1996

How To Search Electronic Databases (2)

Wolfhard Touchard
press < 1 > for current issues
to exit press < N >< R >< Q >

**FABS Reference Bible**

**Keyword search**

< Enter > => Fabs Electronic Bible
select => NIV < Enter >
type discipleship < Enter >
press < F7 > to show text

* practice with the other databases using the same technique

**Boolean search**

press < F3 >
select => Fabs Electronic Bible < Enter >
select => all Bibles < Enter >
type heavenly < Enter >< Enter >
type sanctuary
press right arrow key once
press < F7 >< F7 >

press < F3 >
select => Fabs Electronic Library < Enter >
type heavenly < Enter >< Enter >
type sanctuary < Enter >
pres right arrow once
press < F7 >< F7 >

to print

press < F8 > < Enter >< Enter >

to copy on disk

press < F8 >
select => drive B < Enter >

**FINANCIAL AID SERVICE**

* please follow instructions on screen

**FOOD ANALYST PLUS**

< Enter >
move to => add < Enter >
type your name < Enter >
enter your birthdate < Enter >, gender < Enter >
< Enter >
press < Y > Nutrients
select => cholesterol (using arrow key of nutrient desired)
pres < Enter >< Esc >
repeat for each additional nutrient desired
press < N > when done at nutrients
< Esc >

1. select => meal < Enter >
2. select => revise/add < Enter >
3. select => meal I < Enter >
4. select => add food < Enter >
5. select => USDA Survey Data < Enter >
6. select => group pick < Enter >
7. select => cereal grains and pastas < Enter >
8. scroll down to => cereals seven grain cooked
< Enter > how much of this measure
< Esc >< Esc >

add food
repeat steps 5 & 6

select => fruit & fruit juices
scroll down to => grapefruit, raw < Enter >
< Enter >< Enter >
scroll to => orange juice, frozen < Enter >
< Esc >> Esc >
< Esc > display results for meal 1
select => graph < Enter >
select => calorie < Enter >
select => day(s) calories < Enter > < Enter >

to print

select => meal < Enter >
select + > print meals < Enter >

to exit

select => Quit
< Enter > < Enter >

G e o b a s e

• This database is part of OCLC FirstSearch. For search techniques please refer to WorldCat.

H e a l t h P L A N

• This database is a SilverPlatter product. For search techniques please refer to ERIC CD-ROM.

I B Y C U S

Note: IBYCUS uses a different keyboard

s t a r t - u p procedure

insert blue program disc
turn on the power switch

inser CD-ROM Thesaurus Linguae Graecae
press < Spacebar > < Stop >
type CDU at the prompt => program manual
< Enter >

type origines < Enter >
< Enter > if you want to search all works
• be sure that you write in Greek
press < Greek/Coptic >
type mark < Enter >
< Enter > again to clear the box
press < User key 3 > to change
press < User Key 2 > to browse
at prompt enter the # of passage => 1.17
< Enter > = full text
scroll down to 007 < Enter > < Enter >

to print

press < Print/Enter >
make selection < Enter >

to exit

press < 0 > right hand number pad
= clears screen
press < Stop > = upper left corner
take out disk and CD-ROM
turn off the power switch

I n d e x t o
L e g a l P e r i o d i c a l s a n d B o o k s

• This database is part of OCLC FirstSearch. For search techniques please refer to WorldCat.
finding the proper subject heading
press < 2 >
press < S > find the word subject on the left side of screen - these are the proper subject headings
press < F > a few more times to find related and additional subject headings
to exit
< N >< R >< Q >

Library Literature

- This database is part of OCLC FirstSearch. For search techniques please refer to WorldCat.

MLA International Bibliography

- This database is a SilverPlatter product. For search techniques please refer to ERIC CD-ROM.

MEDLINE on CD-ROM

- This database is a SilverPlatter product. For search techniques please refer to ERIC CD-ROM.

