

# DialogWeb Command Search Tutorial

## About the DialogWeb 2.0 Command Search Tutorial

The DialogWeb 2.0 tutorial demonstrates the use of Command Search. To show the flow of the search process, we will work through the same search topic, **skin cancer**, to demonstrate searching and output management.

**Note:** The DialogWeb top Menubar has been omitted in many of our screen shots in the tutorial to improve performance. Please remember that the Menubar is accessible on every page in DialogWeb (except when you are in the helps section).

## Overview & Login

What is DialogWeb 2.0?

DialogWeb provides easy access to the full content (over 450 databases), power, and precision of Dialog through a Web browser. Special features include:

- A flexible and easy to use Guided Search mode that does not require knowledge of the Dialog command language.
- A robust Command Search mode that uses the powerful Dialog command language experienced searchers can easily use.
- Database selection tools to help pinpoint the right database for your search.
- Integrated database descriptions, pricing information, and other search assistance.
- Easy to use forms to create and modify Alerts (current awareness updates) .
- Search results available in HTML or text formats.
- A choice of displaying records or sending search results via email, fax, or postal delivery.

To get started on DialogWeb 2.0, you will go to <http://www.dialogweb.com> and logon by entering your user ID and password.

**Welcome to DialogWeb**

DialogWeb is a powerful search tool that provides access to thousands of authoritative business, scientific, intellectual property, and technical publications.

- About DialogWeb**  
detailed information about DialogWeb
- Preview and Search Tips**  
search examples, tips, and training
- Sign-Up Information**  
find out how to become a member

**Please Logon :**

User ID

Password

Subaccount

**logon**

When you logon you agree to the current terms.

Secure Site - <https://www.dialogweb.com>

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The DialogWeb Home Page provides a quick way to logon to the service and also has links to product information. Links to the secure site and to the Dialog website are also available.

## Command Search

### Introduction

Command Search is designed for intermediate to experienced Dialog searchers. It provides complete command-based access to Dialog's extensive collection of databases. You are expected to be familiar with Dialog commands when using Command Search.

**Learn More:** [Using Command Search](#)

Additional features include built-in tools such as Bluesheets (database descriptions) and pricing information, database selection assistance to help pinpoint the right databases for your search, and easy to use forms to create and modify Alerts (current awareness updates).

The Command Search main page allows you to begin inputting Dialog commands right away. Command Search contains:

- a textbox for entering Dialog search commands
- a Submit button that sends the command
- a Previous button that displays your most recent command entries.

You can also take advantage of the Quick Functions options for managing Alerts or delivery addresses. The main page has links to the Databases feature, product support information, and Guided Search.

**Tip:** You can move between Guided Search and Command Search; however, the sets you create in one search mode do not transfer to the other search mode.

## Choose Databases

The first step in conducting a Dialog search is to select databases in which to run the search. DialogWeb simplifies database selection by arranging them by subject in the Databases feature. The **All Categories** page appears when we click the **Databases** button on the navigation bar or by clicking Databases on the DialogWeb main page.

Databases is a free tool which will assist us in finding the right databases for our search. Let's try it in the following search.

**Search Topic:** For our search we want to find articles in layman's language on the prevention of skin cancer caused by exposure to the sun.

**Note:** The difference in Databases compared to Guided Search is that a search strategy is input after navigating through the categories and is run in Databases. You then receive notification of the number of records that match the search topic per database. From there, you can decide which databases to use for retrieving records.

Dialog offers two multiple-file search options:

The first search option, **OneSearch**, allows you to conduct a full search of a collection of related databases (up to 60), browse the indexes, or display records. **OneSearch** allows you to conduct a full search of a collection of related databases (up to 60), browse the indexes, or display records. You can search using OneSearch categories or mix OneSearch categories and file numbers (e.g., b medicine, 11).

The second option, **DIALINDEX**, is particularly useful when you do not know which databases to search or when you want to do a comprehensive search and cover everything on a topic. **DIALINDEX** is a master index to most of the Dialog databases. In **DIALINDEX** you can compare the number of records retrieved from a group of databases. **DIALINDEX** is particularly useful when you do not know which databases to search or when you want to do a comprehensive search and cover everything on a topic.

For our search, we will choose the Databases feature, which uses **DIALINDEX**, an index to all Dialog databases. The Databases option lets us choose the best databases for our search by allowing us to preview search results across a group of databases.

