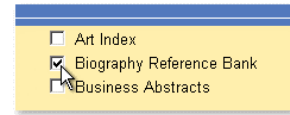


## Getting Started

Always start by selecting the database(s) you want to search. Click **Close Database Selection Area** or **Open Database Selection Area, as appropriate.**



To review the way records are displayed, click **Customize Display** in the bottom taskbar from any search screen.



## 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, Book Records, and Art Museum Image Gallery 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

### 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.

**Record Display Options**

**Display Field Names As:**

**Records per Page:**  10  20  50

**Default Display Format:**  Brief  Full

**Record Sort Options**

**Sort By:**

**Sort Order:**  Ascending  Descending

**Select Fields to Include in...**

- Article Records**
- Biography Records**
- Fact Records**
- Book Records**
- Art Museum Image Gallery Records**

**Apply These Custom Settings to...**

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

When you click **Save Changes** or **Cancel** in the bottom taskbar, you will return to your previous screen.



## Advanced Search

Enter a word or phrase and select specific fields to focus your search and get the most useful and relevant results. You can use more than one entry box to build a Boolean search: select **and** to retrieve all of the terms in every entry, select **or** to retrieve any of the terms, and select **not** to exclude a particular term. Choose additional fields to limit and expand your search.

Depending on the database, choose additional fields to limit and expand your search. Note the additional full text **Expand:** option: **Also search within the full text of the articles, for extra results.** Click **Start**.

**Open Database Selection Area** [1] Database(s) selected: Biography Reference Bank

**Search For:**  **as:**

**Sort By:**

**Date of Birth:**  **Date of Death:**

**Profession/Activity:**  **Limit to:**  Images

**Place of Origin:**   Bios/Obits

**Gender:**

**Ethnic Background:**

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. Your results will be displayed according to your choices and the **Citation Display** settings. To create a new search, click **Advanced Search**, **Basic Search**, or **Browse** in the toolbar on the left. Searches can be further narrowed, expanded, or combined in the **Search History** screen. Any search can be saved for up to 6 months.

### Sample Searches

#### Example 1:

Enter **william blake** in the first entry box.  
Leave all the other options at the default settings.  
Click **Start**.

Results ranked at 100% mean an exact match on the subject **william blake**. The following results ranked at a lower percentage indicate that the term appears somewhere in the record.

**Example 2:**

Enter **engravers** in the first entry box and **england** in the box below, with **and** as the operator between the boxes.

Leave all the other options at the default settings.

Click **Start**.

The **All - Smart Search** query transparently searches through a hierarchy of search rules to find, ranked by relevance, all of the items including stemmed variations of those terms.

**Example 3:**

Enter **songs of innocence** in the first entry box.

Leave all the other options at the default settings.

Click **Start**.

The following results include a match on the phrase with a reference to William Blake.

**Notes:**

- You might see different relevancy rankings in your search results.
- For detailed information about search rules that apply to the **All – Smart Search**, consult **Relevancy Ranking and Search Rules Explained**  
<http://www.hwwilson.com/Documentation//WilsonWeb/searchrules.htm>

## Basic Search

Searching automatically includes the **All-Smart Search** (a rules-based search). Simply enter terms, or type in a more structured Boolean search, then click **Start**. Note the additional full text option: **Also search within the full text of the articles, for extra results**. Consult the online Help system and the Database Description to familiarize yourself with WilsonWeb syntax and the relevant field abbreviations.

**+ Open Database Selection Area** [1] Database(s) selected: Biography Reference Bank

**Search For:**

**Start**

Also search within the full text of the articles, for extra results

Your results will be displayed in alphabetical order. The words you entered are first searched in the following fields: Person, Profession, Place of Origin, Gender, Race, Birth Date, and Death Date.

## Sample Searches

### Example 1:

Enter **english poets and illustrators**.

Click **Start**.

This is a very broad search, with all variations of the term (word-stemming), and every instance of the term anywhere in the record.