MEDLINE on OCLC FirstSearch

- This database is part of OCLC FirstSearch. For search techniques please refer to WorldCat.
**Monarch Notes**

*select - notes by literary period*

**search by word**

< Enter >
at word < Enter >
type *romeo* < Enter > < Enter >
type *juliet* < Enter > < Enter >
type *shakespeare* < Enter > < Enter >
when done press < F10 >
select character analysis < Enter >
* find the terms in the text

< Esc > < Esc > < Esc >

**subject search**

highlight subject < Enter >
type *venice* < Enter > < Enter >
type *shakespeare* < Enter >
when done press < F10 >

< Esc > < Esc >

**search for content notes**

*select - contents*
highlight - literature from the Age of Enlightenment < Enter >
select Henry Fielding < Enter > < Enter >

< Esc > < Esc > < Esc >

**search for a study guide**

highlight literature desc. from oral tradition < Enter >
select Beowolf < Enter >
go to the study guide < Enter >

---

**NIV PC**

< Esc > < Esc > < Esc >

* the rest uses the same method

**to exit**

< Esc > < Esc > < Esc > < Esc > < Y >

**to print**

press < F7 >

**to copy on disk**

press < F8 >
type your file name e.g. *a:monarch*
< Enter >

---

**to search the entire Bible using English**

select => Search from the main menu < Enter >
select => English
type *justification* < Enter >
type ± to see the next hit

**to search for words in the Greek New Testament**

select => Window < Enter >
select => synchronize from menu < Enter >
replace first => 0 with => 1
replace second => 0 with => 2
press < Ctrl | right arrow key >

select => Search < Enter >
select => Books
select => Select < Enter >
press < F2 > deselects books from the list
press < F2 > for all O T books
when done < Enter >
press < N > < Esc > to return to the main menu
< Enter >

select => Search from the main menu
< Enter >
select => English < Enter >
press < Ctrl / D > to clear line
type cross < Enter >
  • first hit is not the word we want
press < + > second hit is what we want

select => Search from main menu
< Enter >
select => Lexical
press < Ctrl / D > to clear search line
move cursor to highlight => Greek word
press < F2 > < Enter > < Enter >
press < + > to see the next hit

select => Search from main menu
< Enter >
select => Verse from menu < Enter >
type 1CO < Enter >
type 13 < Enter >
type I < Enter >
select => Search from menu < Enter >
select => Lexical from menu < Enter >
press < Ctrl / D > to clear line
move cursor to Greek word for => love
press < F2 > < Enter > < Enter >
press < + > to see the next hit

to exit
< Q > < E >
to copy on disk
< O > < L >

Oxford English Dictionary = OED2
Second edition

meaning of word

click on => Search
click on => Word
click on => Word list box
type sight
< Enter >

there are three different meanings
click on => sight n 1 < Enter >
click on => sight n 2 < Enter >
click on => sight n 3 < Enter >
quotations

click on => Search
click on => Quotations
click in the text box
type out of mind < Enter >
select the 1737 J. Chamberlayne by clicking on the one above to maximize [ to be able to read better ] click the left corner of the box and then twice on the 1737 entry

Greek roots

click on => Search
click on => Word
click on => Greek
click in box
type kardia < Enter >
click on => Find < Enter >
to exit

click on => File => Exit => Program Manager
=> Close => OK
**PapersFirst**

- This database is part of OCLC FirstSearch. For search techniques please refer to *WorldCat*.

---

**PC Globe**

select => world map < Enter >
< Esc >
select => country - with arrow to the right
< Enter > < Esc >
select => major cities < Enter >
< Esc >
select => elevations < Enter >
< Esc >
select => features < Enter >
< Esc >
select => utilities < Enter >
< Esc >
select => time zones < Enter >
< Esc >

**to print**

select => file - with arrow to the left
< Enter >
select => print screen

to print out the entire information about a country

select => output country data < Enter >
select output to printer < Enter >

**Note:** In printing graphics - WAIT

1. don't touch any key,
2. inform others not to print.

