEW

The screenshot shows the article view for the title "King Delivers His 'I Have a Dream' Speech, August 28, 1963". The interface includes a navigation bar with tabs for Home, Advanced Search, Geography & Cultures Search, History Search, Literature Search, Multimedia Gallery, Person Search, and Science & Health Search. Below the navigation bar, there are tabs for Basic Search, Reference, Primary Documents, and Multimedia. The article content includes a "Table of Contents" with links for "Further Readings" and "Source Citation". The "Principal Personages" section lists Martin Luther King, Jr. (1929-1968) and Rosa Parks (1897-1979). A "Related Subjects" box on the left lists "Civil rights", "Equality", "King, Martin Luther, Jr.", "March on Washington, 1963", and "Social reform".

To view an article, click on its title. Here you'll find the full text of your article as well as its subject headings and retrieval options. Search terms will appear in red within the article. You can move from one article to another by using the arrows at the top and bottom of the page. There is also a link for Current Results to take you back to your hit list. The navigation bar and folder tabs are still available so you can move to different areas of the database. Along the left margin, a Related Subjects box lists all of the subject terms the article has been indexed to. For users looking to refine or narrow their search topics, clicking on a term in this list launches a search and links users to all articles indexed to that term.

Some articles contain a Table of Contents which links to portions of the article, related articles and to Multimedia Files. All articles on the Reference, Primary Documents and Multimedia tabs will have a link for the Source Citation.

The Source Citation is a citation to the article in modified MLA format for citing an electronic database. This can be used on the Works Cited page of a research paper. Students should also include the library where the database was accessed as well as the date of access. For more on citing Thomson Gale databases, visit [www.gale.com](http://www.gale.com) or the database help files.

### Printing/E-mailing articles

A print icon can be found in the upper left-hand corner of any given article. This print button reformats the article for printing — saving paper and toner. An e-mail icon also appears in the upper left hand corner unless it is an image, audio or video clip (these items are not available for e-mailing). Using this option allows you to e-mail the article to yourself or someone else.

### Basic Search — Search by Keyword

**Search by Keyword** allows you to combine several topics in one search. Search by Keyword looks in certain parts of the article: title, citation, abstract (if available), subject headings and the first 50 words

of the article. You may use a keyword search if there is no subject heading for your search term or if you'd like a larger set of results.

### Basic Search — Search by Full-text

**Search by Full-text** searches in the full text of every article in the database. It can be used to find any mention of a term or terms.

## GEOGRAPHY & CULTURES SEARCH

The screenshot shows the "Geography & Cultures Search" interface. It features a navigation bar with tabs for Home, Advanced Search, Geography & Cultures Search, History Search, Literature Search, Multimedia Gallery, Person Search, and Science & Health Search. The main content area includes a section titled "1) Select from the places or cultures below." with two radio buttons: "Places" (selected) and "Cultures". Below these are dropdown menus for "Places" (showing "Afghanistan") and "Cultures" (showing "Abkhazians"). There are "SEARCH" and "CLEAR FORM" buttons, and a "Return this number of results per page: 10" dropdown. Below this, there are two optional sections: "2) OPTIONAL: Narrow your search by entering a keyword:" with a text input field, and "3) OPTIONAL: Narrow your search by selecting a document type:" with a dropdown menu showing "\*None Selected\*".

**Geography & Cultures Search** allows you to search a specific set of sources that are limited to that particular subject. You may select **Geography & Cultures Search** from the home page or from the top navigation bar on all other pages in the product.

To use the **Geography & Cultures Search**, select either Places or Cultures (Places is the default option). A drop down list for each selection is present for you to narrow your choice even further. You must select one of the subtopics in the list in order to retrieve results. You may also enter a keyword in the search box so you can execute a search. The Keyword Search box only allows 20 characters to be keyed into it.