### Example 2:

Enter **william blake in sb**.

Click **Start**.

Your results only include instances where the term **william blake** appears in the **Person (sb)** field of the record.

### Example 3:

Enter **english poet**.

Click **Start**.

Your results only include instances where the record includes the 2 words as a bound phrase. Word variations will also be included.

## Notes:

- To search on a phrase but prevent stemming of your terms, put your phrase within quotation marks.  
For example, "**poets and illustrators**".
- The operators **and**, **or**, **not**, and **in** do **not** require brackets.
- For detailed information about search rules that apply to biographical searching in the Basic Search, consult **Relevancy Ranking and Search Rules Explained**:  
<http://www.hwwilson.com/Documentation//WilsonWeb/searchrules.htm>

## Browse

Search in the **Browse** screen to find the relevant category in alphabetical listings. Searching across databases, the results list will indicate which individual databases have relevant records.

**+** Open Database Selection Area [1] Database(s) selected: Biography Reference Bank

**Browse For:**  **In:**

Select ~~one~~ or more databases.  
Enter words, terms, or phrases and then select the field from the drop-down list.  
Click **Start**.

## Sample Searches

### Example:

Enter **rushdie** in the entry box and select **Subject(s)** from the drop-down menu. Click **Start**.

Your results only include instances where the term **rushdie** appears in the subject field of the record. Notice that related subjects will appear in the results list adjacent to the term searched. In biographic databases, searching for a name in the Browse screen is helpful when you are not sure of the correct spelling.

- Rushby, George** - **biorb** (1)  
*Your term would have been here.*
- Rushdie, Salman** - **biorb** (1)
- Rushdie, Salman / Attitudes, opinions,**  
- **biorb** (1)
- Rushdie, Salman / Autobiography**  
- **biorb** (1)
- Rushdie, Salman / Bibliography**  
- **biorb** (1)

### Note:

Additionally, you can click on any result displayed; the system will automatically launch a search of that term.

You can enter a new term to search within the Thesaurus in the text entry box in the bottom taskbar. Click the computer **Enter** key. To view the succeeding page of terms, click the Next symbol ">" in the bottom taskbar. To view the preceding page of terms, click the Previous symbol "<" in the bottom taskbar.

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

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

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

Click the **Previous** 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:**

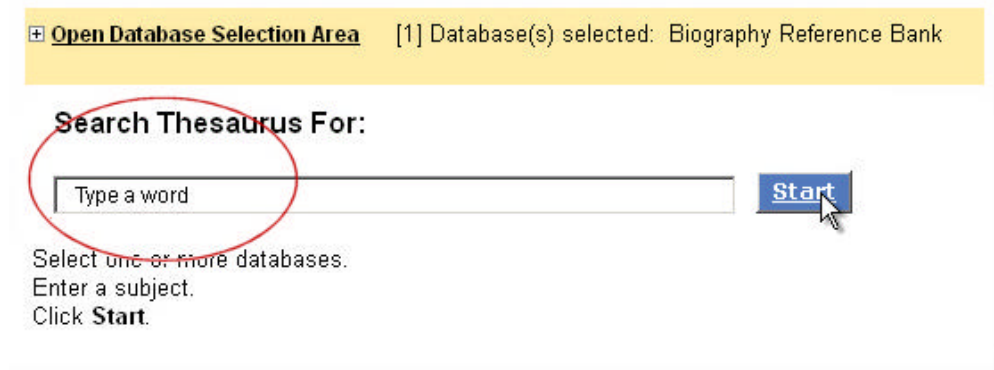
1. Click the **Browse** button on the left toolbar and enter a new term(s) and/or dropdown selection.
2. Click the **Revise Search** button on the bottom taskbar and return to the Browse Search page.
3. Enter a new term(s) in the text entry box found on the bottom taskbar of the Browse Search Results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

**To clear an entry on the Browse Search page:**

Click **Clear** in the bottom taskbar.