Result = print program will be interrupted, picture will print in parts!!

---

**to copy on disk**

< Esc >
select => output country data < Enter >
select => save pax < Enter >
select => a: < Enter > < Enter >

**to exit**

< Esc >
select => exit < Enter >
select => exit < Enter >

---

**PC-SIG**

click on => categories
click on => education
click on => spelling and vocabulary
click on => spellbound

**to copy on disk**

click on => download Disk #2656
enter the drive and the directory
type a:spellbound < Enter >
click on => OK

**to exit**

click on => Exit

---

**PC USA**

- you must be linked to => state
press < 3 > to select state
select => North Carolina < Enter > use arrow keys
< Esc >
press < 5 > major cities
< Esc > press < 6 > elevations
< Esc > press < 7 > features
< Esc > press < 8 > features legend

to print
< Esc > go to utilities press < 8 >
to exit
< Esc > press < Q > < 2 >
to copy on disk
press < F2 >
< Enter > < Enter >
type apoems < Enter >
< Esc >
to exit
press < Alt/F10 >
< Enter > on => yes

ProceedingsFirst
- This database is part of OCLC FirstSearch. For search techniques please refer to WorldCat.

PsycLit
- This database is a SilverPlatter product. For search techniques please refer to ERIC CD-ROM.

Religious and Theological Abstracts
< Enter > < Enter >
subject search
select => from menu < Enter >
type congregation < Enter >
press < F4 >
type small < Enter >
press < F9 > to show record
press < F7 > for next record
press < F8 > for new search

Scripture search
select => G from menu < Enter >
type 1co 13:1 (abbr. of book, spacebar chapter)
- It is possible to roll up and down the entries menu
press < Enter >
press < F9 > to show record
press < F7 > for next record
to print
press < F10 > < P > < Enter >
to exit
press < F10 > < X > < Enter > < Enter >

Science Helper
press < D > content theme < Enter >
press < B > energy < Enter >
press < I > end selection < Enter >

press < A > selection of grade level
< Enter >
press < G > grade 5 < Enter >
press < K > end selection < Enter >

press < F > choose lesson title < Enter >
choose => air and bread < Enter >
press < F9 > to view the lesson
- use also left and right arrows to read pages
to exit
press < Esc > < L >
SEC Online on CD-ROM
use A-E CD

type Chrysler press < Enter >
< Esc > press < F >

Information about a company

type Chrysler in co press < Enter >
press < F4 > < C >
movement cursor to Annual Report press < Enter >

Information about products

< Esc > < I >
type Chrysler
choose Chrysler-manufactured
press < Enter >

To print

use spacebar to select print press < Enter >
make your changes now by using
Change Options
< Enter > < Enter >

To copy on disk

use spacebar to select download
< Enter > < Enter >

To exit
< Esc > < Q >

SELECT PHONE

- Covers 80,000,000 listings from printed phone directories in the United States. 1995 updated semiannually.

Note: This database is very picky, if you make a spelling mistake shift/backspace

accessing Select Phone

select => OCLC FirstSearch
< Enter > after each command
select => list of all databases
select => Select Phone

type touchard or your name < Enter >
type a roy or your first name
press < 1 > or the number that refers to you < Enter >

to print press < F2 >

to email

press < E >
type your e-mail address < Enter >
type your e-mail address again ( Enter >

to exit
< Enter >
type bye
< Y > are you sure....
< Enter > < Enter >

Seventh-day Adventist Periodical Index

press < J > JwEl
select => SDA Periodical Index
press < W > words in title, subject, or note
type salvation grace < Enter >
press < 2 > make selection
press < S > show items with the same subject
press < 2 > make selection of subject heading
• what you selected is high-lighted
press < F > to look at additional
subject headings
press < N > new search
press < N > obituary name
    type richards h m s < Enter >
pres < N > new search

press < J > journal
    type vibrant life
press < T > articles in this issue

to exit press < N >< R >< Q >

SIGI-PLUS

- Please follow instructions on screen

Social Work Abstracts

- This database is a SilverPlatter product. For search techniques please refer to ERIC CD-ROM.