You also have the option of limiting your search results to a particular document type such as Country Overview, Flag, and State Overview. The default is Any. You also have the option of choosing how many results you would like to show up per page. The choices are 10, 20, 30, 50 and 100. Documents are grouped by data type into the following tabs: Reference, Primary Documents and Multimedia.

## HISTORY SEARCH

The screenshot shows the 'History Search' page. At the top, there is a navigation bar with 'HOME' and several search categories: 'Advanced Search', 'Geography & Cultures Search', 'History Search' (which is highlighted), 'Literature Search', 'Multimedia Gallery', 'Person Search', and 'Science & Health Search'. Below the navigation bar, the page title is 'History Search'. The first step is '1) Select one of the topics below.' with a dropdown menu showing 'World History'. The second step is '2) AND narrow your search by entering a keyword: Berlin Wall'. There is a 'SEARCH' button and a 'CLEAR FORM' button. Below this, it says 'Return this number of results per page: 10'. The third step is '3) OPTIONAL: Narrow your search by selecting a document type:' with a dropdown menu showing '\*None Selected\*'. There are 'SEARCH' and 'CLEAR FORM' buttons for this step as well.

**History Search** allows you to search a specific set of sources that are limited to that particular subject. You may select **History Search** from the home page or from the top navigation bar on all other pages in the product.

To use **History Search**, select either All, U.S. History or World History from the pull-down menu (All is the default option). You must select one of the subtopics in the list in order to retrieve results; you will only be able to select one subtopic. A keyword must also be entered into the search box before you can execute a search. If you do not enter a keyword an error message will appear reminding you to do so. The Keyword Search box only allows 20 characters to be keyed into it.

You also have the option of limiting your search results to the following document types: Biography, Era Overview, Event Overview, Primary Document or Topic Overview. The default is Any. You also have the option of choosing how many results you would like to show up per page. The choices are 10, 20, 30, 50 and 100. Your results are grouped by data type into the following tabs: Reference and Primary Documents.

## PERSON SEARCH

The screenshot shows the 'Person Search' page. At the top, there is a navigation bar with 'HOME' and several search categories: 'Advanced Search', 'Geography & Cultures Search', 'History Search', 'Literature Search', 'Multimedia Gallery', 'Person Search' (which is highlighted), and 'Science & Health Search'. Below the navigation bar, the page title is 'Person Search'. There is a section 'Choose to limit your search to biographies of our most-studied people or to view all results for a name you enter:' with radio buttons for 'Biographies only' and 'All results'. Below this is a 'Name' field with 'Bush, George' entered. There are radio buttons for 'Name contains' and 'Start of last name'. There are 'SEARCH' and 'CLEAR FORM' buttons. Below this is a section 'Biographical Facts' with a note: 'By entering criteria in one, some, or all of the fields below, you will restrict your search to the biographies of our most-studied people. For example, you could search for American inventors born between 1850 and 1900 by filling in the Nationality, Occupation, and Birth Year fields.' There are fields for 'Occupation:' and 'Nationality:'. There is a 'View occupation list' link. There are dropdown menus for 'Nationality:' and 'Ethnicity:'.

There are two ways to search for a person. One is by using a simple name search, the other is to search using known Biographical Facts. When adding a person's name in the search box, you have a number of retrieval options. One option is retrieving only biographies on the person; the other choice is to retrieve all results, including topic overviews, criticisms and others.

The **Person Search** option enables you to search on a complete name or any word or combination of words known to be part of a person's name. Variant names and pseudonyms used by an individual are also searchable. You may search for a person by selecting "Name contains" or "Start of last name." Searching by "Name contains" allows you to enter a full name or any word or combination of words known to be part of a person's name.

Searching by "Start of last name" yields less precise results than searching by a first and last name. For example, searching on "bon" will return a results list that contains Sonny Bono as well as Bonaventure, Surya Bonaly, Bobby Bonilla and many others. Matching variant names and pseudonyms should return the person's full name in the results list. If only one name is found to match your criteria, the application will take you directly to the main tabbed results page for that name.