To begin our Databases search, we will choose **Medicine and Pharmaceuticals** from the eight main categories on the Databases main screen.

**All Categories**

- Click a category below to browse available databases by subject
- Display a list of all databases by [name](#) or [number](#).

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<ul style="list-style-type: none"> <li>• <a href="#">Business</a></li> <li>• <a href="#">Government</a></li> <li>• <a href="#">Intellectual Property</a></li> <li>• <a href="#">Medicine and Pharmaceuticals</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">News</a></li> <li>• <a href="#">Reference</a></li> <li>• <a href="#">Science and Technology</a></li> <li>• <a href="#">Social Sciences and Humanities</a></li> </ul>
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## Database Categories

A list of categories related to Medicine and Pharmaceuticals appears. The type of information we need will direct our choice of category.

For example, if we need factual data about a pharmaceutical company, we can search **Company Directories**. To find information about a new drug, we would click the **Products** category.

For our search, we want the **Research and Development** category to find out about latest preventive measures for skin cancer.

To search the database index, enter a [SELECT command](#) and click Search DIALINDEX.

Search **Medicine and Pharmaceuticals** Databases  
 Search all Dialog Databases

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- **[Company Directories](#)**  
[All Company Directories](#) [Healthcare Company Directories](#) [Medical Device Company Profiles](#) [Pharmaceutical Company Directories](#) [Pharmaceutical Company Profiles](#)
- **[Industries and Markets](#)**  
[Industry News](#) [Market Information](#) [Pharmaceutical Regulation](#) [Regulatory News - U.S.](#)
- **[Products](#)**  
[Drug Directories](#) [Drug Development Pipeline](#)
- **[Research and Development](#)**  
[Alternative Medicine](#) [Biological Sciences](#) [Biotechnology](#) [Medical Devices and Engineering](#) [Medicine](#) [Nursing and Health Administration](#) [Nutrition and Health](#) [Pharmaceutical Patents](#) [Pharmacology](#) [Psychology](#) [Toxicology and Safety](#) [Veterinary Science](#)
- **[Other Sources](#)**  
[Chemical Regulation](#) [Cited References](#) [Conference Papers](#) [Dissertations](#) [Food Regulation](#) [Tables of Contents](#) [Upcoming Conferences and Events](#)
- **[See Also](#)**

From the R&D category, we will choose **MEDICINE** which best fits our topic.

**Tip:** You can also search DIALINDEX, using traditional Dialog commands, by entering b 411 in the Dialog Command text box and entering set files to specify the files you want to search (sf medicine).

## Enter Search Terms

**Medicine**

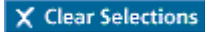
To search the database index, type a [Select Command](#)

Check two or more databases

- 5: [BIOSIS Previews® \(1969-present\)](#)
- 34: [SciSearch® - a Cited Reference Science Database - 1990-](#)
- 35: [Dissertation Abstracts Online](#)
- 48: [SPORTDiscus](#)
- 65: [Inside Conferences](#)
- 71: [ELSEVIER BIOBASE](#)
- 73: [EMBASE® \(1974-present\)](#)

↓ ↓ ↓ list continues ↓ ↓ ↓

1. When the list of databases in the MEDICINE category displays, select two or more databases. We can clear checkboxes by clicking the specific ones we do not want to include, or we can click the **Clear Selections** button to clear all checkmarks and choose fewer databases.



Here we are searching the entire Medicine category.

**Tip:** At any point, we can enter a **SELECT** command to identify databases in the category that contain our search terms.

**Learn More:** [Using the Select Command](#)

We recommend that a search be done at a higher level only if the topic is obscure, since it can take a while for the searches to process.

2. In the Databases text box, we enter the SELECT command followed by the search terms: **s melanoma and sunscreen and prevention**

**Note:** DialogWeb supports all of the commonly used Dialog commands. You can include Boolean operators, proximity connectors, suffixes, prefixes, and truncation.

**Learn More:** [Entering Search Terms](#)

3. We click the **Search DIALINDEX** button to proceed.







## DialIndex Results

DialogWeb returns a list of all databases that have information on our topic, along with a listing of the number of hits (records) found in each of them.

**DIALINDEX® Results**

Your select statement is **'S MELANOMA AND SUNSCREEN AND PREVENTION'** in databases 5, 34, 35, 48, 65, 71, 73, 77, 91, 94, 98, 144, 149, 151, 156, 157, 159, 162, 164, 172, 266, 370, 434, 442, 444, 457, 467.