Sociofile

- This database is a SilverPlatter product. For search techniques please refer to ERIC CD-ROM.

Sports Discus

- This database is a SilverPlatter product. For search techniques please refer to ERIC CD-ROM.

Statistical Abstract of the United States

select => open and press < Enter >
select => Statistical Abstract
< Enter >

press < Spacebar > to start search
type births a unmarried a mothers
< Enter >
select => life births
< Enter >

can't print or copy on disk
to exit

click on => File => Exit => OK

Street Atlas USA

- If you need to clear anything press < Del >
to search a city

click on the icon => Place
type Berrien Springs or your home town
< Enter >
click on => Locate
to search a street

click on => Street
type True or your home street
< Enter >
click on => Locate
to enlarge click on => ln => ln
to shrink click on => Out => Out
to search by telephone
area code & first
three digits

click on => Telephone
type 616 - 473 - 3389 or your home number
< Enter >
click on => Locate

to print

click on => Print => Print

to exit

click on => File => Program Manager
=> Close => OK

USA Counties

move arrow to MI (Michigan) or your home state
< Enter >
move arrow to Berrien County or you home county
< Enter >
select any table by moving the arrow
< Enter >
select other tables as well
< Esc > between tables

to exit < Esc >< Esc >< Esc >

to print

press < P >
make selection by moving the arrow
< Enter >

to copy on disk

press < C >< Enter >< Enter >
select 5 items

World Atlas

click on => TopMap
click on => Southwest Asia
click on => Northern Africa
click on => IndexMap
click on => Southwest Asia
click on => West Bank
click on => Jordan
click on => Amman
click on => Text
click on => People
page down to Ethnic Division & Religion

click on => Utility
click on => Conversion
to exit

click on => Quit and again + > Quit

WorldCat

on OCLC FirstSearch

this database is very picky, if you make a mistake
shift/backspace

accessing WorldCat

select => OCLC FirstSearch
< Enter > after each command
type 14 List of all databases
select => WorldCat
Subject Search

type su:acid rain

On the 2nd line from the top you notice that there are over 2,900 records. Limit the search to publications to 1990 and later.

press < L > limit your search
press < 2 > publication
press < 2 > books
press < N > no
press < 3 > language
press < 2 > English
press < N > there are still too many records
press < Y > years
 type 1992
press < Y > yes
press < A > to narrow search
 type water pollution
press < Y > yes

Finding the proper subject heading

press < 2 > to select record
press < P > brief citation
press < Y > yes
press < F2 > to print

press < F > a few times to find related and additional subject headings

Author search

type $ < Enter > another search
 type au:godfrey neale
press < N >

Author/title search

type $ < Enter > type au:masson, jeffrey and ti:when elephants weep

Author/subject search

type $ < Enter >
type au:skinner and su:education

Narrow search further by => and

press < A >
type vocational guidance

genereal commands

press < F > forward to next screen
press < B > backward to previous screen
< Enter > to go back to list
type number to see full record

to exit type bye

press < y > yes

World of Poetry
(Columbia Granger's World of Poetry)

Author/poet

< F3 >
type Goethe
< Enter > < Enter > press < F10 >

Title/first line

press < F4 >
type America you are luckier
< Enter > < Enter > press < F10 >

Subject

press < F5 >
type meditation
< Enter > < Enter > press < F10 >
anthologies

press < F9 >
select all indexes < Enter >
type america in poetry
< Enter > < Enter > press < F10 >

combined searching

press < F8 >
select subject index < Enter >
type nature
< Enter > < Enter >
select again subject index < Enter >
type faith
< Enter > press < F2 >
select the 2. poem < Enter >

to exit

press < F10 > < F10 > < F10 >

Worldscope/Disclosure Snapshots

- This database is part of OCLC FirstSearch. For search techniques please refer to WorldCat.