### Biographical Facts

The **Biographical Facts** search feature allows you to perform highly targeted searches to identify individuals who match specific search criteria. The search interface is flexible, allowing you to select one, multiple or all terms on the page. The search results are displayed on the Reference tab. Once you have identified the type of person you are looking for, you may then decide to launch a search for more results on the person by clicking the "Expand Results" button in the left sidebar.

**Biographical Facts** search options include:

- Name — enables you to search on a complete name or any word or combination of words known to be part of a person's name. Variant names and pseudonyms used by an individual are also searchable.
- Occupation — searches for an individual based on occupational information that appears in the career section of the biography. Singular form of the occupation should be used, e.g., "author" not "authors." This section typically contains information on the person's various job titles, employers, places of employment and other details. Within this field, enter a word or combination of words that specify a particular job title, field of endeavor, place of employment, or a related concept. For example:
  - professor
  - accountant
  - lecturer
  - Michigan State University
- You will now be able to choose an occupation by selecting the "View occupation list" link underneath the text box.
- Nationality — enables you to find individuals based on their birth or citizenship in a particular nation or country. For individuals who were born in one country and later became citizens of another, multiple nationalities have been identified. To make several selections from the Nationality list box, hold down the Ctrl key and click on the items that interest you.
- Ethnicity — enables you to find individuals based on their membership in a group that shares a common language, culture, customs or background. To make several selections from the Ethnicity list box, hold down the Ctrl key and click on the items that interest you.
- Gender — enables you to find individuals based on their gender. Click on the arrow next to the drop down menu to specify male or female.
- Birth Year and Death Year — enables you to search for individuals based on the year of their birth or death. You may search for birth and death dates:
  - in a specific year by selecting "is" from the drop down menu and entering a year
  - between a range of years by selecting "is" from the drop down menu and entering two years separated by a hyphen
  - before a certain year by selecting "is before" from the drop down menu and entering a year
  - after a certain year by selecting "is after" from the drop down menu and entering a year
- Birth Place and Death Place — enables you to search for individuals based on the city, state or country wherein they were born or died. Within the Birth Place and Death Place fields, use a word or phrase. When searching by state, enter any known forms of the state name for best results.

If you select "All results" for your search, *Discovering Collection* searches across the database and return results on the Reference, Primary Documents and/or Multimedia.

## LITERATURE SEARCH

**Literature Search** allows you to search a specific set of sources that are limited to that particular subject. You may select **Literature Search** from the *Discovering Collection* home page or from the top navigation bar on all other pages in the product. **Literature Search** includes the following options.

### Topic Search

The default is **Topic Search**, allowing you to choose from Authors, Novels, Poems, Shakespeare and Short Stories. You must select one of the topics in order to retrieve results. You must also enter a keyword in the search box so you can execute a search. If you do not enter a keyword, an error message will appear reminding you to do so. The keyword search box only allows 20 characters to be keyed into it.

You also have the option of limiting your search results to a particular document type such as Criticism, Plot Summary, Study Questions, Text of Poem. The default is Any. You also have the option of choosing how many results you would like to show per page. The choices are 10, 20, 30, 50 and 100. Results are available only on the Reference tab.

### Author Search

**Author Search** is very similar to Person Search except you have three new search fields: genre, literary movement/time period and literary theme.

To contact technical support via e-mail, send your message to [globaltech@thomson.com](mailto:globaltech@thomson.com) (outside the U.S. and Canada)

## Genre

Enables you to find authors based on the type of literature that they create. To make several selections from the Genre list box, hold down the Ctrl key and click on the genres that interest you.

## Literary Movement/Time Period

Enables you to find authors based on the literary movement(s) to which they belong or the major time period(s) in which they have written. To make several selections from the **Literary Movement/Time Period** list box, hold down the Ctrl key and click on the items that interest you.

## Literary Theme Search

The **Literary Theme Search** enables you to find authors based on the types of literary themes that are generally associated with their work. To make several selections from the Literary Themes list box, hold down the Ctrl key and click on the items that interest you.