## Thesaurus

In biographic databases, searching in the **Thesaurus** screen can locate related subject headings because the search locates the term even if it is a secondary one.

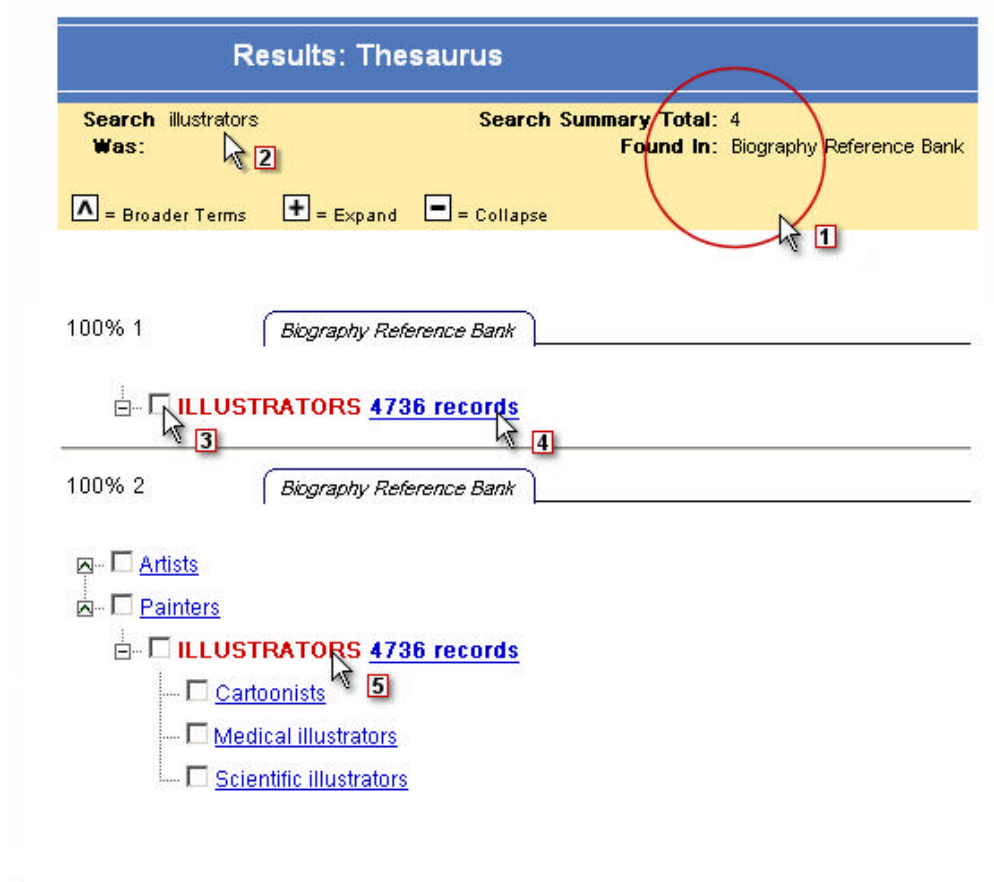


**Open Database Selection Area** [1] Database(s) selected: Biography Reference Bank

**Search Thesaurus For:**

Type a word  **Start**

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



**Results: Thesaurus**

**Search** illustrators **Search Summary Total: 4**  
**Was:**  **Found In:** Biography Reference Bank

= Broader Terms  = Expand  = Collapse

100% 1 *Biography Reference Bank*

**ILLUSTRATORS 4736 records**

100% 2 *Biography Reference Bank*

- Artists
- Painters
  - ILLUSTRATORS 4736 records**
    - Cartoonists
    - Medical illustrators
    - Scientific illustrators

- 1 Complete summary report.
- 2 Full query.
- 3 Click to mark thesaurus term. After marking terms, you can click **Get Marked** in the lower toolbar to display all the marked terms.
- 4 Click to view records.
- 5 Notice how term appears as part of a multi-term subject.

