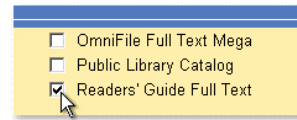


Getting Started

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: Long labels

Records per Page: 10 20 50

Default Display Format: Brief Full

Record Sort Options

Sort By: Relevance

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.

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 [3] Database(s) selected: Readers' Guide Full Text

Search For: Type a word or phrase

and Type a word or phrase

and

as: All - Smart Search

All - Smart Search

All - Smart Search

Sort By: Relevance

Limit Dates to: Any Year
 Within last 12 months
 From Year:
To Year:

Limit to: Full Text Articles
 Page Image (PDF)
 Peer Reviewed
 Library Holdings

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

Document Type: All

Physical Description: All

Start

When using the **All - Smart Search** query do not use truncation symbols. 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 **lowering cholesterol** in the first entry box.
Leave all the other options at the default settings.
Click **Start**.

Example 2:

Enter **diet** in the first entry box and **exercise** in the second entry box.

In the **as:** box leave the setting on **All – Smart Search**.

Enter **newsweek** in the third entry box and select **Journal Name** from the **as:** drop-down menu.

Under **Limit Dates to:** click the radio button next to **Within the last 12 months**.

Under **Limit to:** click the check box next to **Full Text Articles**

Click **Start**.

The results include a match on the subjects **diet and exercise** in all full text records appearing in Newsweek within the last 12 months.

Results ranked at a lower percentage include only a partial match on the subjects.

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: Readers' Guide Full Text

Search For:

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

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

1. Enter a word or phrase.
2. Mark or unmark the full text search option: **Also search within the full text of the articles, for extra results**. (Choice available only for appropriate databases.)
3. Click **Start**.

To search using Boolean operators:

1. Enter a constructed search string. (See Sample Searches below.)
2. Mark or unmark the full text search option: **Also search within the full text of the articles, for extra results**. (Choice available only for appropriate databases.)
3. Click **Start**.

Phrase and Boolean Searching

Bound phrase: "Greek tragedy"

Boolean search: (painters or sculptors) and Italy

Boolean search: ((water or contamination) and pollution) in su

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

Sample Searches

Example 1:

Enter **cholesterol**.

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 **cholesterol or diet**.

Click **Start**.

Your results include instances where the phrase appears, as well as word variations of each term.

Example 3:

Enter “**lowering cholesterol**”.

Click **Start**.

Your results only include instances where the record includes the 2 words as a bound phrase.

Example 4:

Enter (“**lowering cholesterol**”) and (y in fti)

Click **Start**.

Your results only include instances where the terms **lowering cholesterol** appear as a bound phrase in the full text of the record.

Notes:

- To search on a phrase but prevent stemming of your terms, put your phrase within quotation marks. For example, "**high cholesterol**"
- The operators **and**, **or**, **not**, and **in** do **not** require brackets.
- 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>

Browse

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

Open Database Selection Area [1] Database(s) selected: Readers' Guide Full Text

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 Search

Example:

Enter **cardiovascular system** in the entry box.

Select **Subject(s)** from the drop-down menu.

Click **Start**.

Your results only include instances where the term **cardiovascular system** appears in the subject field of the record. Notice that related subjects will appear in the results list before and after the term searched.

- Cardiovascular Imaging Systems - rdgft (1)**
- Cardiovascular system - rdgft (16)**
- Cardiovascular system / Diseases - rdgft (7)**
- Cardiovascular system / Diseases / Causes - rdgft (6)**
- Cardiovascular system / Diseases / Genetic aspects - rdgft (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.

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

Explore 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.