If you are not sure of the author's name, you can look for the name by browsing the "View Author Names" link. To access the list, simply select the "View Author Names" link below the name text box. A screen appears with an alphabetical list of letters and a list of names. Select the type of results you want: (Biographies only or all results). Select the letter you want and a new screen appears with that letter and a new list of author names starting with the letter of your choice. Select a name, and the name is added to the search box automatically. Select search and you will receive your results.

## Title Search

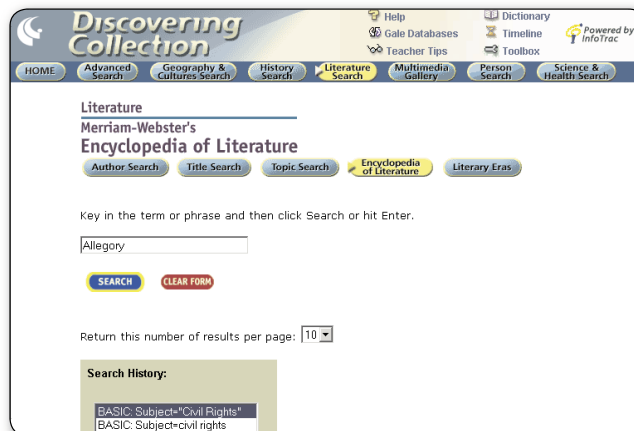
The **Title Search** feature allows you to search the entire database for titles of works based on all, part, or some of the words you enter in the Title Search field. You may select from three types of search options:

Search options	Description of search	Example of search term(s)
Match words exactly as entered (default)	Searches for titles containing the exact phrase entered	Who's Afraid of Virginia Woolf? Across Five Aprils Kiss of the Spider Woman
Match any word(s) entered	Searches for titles containing any, some, or all of the words entered	Virginia Five Aprils Spider Woman
Match all words entered	Searches for titles containing all of the words entered	Afraid of Woolf Across five Kiss of the

You may include a search on the author's name to narrow your results.

## Encyclopedia of Literature Search

This search allows you to search the full text of Merriam-Webster's *Encyclopedia of Literature* for literary terms and authors.



## Literary Eras Search

This search allows you to browse essays on literary topics and eras. Simply choose an era or topic from the list. Topics and eras featured include Age of Goethe; Black Aesthetic Movement; Confessional Poetry; Dadaism; Elizabethan Literature; Harlem Renaissance; Impressionism; Modernism; Restoration Literature; Surrealism; Transcendentalism; and many others.

## MULTIMEDIA GALLERY SEARCH

The **Multimedia Gallery Search** allows you to search for multimedia files so that you may view images, hear recordings and/or view video associated with your subject. Selecting the multimedia button brings you to a search screen. In the search box, enter a subject term, title or caption. Below the search box is another box in which all media types are selected; if you only wish to retrieve specific media types (e.g., images only) then de-select the other media types so they do not show up in your results list.

To access a list of all the media items in *Discovering Collection*, leave the text box blank and hit "Search." If you want to see a list of only a certain type of media (image, audio, video, map, flag, or seal), deselect the media element check box(es) you are not interested in, leave the text box blank and hit "Search."

Results are displayed in a single list arranged alphabetically by document title. Media documents are also retrieved through other search options as well, and are displayed on the Multimedia tab.