## Sample Search

### Example:

Enter **illustrators**.

Click **Start**.

The list displays the word **illustrators** as a subject heading or part of a multi-term subject.

### To search for marked items:

Click **Search Marked Subjects** 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 preceding page of results:

Click the **Previous** 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 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 the marked subjects on the results page:

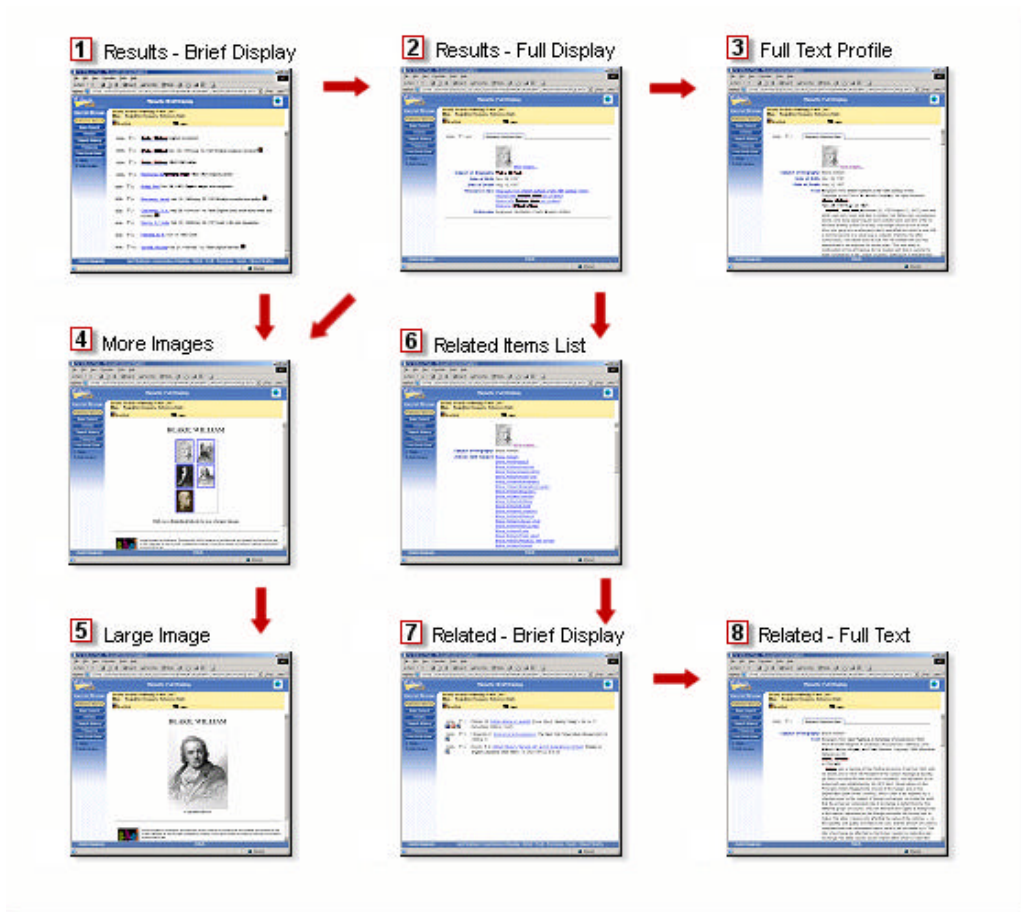
Click **Clear** in the bottom taskbar.

### To clear an entry on the Thesaurus search page:

Click **Clear** in the bottom taskbar.