<u>File</u>	<u>Database Name</u>	<u>Hits</u>
<input type="checkbox"/> 5:	<a href="#">BIOSIS Previews® (1969-present)</a>	18
<input type="checkbox"/> 34:	<a href="#">SciSearch® - a Cited Reference Science Database - 1990-</a>	42
<input type="checkbox"/> 35:	<a href="#">Dissertation Abstracts Online</a>	1
<input type="checkbox"/> 71:	<a href="#">ELSEVIER BIOBASE</a>	7




[list continues](#)




Once the list is completely displayed on the screen, we can reorder it, by clicking **Sort Results**. This will make it easier to see which databases have the most records on our search topic because they will appear at the top of the list.

**Ranked DIALINDEX® Results**

Your select statement is '**S MELANOMA AND SUNSCREEN AND PREVENTION**' in databases **5, 34, 35, 71, 73, 94, 98, 144, 149, 151, 156, 159, 162, 172, 266, 442, 444, 457.**

Select All   
  Clear Selections   
    

<input type="checkbox"/>	<u>File</u>	<u>Database Name</u>	<u>Hits</u>
<input type="checkbox"/>	149:	<a href="#">Health &amp; Wellness Database(SM)</a>	189
<input type="checkbox"/>	73:	<a href="#">EMBASE® (1974-present)</a>	94
<input type="checkbox"/>	442:	<a href="#">American Medical Association Journals</a>	48
<input type="checkbox"/>	34:	<a href="#">SciSearch® - a Cited Reference Science Database - 1990-</a>	42
<input type="checkbox"/>	159:	<a href="#">CANCERLIT®</a>	39
<input type="checkbox"/>	156:	<a href="#">TOXLINE®</a>	29

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We see that the Health & Wellness Database shows the most hits on the topic. We need to know if this database contains information in layperson's language. To read a description of the database, we click on the database name.

**File Description** [\[return to top\]](#)

The **Health & Wellness Database<sup>SM</sup>** is a comprehensive periodical and reference database produced by The Gale Group, providing broad coverage in the areas of health, medicine, fitness, and nutrition. Health & Wellness Database is designed to address the needs of health and medical professionals, specialized business and industry researchers, consumers, and a wide range of people seeking a general understanding about important health issues and practices.

Health & Wellness Database covers a diverse range of sources, including consumer health magazines, professional medical journals, consumer health pamphlets, medical reference books, topical overviews of diseases and medical conditions, and important

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Requesting the database description opens a new window in our Web browser. We can leave this open for reference during the search.

**Tip:** To view, we click on the original page on the desktop if it is visible or use **ALT+TAB** to switch between screens.

## Choose a Database

The Databases feature has identified databases with records on our topic. We can click New Search if we are not happy with the results and want to try a new search strategy.

If the search has revealed databases of interest, we must search the actual databases to view the records.

We can click **Begin Databases** to enter the files that we have checked and run the same strategy, or we may choose the database(s) to search by entering the file numbers and even change our search strategy in the command line.

**Ranked DIALINDEX® Results**

Your select statement is **'S MELANOMA AND SUNSCREEN AND PREVENTION'** in databases **5, 34, 35, 71, 73, 94, 98, 144, 149, 151, 156, 159, 162, 172, 266, 442, 444, 457.**

Select All   
  Clear Selections   
    

<u>File</u>	<u>Database Name</u>	<u>Hits</u>
<input checked="" type="checkbox"/> 149:	<a href="#">Health &amp; Wellness Database(SM)</a>	189
<input type="checkbox"/> 73:	<a href="#">EMBASE® (1974-present)</a>	94
<input type="checkbox"/> 442:	<a href="#">American Medical Association Journals</a>	48
<input type="checkbox"/> 34:	<a href="#">SciSearch® - a Cited Reference Science Database - 1990-</a>	42
<input type="checkbox"/> 159:	<a href="#">CANCERLIT®</a>	39
<input type="checkbox"/> 156:	<a href="#">TOXLINE®</a>	29

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We will select Health & Wellness Database in which to conduct our search and change our search strategy to make it more comprehensive.

## Dialog Command Search

The Dialog Command Search page appears:

- after we logon — if it is set as the default
- when we click the **Command Search** link from the main Guided Search page
- or when we click the **Begin Databases** button from Databases for browsing.

**Tip:** The appropriate **BEGIN** command is inserted in the command line automatically when a search has been done in Databases.