Note that different media types display differently:

- Image — Select the link. A .jpg image is displayed
- Audio File — Select the link. A Shockwave control bar appears and the audio file loads. Select play on the player to begin playing (there might be a slight delay while the file is buffering)

- Video Clips — A QuickTime control bar appears in a new window when you click on the video link. A video file begins to play once buffered
- Map — Select the link. A PDF image is displayed
- Flag — Select the link. A .jpg image is displayed
- Seal — Select the link. A .jpg image is displayed

## SCIENCE & HEALTH SEARCH

The screenshot shows the 'Science & Health Search' page. It includes a navigation bar with 'HOME', 'Advanced Search', 'Geography & Cultures Search', 'History Search', 'Literature Search', 'Multimedia Gallery', 'Person Search', and 'Science & Health Search'. The main content area has three steps: 1) Select one of the topics below (with a pull-down menu set to 'All'), 2) AND narrow your search by entering a keyword (with a text box containing 'Atoms'), and 3) OPTIONAL: Narrow your search by selecting a document type (with a pull-down menu set to '\*None Selected\*'). There are 'SEARCH' and 'CLEAR FORM' buttons, and a 'Return this number of results per page' dropdown set to '10'. A 'Search History' section is visible at the bottom.

**Science & Health Search** allows you to search a specific subset of data limited to science and health related issues. You may select Science & Health Search from the home page or from the top navigation bar on any page in the database.

To use the **Science & Health Search**, select either All, Health or Science from the pull-down menu (All is the default option). A keyword must also be entered into the search box below before you can execute a search. If you do not enter a keyword, an error message appears reminding you to do so. The keyword search box allows up to 20 characters to be entered.

You also have the option of limiting your search results to the following document types: Audio, Biography, Image, Topic Overview and Video. You can also limit the number of results per page, from ten to 100. Results will be returned only on the Reference and Multimedia tabs.

## ADVANCED SEARCH

The screenshot shows the 'Advanced Search' page. It includes a navigation bar with 'HOME', 'Advanced Search', 'Geography & Cultures Search', 'History Search', 'Literature Search', 'Multimedia Gallery', 'Person Search', and 'Science & Health Search'. The main content area has a title 'Advanced Search' and instructions: 'Enter search term(s) and select index type. Indicate choice of Boolean operators (AND, OR, NOT)'. There are three search input fields, each with a pull-down menu for the index type (set to 'Title/Headline') and a pull-down menu for the Boolean operator (set to 'AND'). There are 'SEARCH' and 'CLEAR FORM' buttons. Below the search fields, there are fields for 'Document Type' (set to '\*None Selected\*') and 'Document Number'. At the bottom, there is a 'Return this number of results per page' dropdown set to '10' and another set of 'SEARCH' and 'CLEAR FORM' buttons.

With **Advanced Search**, you can conduct a precise search on a particular field and/or data type. Below are descriptions of the types of searches you can conduct. Please see Search Tips to learn how to improve your search results.

Search Type	Description
Title/Headline	Use this option to search for words in the title/headline of an article or document. This is a good search to use if you only know part of the title you are looking for.
Source	Searches for a particular source.
Author	Searches for the author of an article, essay or critical review. Note: if you are looking for information about a literary author, such as Charles Dickens, search by Subject rather than Author and invert the name (Dickens, Charles).
Subjects	This search allows you to find documents that are about a particular subject or person. The search works best with last names and with very broad search terms, such as "politics" or "geography."
Keyword	Searches title, citation, subject headings, abstract and first 50 words.
Full Text	Searches the full text of a document. This is a good search to use if you are looking a particular line of text or an unusual phrase.

## DICTIONARY

The *Discovering Collection* allows you to search through three dictionaries:

- Merriam Webster's Collegiate Dictionary
- Merriam Webster's Geographical Dictionary
- Merriam Webster's New Biographical Dictionary

This feature enables you to search for any term that appears in the dictionaries. To use this feature, click **Dictionary** from the home page or any other search page. Choose which dictionary you wish to search and then enter a search term. *Webster's Collegiate Dictionary* is the default dictionary. To view a list of terms, type the first few letters of a term followed by an asterisk (\*) truncation character. Results will appear alphabetically. Click on the term you are interested to receive the description of the term.