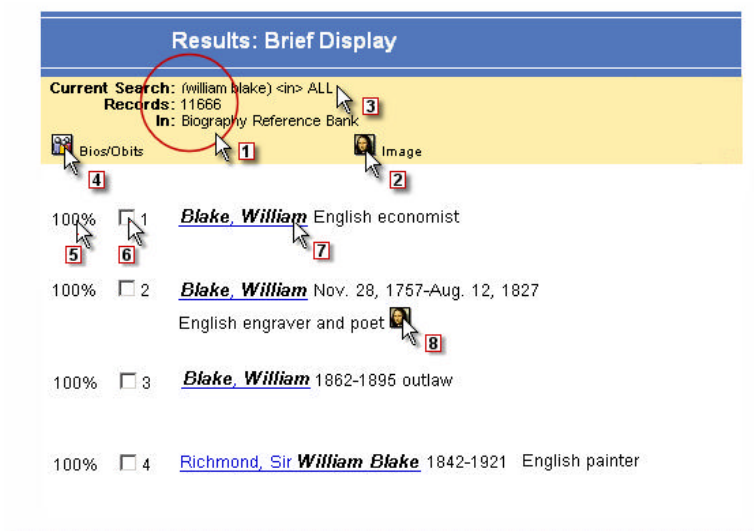
## Search Results

The **Search Results** screen leads you to a main full text profile and associated images. From the full display of the record you can also select lists of related items: additional full text profiles, related full text articles, and book citations.



- 1** Brief Display of records.
- 2** Full Display of the record.
- 3** Full Text of the main article.
- 4** All related images available.
- 5** Selected image, enlarged.
- 6** Lists of related items, articles, and book citations.
- 7** Brief display of specific related items.
- 8** Full display of related item - related full text article.

Review your results and mark the records you want to review or save. At the top of the screen is a detailed report of your search.

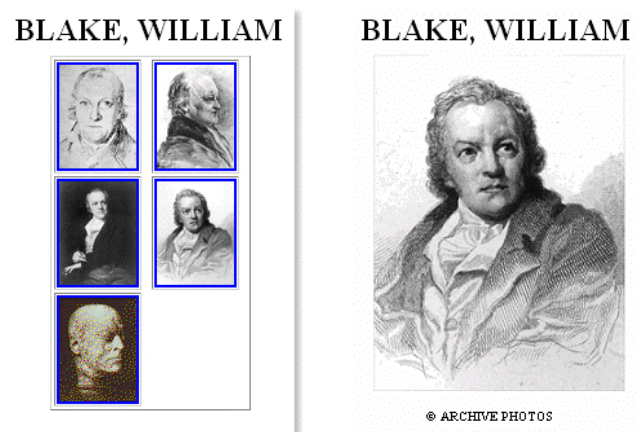


- 1 Complete summary report.
- 2 Click image icon and search again, limiting results to records with images.
- 3 Full query: the search is displayed as a constructed Boolean search.
- 4 Click Bios/Obits icon and search again, limiting results to records with biographies and/or obituaries.
- 5 Relevancy percentage: 100% means all terms appear in the subject(s).
- 6 Click to mark record.
- 7 Click to display full text record.
- 8 Click image icon to see images related to this record.

Use links in the bottom taskbar navigate through your results list. Click **Get Marked** to produce a list of only those records you have specified. To view the succeeding group of results, click the Next symbol ">" in the bottom taskbar. To view the preceding group of results, click the Previous symbol "<" in the bottom taskbar. To **Jump To** a specific page of results, enter a new page number in the number entry box, and click the **Enter** button on your computer. To change all records in the result set to Full display citations, click **Full** in the bottom taskbar.



Click on a thumbnail to see an enlarged image.



In the full display of the record, you can mark results and access related information, including lists of related items.

100%  1 of 1 [Biography Reference Bank](#)



[More images...](#)

**Subject of Biography:** *Blake, William*

**Date of Birth:** Nov. 28, 1757

**Date of Death:** Aug. 12, 1827


**Resource Links:** [Biography from \*British Authors of the 19th Century\* \(1936\)](#)  
[Articles with \*William Blake\* as a subject](#)  
[Books with \*William Blake\* as a subject](#)  
[Books by \*William Blake\*](#)

**Profession:** Engravers; Illustrators; Poets, English; Writers

- 1 Click to mark record.
- 2 Name of database.
- 3 Click to see related images.
- 4 Click to display full text profile.
- 5 Click to see list of related articles.
- 6 Click to see list of related book citations.