We will add the **CURRENT** command to our BEGIN statement by typing in the word **current** following the command. This allows us to search only the current year (1998) plus one back year (1998-1999) and narrows the search results at the beginning.

**DialogWeb**  
Command Search

new search databases alerts cost logoff help

Welcome to DialogWeb — to start, type a command below:

- New Search**  
To start searching, enter a command below.  
To see a list of current sets, enter DS.
- Databases**  
Browse to find the best databases for your topic—at no charge.
- Product Support**  
Access the Support Library, database documentation, and more.

**Quick Functions**

- Alerts**
  - Dialog Alerts
  - Interactive Alerts
- Address Book**
- [Journal Subscriptions](#) →
- [Go to Guided Search](#) →

Command

We click the **Submit** button or press the **ENTER** key on the keyboard to start our search.

## Begin Search

To begin searching, we enter any Dialog command on the command line. We will enter each concept as a separate search statement. For our search we will enter:

**s melanoma or skin(3n)cancer**

**Tip:** We can click the **Previous** button  to retrieve the search that we entered in Databases. If we had entered more than one search, we might have to click more than once to view the desired SELECT statement.

A search history page appears showing the number of records we found.

**Search History**  
[Database Details](#)

Set	Term Searched	Items	
S1	MELANOMA OR SKIN (3N)CANCER?	1264	<a href="#">Display</a>

Format:   
 Number of Records:

---

Show Database Details for:

149:Health & Wellness Database(SM) ▼

[Bluesheet](#)

[Rates](#)

[Fields](#)

[Formats](#)

[Sorts](#)

[Limits](#)

[Tags](#)

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Command 

[Submit](#) [Previous](#)

**Tip:** Buttons are available to help us check database details. Click on:

- **Bluesheet:** to view the complete Bluesheet of the database listed.
- **Rates:** to show a current price listing.
- **Fields, Formats, Sorts, Limits, and Tags:** to view the most-commonly used features in the selected database.

To see details for other databases in the list, we can use the drop-down list, click the database of interest, then click the desired button to obtain information on that database.

## Add to Search

Next, we will enter our second concept in the Command textbox:

**s prevent? or protect?**

and click **Submit**.

We will continue to refine the search by adding the third concept to the Command textbox and clicking the **Submit** button.

**s ultraviolet or uv or sun or sunscreen**

The Search History screen indicates that we have three Sets of concepts. Since we want them all to appear in our search, we need to combine the Sets using the **AND** Boolean connector. We enter **s s1 and s2 and s3** in the Command textbox and click **Submit**.

**Search History**  
[Database Details](#)

Set	Term Searched	Items	
S1	MELANOMA OR SKIN (3N)CANCER?	1264	<a href="#">Display</a>
S2	PREVENT? OR PROTECT?	28430	<a href="#">Display</a>
S3	ULTRAVIOLET OR UV OR SUN OR SUNSCREEN	1886	<a href="#">Display</a>

Show Database Details for:

149: Health & Wellness Database(SM)

[Bluesheet](#) [Rates](#)

Fields

Formats

Sorts

Limits

Tags

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Command ✖ | s s1 and s2 and s3 [Submit](#) [Previous](#)

DialogWeb also allows us to use the **EXPAND** command. It is particularly useful when we are searching names, for example, people, products, companies, etc.

**Learn More:** [Using the Expand Command](#)

## Displaying Records

A search history of all of our sets appears. We are now ready to view some of the records from our search. We want to view **Set 4** which contains the combined sets from our search in the FREE format. It is often a good idea to display a few records in FREE format before typing out complete records.

We are able to easily view search results. To display records, we

- choose a format from the drop-down list:

Format

**Formats** determine the amount of information displayed for each record. The Format list box lists the basic format options. The format you select is used for the records retrieved when you click Display in the Search history table.

The basic format options are: **Free, Short, Medium, Long, Full and KWIC**. They are used for the records retrieved when we click the **Display** button.

- indicate the number of records to display. The default is 10 records. A maximum of 99 records can be specified.

Number of Records

10

- click **Display** for the appropriate set  
**Display**
- Or we have the option of using a **TYPE** command to display records.

**Learn More:** [Using the Type Command](#)

For our search we have entered the **TYPE** command in the Command box.