Results: Brief Display

Current Search: diet <in> ALL AND exercise <in> ALL AND newsweek <in> ALL
Records: 28
In: Readers' Guide Full Text

Limiting Icons: Full Text PDF Peer Reviewed
Linking Icons: Library Owns? WilsonLink

65% 1 [Health For Life](#) [Cover story; special section]. *Newsweek* v. 140 no. 23 (December 9 2002) p. 45-75

62% 2 Kalb, C. [What's a Woman to Do?](#). *Newsweek* v. 139(i.e.140) no. 4 (July 22 2002) p. 42-5

60% 3 Noonan, D., et. al., [The prostate plan](#) [research by D. Ornish]. *Newsweek* v. 139 no. 16 (April 22 2002) p. 69-70

54% 4 [Health notes](#). *Newsweek* v. 139 no. 12 (March 25 2002) p. 61

39% 5 [The Tip Sheet](#). *Newsweek* v. 140 no. 24 (December 9 2002) p. 87-8,90, 92-3

- 1 Complete summary report.
- 2 Full query: the search is displayed as a constructed Boolean search.
- 3 Relevancy percentage: 100% means all terms appear in the subject(s).
- 4 Click to mark record.
- 5 Click to see full citation for this record.
- 6 Click to display all full text records.
- 7 Click the WilsonLink icon to find related information outside of the Wilson database.

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.

Revise Search << 1 >> Full Get Marked Clear Marks Customize Display

In the full display of the record, you can also mark results and access related information, including additional associated subject headings.

100% 1 of 1 Readers' Guide Full Text

Title: Health For Life

Other Titles: Cover story; special section

Journal Name: [Newsweek](#)

Source: [Newsweek](#) v. 140 no. 23 (December 2 2002) p. 45-75

Publication Year: 2002

Physical Description: Illustration

ISSN: 0028-9604

Language of Document: English

Subject(s): [Alternative medicine](#)

Document Type: Feature

Update Code: 20021203

Accession Number: 200233601450019

- 1 Relevancy ranking.
- 2 Click to mark record.
- 3 Click to display all full text records.
- 4 Click WilsonLink icon to find related information outside of database.
- 5 Click to see additional records in this journal.
- 6 Click to see all records in this issue.
- 7 Click to search for all records indexed to an individual subject heading.

Brief Display - Marked Records

Results: Brief Display

Current Search: diet <in> ALL AND exercise <in> ALL AND newsweek <in> ALL

Records: 28

In: Readers' Guide Full Text

Limiting Icons: Full Text PDF Peer Reviewed

Linking Icons: Library Owns? WilsonLink

63%	<input checked="" type="checkbox"/>	1	Health For Life [Cover story; special section]. <i>Newsweek</i> v. 140 no. 23 (December 2002) p. 45-75
62%	<input checked="" type="checkbox"/>	2	Kalb, C. What's a Woman to Do? . <i>Newsweek</i> v. 139(i.e.140) no. 4 (July 22 2002) p. 42-5
60%	<input checked="" type="checkbox"/>	3	Noonan, D., et. al., The prostate plan [research by D. Ormish]. <i>Newsweek</i> v. 139 no. 16 (April 22 2002) p. 69-70

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.

TITLE: Health For Life
SOURCE: *Newsweek* No 23 45-75 D 2 2002

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MORE AND MORE AMERICANS look outside of conventional medicine for at least some of their health care. They take herbs to lift their mood, and turn to acupuncture or yoga to alleviate pain. They give age-old Chinese remedies a new try--and they wonder what herbal supplements might be effective (and safe) for their children. But "complementary" and "alternative" therapies haven't been subject to rigorous scientific testing--until now. The medical researchers around the country who are examining these nonconventional approaches are revolutionizing clinical practice and giving birth to a new kind of integrative medicine.

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

WAYS TO HEAL YOUR HEART

Most people know that a healthy lifestyle can help prevent heart disease, but many assume that drugs and procedures are the whole secret to surviving it. Conventional medicine offers powerful tools for unblocking closed coronary arteries, controlling **cholesterol**, relieving angina and warding off heart attacks. But the most cutting-edge treatments **3** no substitute for exercise and good nutrition. These neglected complementary therapies can improve a person's health at almost any stage of illness.