You can mark the full text of the profile and display additional images, when available.

100%  1 of 1 [Biography Reference Bank](#)



[More images...](#)

**Subject of Biography:** *Blake, William*

**Date of Birth:** Nov. 28, 1757

**Date of Death:** Aug. 12, 1827

**Text:** Biography from *British Authors of the 19th Century* (1936)  
Copyright (c) by The H. W. Wilson Company. All rights reserved.

**Blake, William**  
*Nov. 28, 1757-Aug. 12, 1827*


**BLAKE, WILLIAM** (November 28, 1757-August 12, 1827), poet and artist, was born, lived, and died in London. His father was a prosperous hosier, who, early observing his son's artistic bent, sent him at ten to the best drawing school of its day. He bought casts for him to work from, and gave him an allowance which permitted him while he was still a child to become in a

----- **ARTICLE EXCERPT** -----

- 1 Click to mark record.
- 2 Name of database.
- 3 Click to see related images.
- 4 Highlighted text indicates terms searched.

## Lists of Related Records

100%  1 of 1 *Biography Reference Bank*



[More images...](#)

**Subject of Biography:** Blake, William

**Articles with Subject:** [Blake, William](#)  
[Blake, William/about](#)  
[Blake, William/Allusions](#)  
[Blake, William/Appreciation](#)  
[Blake, William/Authorship](#)  
[Blake, William/Bibliography](#)  
[Blake, William/Biographical works](#)  
[Blake, William/Biography](#)  
[Blake, William/Criticism](#)  
[Blake, William/Editions](#)  
[Blake, William/Exhibit](#)  
[Blake, William/Exhibitions](#)  
[Blake, William/Influence](#)

----- LIST EXCERPT -----

- 1 Mark this list.
- 2 Name of database.
- 3 Click to display related images.
- 4 Click to display related records.

## Related Records

100%  1 Phillips, M. [William Blake in Lambeth](#) [cover story]. *History Today* v. 50 no. 11 (November 2000) p. 18-25

100%  2 Fitzgerald, P. [Innocence and experience](#). *The New York Times Book Review* (April 14 1996) p. 5

100%  3 Essick, R.N. [William Blake's "female will" and its biographical contest](#). *Studies in English Literature 1500-1900* v. 31 (Aut 1991) p. 615-30

- 1 Click to mark this record.
- 2 Click to display full text article.
- 3 Click to display all full text records.
- 4 Click to display only full text records available in pdf (Acrobat) format.
- 5 Click to open WilsonLink and see related links.

## Full Text Related Record

AUTHOR: Michael Phillips

TITLE: WILLIAM BLAKE IN LAMBETH

SOURCE: History Today 50 no11 18-25 N 2000

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NO. 13 HERCULES BUILDINGS, Lambeth, was the residence of William Blake and his wife Catherine during the most creative and productive period of his life. Moving from smaller premises in Soho in 1790, it was here during the next few years that Blake produced Songs of Experience, The Marriage of Heaven and Hell, Visions of the Daughters of Albion, America a Prophecy, The First Book of Urizen and much else. Here he developed his method of colour printing that in 1795 led to the production of the great series of large colour prints including Newton, Nebuchadnezzar and The Night of Enitharmon's Joy. But by the winter of 1792-93, in reaction to events in France, a writer and publisher of prints of Blake's radical persuasion was at grave risk of being indicted for sedition and committed to prison to await trial.

----- ARTICLE EXCERPT -----

In the screen that displays your marked records, click **Back to All** in the bottom taskbar to return to the full list of your original search. Click the Previous (<) or Next (>) image to navigate through selected records.