## TIMELINE

The **Timeline** feature enables you to search for significant events that occurred from prehistory to the present. There are several different ways to search the **Timeline**:

- Chronology Bar Search — scroll along the search bar and choose a specific time period by clicking on the time period box. A description of each period pops up as you scroll your mouse over the search bar

- Enter a specific year or range of years — key in a date in which the event begins or ends in the boxes provided or key in a range of dates. If you choose to search on a start and end date, the two years will be linked with an implied “and”. (NOTE: If you enter in a date in the start box that is after the date you key in the end box, the system will automatically reverse them in its query when it executes the search.) AD/BC may be chosen for each date with AD being the default
- Search Timeline — enter a specific event or keyword into the text box and click on the “Search” button
- Search Timeline Event and specific year — key in a start and/ or end date and a search term. The years and terms are linked together with an implied “and”

Tips for searching using the Date Boxes:

- If a start date is indicated but the end date is left blank, the search covers the start date through the present
- If an end date is indicated but the start date is left blank, the search covers the beginning of the timeline (B.C.) through the end date indicated
- If text is keyed into the “Search Timeline Event Text” box, but no dates are indicated in the year boxes, the search includes the entire timeline database
- If dates are entered into the start/end boxes and a specific time period on the timeline is clicked, the years chosen on the timeline bar override the years that were keyed in
- If you wish to search in a single year, key the same year into both the start and end date boxes

The resulting articles from a **Timeline Search** are very brief; usually not more than a few sentences or a paragraph. It's a great starting point for a report on a decade or year.

## TOOLBOX

The **Toolbox** is designed to help users of the database; it includes a Research Guide, Research Tools and Search Tips. The Research Guide includes tips and worksheets for using the *Discovering Collection* for research projects. Research Tools include tips and worksheets for writing reports and research papers. Search Tips include a variety of

methods for improving search results, from general tips to the use of search operators and wildcard characters (see next section).

## SEARCH TIPS

This advice helps improve your search results:

**Use at least two or three search terms.** By using more search terms to narrow your search, you can locate essays that better fit your information needs. The following sample results are hypothetical:

Search Terms	Number of Hits
War	198
War soldier	98
War soldier confederate	19
War soldier confederate prisoner	3

*Note:* By default, the search engine finds only those essays containing all of the words you specify. See Search Operators below to learn how to use the AND, OR, NOT and proximity operators.

**Note on the use of stopwords:** Because the search engine does not recognize stopwords, your search term must be enclosed in quotes OR you can drop the stopword from the title or phrase. For example, when searching for a title containing the word “to”:

(1) Enclose the phrase in quotation marks. The search works on the exact phrase (example: “Farewell to Arms”).

(2) Omit the word “to” from the search (example: *A Farewell to Arms* would be entered as “Farewell Arms”).

Stopwords include the following: an, and, aspects, but, co, corp, etc, for, from, if, in, inc, into, is, it, its, jr, ltd, of, on, or, that, the, to, with.

**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, NY, in addition to ancient Rome.

**Use plural or other word endings.** For example, if you are looking for discussions of murder, search for various forms of the word using the OR operator as the connector, e.g., “murder or murders or murderer or murderous.” (*Note:* You may also enter multiple words without the OR operator.) It is also possible, depending on the desired search term, to use the truncation (or wildcard) feature to retrieve both singular and plural forms of a word, e.g., “murder\*”.

**Try using synonyms for your original words.** For example, enter “nervous breakdown” or “mental breakdown” or “nervous disorder” or “mental instability.”

**Check your spelling.** If you type “litrature” instead of “literature,” your search won’t find any matches.

### **Find an exact phrase with the help of the “W” operator or quotes.**

You can narrow your searches by requiring that the search terms appear as a phrase in the order that you typed them. For example, if you are looking for “time travel,” search for these words as a phrase, “time W1 travel”. (It literally means “find time within 1 word of travel.”) This narrows your results from hundreds of matches to a few dozen matches, assuming the phrase that you typed is not too common. You can also use quotes to indicate an exact phrase, e.g., “time travel.”