How effective are they? **Diets** low in saturated fat and trans fats--and high in fruits, vegetables, fish and whole grains--can reduce your risk of a heart attack or stroke by 20 to 80 percent. And even moderate exercise, such as walking briskly for three or more hours each week, can reduce your risk by 30 to 40 percent. Combining stress management and smoking cessation with **diet** and exercise not only preserves health but also interrupts the disease process. Rigorous lifestyle programs, such as those developed by Dr. Dean Ornish and Nathan Pritikin, have been shown to slow the arterial narrowing and clot formation that cause most heart attacks.

Most experts still doubt that such programs offer a realistic alternative to surgery, angioplasty or medication for people with advanced heart disease. But these regimens can clearly help reduce people's symptoms and improve their ability to function.

Can other natural remedies help keep your heart healthy? Supplements containing folic acid (a B vitamin) or omega-3 fatty acids may help protect people at high risk for heart disease. And large studies, including Harvard's Nurses' Health Study and Health Professionals' Follow-Up Study, found reduced rates of heart disease in people whose **diets** are rich in antioxidants such as vitamin E, vitamin A and beta

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

- 1** Title of full text record.
- 2** Source.
- 3** Note: all terms in search are highlighted.

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"/>	<and> ((<near>(diet) <in> ALL), <near>(exercise) <in> ALL), <near>(newsweek) <in> JN), <yesno> (pjd >=	17	01/27/03
2. <input type="checkbox"/>	<near>(lowering, cholesterol) <in> ALL)	49374	01/27/03

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"/>	<and> ((<near>(diet) <in> ALL), <near>(exercise) <in> ALL), <near>(newsweek) <in> JN), <yesno> (pjd >=	17	01/27/03
2. <input checked="" type="checkbox"/>	<near>(lowering, cholesterol) <in> ALL)	49374	01/27/03

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"/>	<and> ((<near>(diet) <in> ALL), <near>(exercise) <in> ALL), <near>(newsweek) <in> JN), <yesno> (pjd >=	8	01/27/03
2. <input type="checkbox"/>	<and> ((<near>(diet) <in> ALL), <near>(exercise) <in> ALL), <near>(newsweek) <in> JN), <yesno> (pjd >=	17	01/27/03
3. <input type="checkbox"/>	<near>(lowering, cholesterol) <in> ALL)	49374	01/27/03

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](#)

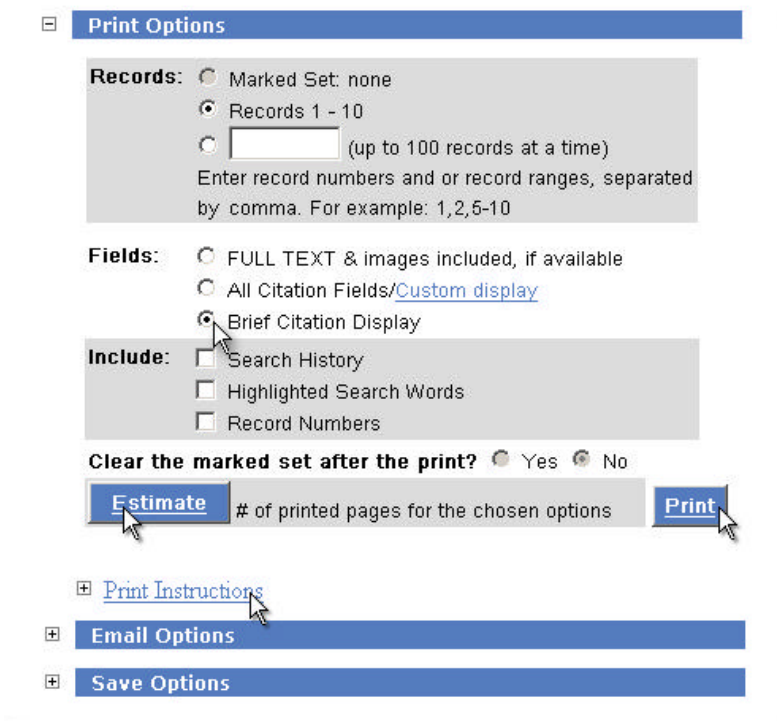
Print Email Save

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 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.