The screenshot shows a search results page with a blue header "Results: Brief Display". Below the header, it displays search details: "Current Search: (william blake) <in> ALL", "Records: 11666", and "In: Biography Reference Bank". There are two icons: "Bios/Obits" and "Image". The main content area lists two records:

- 100%  1 [Blake, William](#) English economist
- 100%  2 [Blake, William](#) Nov. 28, 1757-Aug. 12, 1827  
English engraver and poet

### To save this search

Click the **Print Email Save** button or go to **Search History** to save the search string for later use.

### To print or email these records

Click the **Print Email Save** button.

## Search History

Current session searches are reported and tracked in the **Search History** screen. Each new, or modified search displays at the top of the list in the first position.

To see any search, click to mark the search in the box on the left, and click **Start**.

To modify a search directly in this window, you can reformulate any search string, click to mark the search in the box on the left, and click **Start**.

**Active Searches**   **Start**   **New Results**   **Save**   **Delete**   **Select All**

	Search String	Search Hits	Last Run Date
1. <input type="checkbox"/>	{<near>(pianists) <in> ALL}	And Or Not 3958	01/29/03
2. <input type="checkbox"/>	<and>({<near>(women) <in> ALL), (<near>(musicians) <in> ALL)}	And Or Not 1743	01/29/03

Save As:

To combine searches, click to mark the search in the box on the left, select **And**, **Or**, or **Not**, and click **Start**.

**Active Searches**   **Start**   **New Results**   **Save**   **Delete**   **Select All**

	Search String	Search Hits	Last Run Date
1. <input checked="" type="checkbox"/>	{<near>(pianists) <in> ALL}	And Or Not 3958	01/29/03
2. <input checked="" type="checkbox"/>	<and>({<near>(women) <in> ALL), (<near>(musicians) <in> ALL)}	And Or Not 1743	01/29/03

Save As:

Your combined search is now displayed as a new search in the top position.

**Active Searches**   **Start**   **New Results**   **Save**   **Delete**   **Select All**

	Search String	Search Hits	Last Run Date
1. <input type="checkbox"/>	{<near>(pianists) <in> ALL <AND> (<and>({<near>(women) <in> ALL), (<near>(musicians) <in> ALL))}	And Or Not 451	01/29/03
2. <input type="checkbox"/>	{<near>(pianists) <in> ALL}	And Or Not 3958	01/29/03
3. <input type="checkbox"/>	<and>({<near>(women) <in> ALL), (<near>(musicians) <in> ALL)}	And Or Not 1743	01/29/03

Save As:

**You can save a search on the WilsonWeb system for up to 6 months.**

This means that you can follow a query through time and find new records as they are added to the database.

First create an ID. Enter any name/word in the ID entry box at the bottom of the screen and click **Sign On**. Anytime you return to WilsonWeb you can simply go to the Search History screen and enter your ID to access saved searches.

**Note:**

Whenever creating an ID, be sure to make it sufficiently unique so that other users within your institution will not be able to view or modify your saved searches.

Then, to save your search, click to mark the search in the box on the left, enter a unique name for your search, and click **Save**.

When you return to WilsonWeb, open the **Search History** screen, enter your ID, and click **Sign On**. All your saved searches will be listed. Click to mark the search in the box on the left, and click **Load**. This search will then be displayed as the first search above where you can mark it and click **New Results** to retrieve your saved search with updated records.

**Saved Searches** [Load](#) [Delete](#)

	File	Last Modified
1. <input type="checkbox"/>	dramalist	01/15/03
2. <input checked="" type="checkbox"/>	hometown	01/15/03

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

ID:  [Sign On](#)