export feature

do search on JeWeL
press < N > numeric indexes
press < L > LC call #
type br 115 < Enter >
press < D > display title and author
select & mark records
press < 3 > mark first record
press < E > export marked record
press < Spacebar >
press < R > return to previous screen
press < 6 > mark another record
press < E > export
press < Spacebar >
press < R > return....
press < 8 > mark another record
press < E > export....
press < Spacebar >
press < N > new search.
press < E > export
press < V > view marked records
press < R > return....
press < E > export....
press < F > output full records

e-mail

press < E > e-mail
type your e-mail address
< Enter > < Enter >
press < Y > sent to....
press < Y > clear file....(wait)

to copy on disk

press < C > capture
do NOT press < Spacebar >
press < Alt/P >
roll down to => capture filename
< Enter >
type a:br115 (blue writing)
< Enter >
press < F1 > to accept
press < Alt/C > watch green, bottom right
press < Spacebar > to continue
press < Alt/C > when export is complete
press < Y > clear your file....

to exit
press < R >=< Q >=< X >

REMOTE ACCESS
to JEWEL

Dial Access
your telecommunication software should be set to
no parity
8 data bit
1 stop bit
the maximum telecommunications rate is
2400 bps (band)
the preferred terminal emulation is
VT100
problems with your modem call
616-471-6016

Dial
616-471-3500
wait until your modem stops ringing

wait again while your modem and our system connect
now < Enter >

at the ts-LSB prompt
type =&gt; c library

at the login prompt
type =&gt; library
(use lower case letters)
select your terminal type and confirm
press < J > to select Jewel

Internet Access
telnet library.lib. andrews.edu
(use lower case letters)
< Enter >
follow directions for login above