## Capitalization

The search engine is not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following keyword searches are considered the same:

- astronaut and spaceship or “outer space”
- astronaut AND spaceship OR “outer space”
- Astronaut and Spaceship or “Outer Space”
- astroNAUT and spACEship or “oUTer SpAcE”

## Punctuation

- Hyphen — a hyphen (-) used between two words is considered part of the term. If you are searching for a word or phrase that normally contains a hyphen, include the hyphen
- Apostrophe — apostrophes (’) are not recognized by the search engine and should be deleted from search terms
- Ampersand — ampersands (&) are not recognized by the search engine. Instead use the W (Within) proximity operator. (See below to learn more about proximity operators.)

## Truncation (Wildcard) Characters

The \* (asterisk), ? (question mark) and ! (exclamation point) are used to search for words or numbers sharing a similar pattern. These characters replace alphabetical and numerical characters. *Note:* The asterisk and questions mark characters may not be used in date fields (such as Birth or Death year). Instead, use Date Range searching.

The asterisk (standing for any number of characters) is placed at the end of the term’s root. The search retrieves all words sharing the same root. For example, the term “faith\*” retrieves essays that contain the words faith, faithful, or faiths.

The question mark is used to replace exactly one character within a word to retrieve various forms of that word. For example, the term “wom?n” retrieves essays that contain either woman or women; and “psych???y” matches both psychology and psychiatry but not psychotherapy.

The exclamation point stands for one or no characters. For example, “dog!” matches dog or dogs but not dogma or dogmatic.

## Search Operators

Boolean search operators AND, OR, NOT, and proximity operators may be used to refine your search. Whether the operators are typed in uppercase or lowercase does not affect the search. Please note, however, that if an operator appears in a title you are searching for, 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 in the search box.

- **AND** — use the AND search operator to retrieve documents that contain both of the specified search terms. This operator places no condition on where the terms are found in relation to one another; however, both terms have to appear somewhere in the field you are searching. For example, a full-text search for “apples AND bananas” will find any essay that contains mention of both apples and bananas.
- **OR** — use the OR search operator to retrieve documents that contain one or both specified search terms. This operator places no condition on where the terms are found in relation to one another; however, one or both terms must appear somewhere in the field you are searching. For example, a full-text search for “apples OR bananas” will find essays that mention apples, essays that mention bananas and essays that mention both types of fruit.
- **NOT** — use the NOT search operator to retrieve documents that do not contain the specified term. For example, a full-text search for “apples NOT bananas” will find essays that mention apples but not bananas.

## Parentheses

The operators described above each operate on either simple terms (words or phrases) or you can enter a more complex query delimited by parentheses ( ). Parentheses allow you to construct very powerful queries. For example, entering “pulp fiction” AND ((detective AND crime) OR hard-boiled) OR (“cowboy\*” OR (“gold rush” AND california)) AND (1849 OR nineteenth century). Note that Boolean operators are applied in the order in which they appear. Therefore, the searches “apples AND bananas OR oranges” and “(apples AND bananas) OR oranges” are equivalent.

## Proximity

The proximity operators W (within) and N (next to) may be used to refine your search:

- The W operator finds essays containing the specified words in the specified order within the number of words you indicate. For example, “old w4 sea” finds documents that contain the word “old” within four words of the word “sea,” and old must precede “sea”
- The N operator locates documents containing the words you specify

within the number of words you specify, but the words can be in any order. For example, “apples N4 bananas” finds documents that contain the words “apples” and “bananas” within four words of each other, regardless of their order (that is, “bananas” can precede or follow “apples”)


## Field Length

The length of any given field is not limited to the window you see on the screen. As a search term or terms is keyed, the text continues to scroll to the left, so that you can see the search expression as it is being keyed.

## Mark List

You may also save documents in a **Mark List** for reading in further detail later. Simply check the box next to the title in the Results List. The documents you checked will be put in a **Mark List** and a new button will appear on the left side of the screen labeled “View Mark List.” From within an article, you can also check the box next to the article to also add it to the **Mark List**.

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