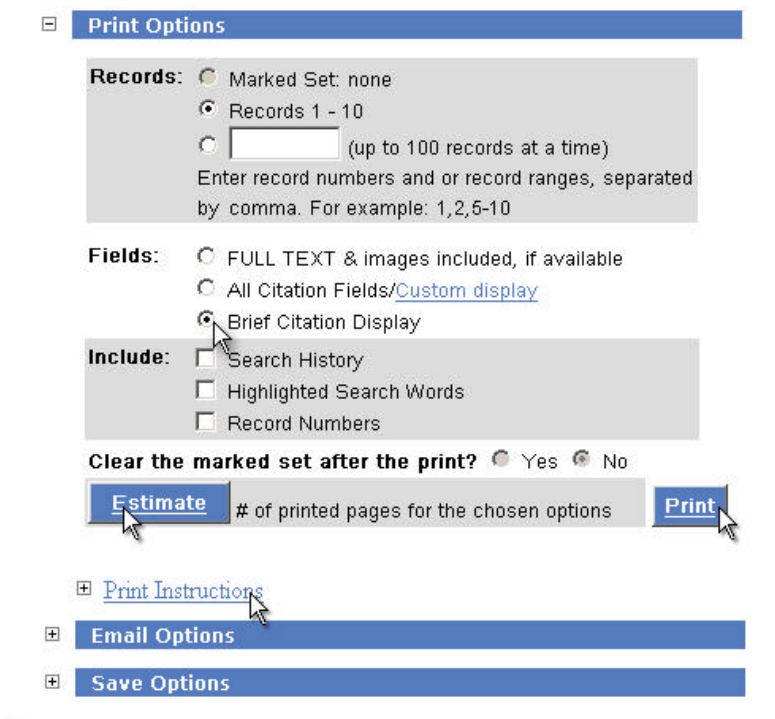
## Print Email Save

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 in the bottom taskbar, or use the 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 the **Print Email Save** button.
4. Select **Print**.
5. Click **FULL TEXT and images included, if available**.
6. Select desired printing options.
7. Click **Print**

## Email

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

**Note:** Select the **Format for exporting to Bibliographic Software** radio button in the Format area to configure records in a format compatible with bibliographic software.

**Print Options**

**Email Options**

To:

Subject:

**Records:**  Marked Set: none  
 Records 1 - 10  
  (up to 100 records at a time)  
Enter record numbers and or record ranges, separated by comma. For example: 1,2,5-10

**Fields:**  FULL TEXT & Images included, if available  
 All Citation Fields/[Custom display](#)  
 Brief Citation Display

**Format:**  HTML (Use for Persistent/Durable URLs)  
 Plain Text  
 XML  
 Rich Text (Word Processing Format)  
 Comma-Separated (Spreadsheet Format)  
 Format for exporting to Bibliographic Software

**Include:**  Search History  
 Highlighted Search Words  
 Record Numbers

Clear the marked set after the email?  Yes  No **Email**

[Email Instructions](#)

### Email records:

1. Enter email address
2. Enter email subject.
3. Select the options that indicate which records you want to send.
4. Select the desired fields and email format.
5. Select other options.
6. Click **Email**.

**You will receive a confirmation number.**

## Save

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

**Note:** Select the **Format for exporting to Bibliographic Software** radio button in the Format area to configure records in a format compatible with bibliographic software.

Print Options

Email Options

Save Options

**Records:**  Marked Set: none  
 Records 1 - 10  
  (up to 100 records at a time)  
Enter record numbers and or record ranges, separated by comma. For example: 1,2,5-10

**Fields:**  FULL TEXT & images included, if available  
 All citation fields/[Custom display](#)  
 Brief citation display

**Format:**  HTML (Use for Persistent/Durable URLs)  
 Plain Text  
 XML  
 Rich Text (Word Processing Format)  
 Comma-Separated (Spreadsheet Format)  
 Format for exporting to Bibliographic Software

**Include:**  Search History  
 Highlighted Search Words  
 Record Numbers

Clear the marked set after the save?  Yes  No

[Save Instructions](#)

### 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**.

### Saving Persistent/Durable Links:

1. Select in Fields: either **FULL TEXT & images included, if available** or **All citation fields/Custom display**.
2. Select the **HTML** format option.
3. Select other options.
4. Click **Save**.

**Note:** The Persistent URL will be found in the **Citations Article Link** field.