Research Help
call 616-471-3283
## INDEX

<table>
<thead>
<tr>
<th>Resource</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; H Search</td>
<td>26</td>
</tr>
<tr>
<td>(Arts &amp; Humanities Citation Index)</td>
<td>26</td>
</tr>
<tr>
<td>ABI INFORM</td>
<td>26</td>
</tr>
<tr>
<td>Adventist Pioneer Library</td>
<td>27</td>
</tr>
<tr>
<td>Agricola</td>
<td>27</td>
</tr>
<tr>
<td>American Business Information</td>
<td>28</td>
</tr>
<tr>
<td>American Business Phone Book</td>
<td>28</td>
</tr>
<tr>
<td>Anthropological Literature Index</td>
<td>28</td>
</tr>
<tr>
<td>Applied Science &amp; Technology Index</td>
<td>29</td>
</tr>
<tr>
<td>Art Index</td>
<td>30</td>
</tr>
<tr>
<td>ATLA Religion Database • CD-ROM</td>
<td>30</td>
</tr>
<tr>
<td>ATLA Religion Index • JeWeL</td>
<td>31</td>
</tr>
<tr>
<td>Avery Index to Architectural Periodicals</td>
<td>31</td>
</tr>
<tr>
<td>Basic Biosis</td>
<td>32</td>
</tr>
<tr>
<td>Biological and Agricultural Index</td>
<td>33</td>
</tr>
<tr>
<td>Book Review Digest</td>
<td>36</td>
</tr>
<tr>
<td>Books in Print Plus</td>
<td>33</td>
</tr>
<tr>
<td>CARL Uncover Periodical Indexes • JeWeL</td>
<td>36</td>
</tr>
<tr>
<td>Census of Population and Housing</td>
<td>37</td>
</tr>
<tr>
<td>CINAHL</td>
<td>38</td>
</tr>
<tr>
<td>(Cumulative Index to Nursing and Allied Health Literature)</td>
<td>38</td>
</tr>
<tr>
<td>College Application Planner</td>
<td>38</td>
</tr>
<tr>
<td>College Explorer</td>
<td>38</td>
</tr>
<tr>
<td>County &amp; City Data Book</td>
<td>39</td>
</tr>
<tr>
<td>Dissertation Abstracts</td>
<td>41</td>
</tr>
<tr>
<td>Disclosure</td>
<td>39</td>
</tr>
<tr>
<td>Economic Census</td>
<td>43</td>
</tr>
<tr>
<td>EconLit</td>
<td>43</td>
</tr>
<tr>
<td>Education Index</td>
<td>42</td>
</tr>
<tr>
<td>E. G. White Index</td>
<td>44</td>
</tr>
<tr>
<td>Electronic Encyclopedia</td>
<td>44</td>
</tr>
<tr>
<td>Environment</td>
<td>44</td>
</tr>
<tr>
<td>ERIC • CD-ROM</td>
<td>45</td>
</tr>
<tr>
<td>ERIC • Internet</td>
<td>47</td>
</tr>
<tr>
<td>Expanded Academic Index</td>
<td>48</td>
</tr>
<tr>
<td>FABS Reference Bible</td>
<td>49</td>
</tr>
<tr>
<td>Financial Aid Service</td>
<td>50</td>
</tr>
<tr>
<td>FOOD ANALYST PLUS</td>
<td>50</td>
</tr>
<tr>
<td>Geobase</td>
<td>51</td>
</tr>
<tr>
<td>HealthPlan</td>
<td>51</td>
</tr>
<tr>
<td>Ibycus</td>
<td>51</td>
</tr>
<tr>
<td>Index to Legal Periodicals and Books</td>
<td>52</td>
</tr>
<tr>
<td>Inspec</td>
<td>53</td>
</tr>
<tr>
<td>Library Book/Media Catalog</td>
<td>53</td>
</tr>
<tr>
<td>Library Literature</td>
<td>54</td>
</tr>
<tr>
<td>Medline • CD-ROM</td>
<td>54</td>
</tr>
<tr>
<td>Medline • OCLC</td>
<td>54</td>
</tr>
<tr>
<td>MLA International Bibliography</td>
<td>54</td>
</tr>
<tr>
<td>Monarch Notes</td>
<td>55</td>
</tr>
<tr>
<td>NIV PC</td>
<td>56</td>
</tr>
<tr>
<td>Oxford English Dictionary</td>
<td>58</td>
</tr>
<tr>
<td>PapersFirst</td>
<td>59</td>
</tr>
<tr>
<td>PC Globe</td>
<td>59</td>
</tr>
<tr>
<td>PC-SIG</td>
<td>60</td>
</tr>
<tr>
<td>PC USA</td>
<td>60</td>
</tr>
<tr>
<td>Peterson's Graduate School Selector</td>
<td>61</td>
</tr>
<tr>
<td>PhoneDisc</td>
<td>61</td>
</tr>
<tr>
<td>Poem Finder</td>
<td>62</td>
</tr>
<tr>
<td>ProceedingsFirst</td>
<td>63</td>
</tr>
<tr>
<td>PsycLit</td>
<td>63</td>
</tr>
<tr>
<td>Religion and Theological Abstracts</td>
<td>63</td>
</tr>
<tr>
<td>Science Helper</td>
<td>64</td>
</tr>
<tr>
<td>SEC Online • CD-ROM</td>
<td>65</td>
</tr>
<tr>
<td>Select Phone</td>
<td>65</td>
</tr>
<tr>
<td>Seventh-day Adventist Periodical Index</td>
<td>66</td>
</tr>
<tr>
<td>SIGI-PLUS</td>
<td>67</td>
</tr>
<tr>
<td>Social Work Abstracts</td>
<td>67</td>
</tr>
<tr>
<td>Sociolife</td>
<td>67</td>
</tr>
</tbody>
</table>
EVALUATION
of the
How to Search Electronic Databases
A Survival Guide

Please help us evaluate and improve this Survival Guide by answering four questions. Thanks for your input.

A. How do you rate the format (size) of the Guide:

   ____ just right
   ____ too small
   ____ too large

B. What is the most useful part of the Guide?

C. What is the least useful feature?

D. What are your comments or suggestions?