**Search History**  
[Database Details](#)

Set	Term Searched	Items	
S1	MELANOMA OR SKIN (3N)CANCER?	1264	<a href="#">Display</a>
S2	PREVENT? OR PROTECT?	28430	<a href="#">Display</a>
S3	ULTRAVIOLET OR UV OR SUN OR SUNSCREEN	1886	<a href="#">Display</a>
S4	S1 AND S2 AND S3	252	<a href="#">Display</a>

Show Database Details for:  

[Bluesheet](#) [Rates](#)

[Fields](#) [Formats](#) [Sorts](#) [Limits](#) [Tags](#)

**Command** 
[Submit](#) [Previous](#)

We enter the complete command (instead of clicking the display button) because we want to change the basic **TYPE** command by adding **FROM EACH** to specify which records to display.

When we search more than one database as in our search, using FROM EACH enables us to see a sampling of records from each database in our search.

- For more records, click the Records link at page end.
- To change the format of selected records, select format and click **Display Selected**.
- To print/save clean copies of selected records from browser click **Print/Save Selected**.
- To have records sent as hardcopy or via email, click **Send Results**.

**Select All**
 **Clear Selections**
[Print/Save Selected](#)
[Send Results](#)
[Display Selected](#)

**Format**

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1.  **5/6/11**  
01801434 **SUPPLIER NUMBER:** 21251699

**Exposing the role of parks and recreation in sun protection.(educating park patrons about ultraviolet exposure)**

IAC(SH)Health&Wellness DB(SH) (Dialog® File 149): (c) 1998 Info Access Co. All rights reserved.

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2.  **5/6/12**  
01801162 **SUPPLIER NUMBER:** 21248520 (USE FORMAT 7 OR 9 FOR FULL TEXT)

Test Shows the Field, Does Field Effects of Sunlight on...

**Command** 
[Submit](#) [Previous](#)

A list of titles appears. We can scroll down the list to see which of the records we are interested in.

## KWIC Format

We may also want to see more information from the records before we retrieve a complete record. A good format to use to preview the content of the record is the **KWIC** or Keyword in Context format (Format K). This format allows us to see a window of 30 words around our search terms. It enables us to tell whether the record is pertinent to our research needs.

To display more of the records, we

- click the check boxes next to the records we want to view in a more detailed format or to send via email, fax, or postal delivery.
- use the drop-down menu under **FORMAT** to choose the format we want, in this case, KWIC.
- click **Display Selected** to view the records in the new format,.

**Tip:** We can click the link to the next group of records at the bottom of the screen, or enter a **TYPE** command to view more records. We should only use the link after we have completed viewing all the records in the current list.

For more records, click the Records link at page end.  
 To change the format of selected records, select format and click **Display Selected**.  
 To print/save clean copies of selected records from browser click **Print/Save Selected**.  
 To have records sent as hardcopy or via email, click **Send Results**.

Select All  
 Clear Selections    **Print/Save Selected**    **Send Results**    **Display Selected**    **Format** (KWIC)

1.  **5/K11**  
 01801434    **SUPPLIER NUMBER:** 21251699  
**Exposing the role of parks and recreation in sun protection.(educating park patrons about ultraviolet exposure)**  
**ABSTRACT:** Skin cancer is the most common form of cancer in the US, and is quickly on the rise. Exposure to \*UV\* rays from the \*sun\* is the primary determining factor in risk, and past sunburns, genetics, and immune deficiencies also play a role. Various \*prevention\* strategies are discussed.  
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Command     **Submit**    **Previous**

We now determine that we want to display the entire Record 1 from the list. Again, we click the checkbox of the desired record, use the drop-down menu under **FORMAT** and highlight the **FULL** format and click the **Display Selected** button.

For more records, click the Records link at page end.  
 To change the format of selected records, select format and click **Display Selected**.  
 To print/save clean copies of selected records from browser click **Print/Save Selected**.  
 To have records sent as hardcopy or via email, click **Send Results**.

**Select All**   
  **Clear Selections**   
 **Print/Save Selected**   
 **Send Results**   
 **Display Selected**   
 **Format** (Full)

1.  **5/9/1**  
 01801434 **SUPPLIER NUMBER:** 21251699  
**Exposing the role of parks and recreation in sun protection.(educating park patrons about ultraviolet exposure)**  
**ABSTRACT:** Skin cancer is the most common form of cancer in the US, and is quickly on the rise. Exposure to \*UV\* rays from the \*sun\* is the primary determining factor in risk, and past sunburns, genetics, and immune deficiencies also play a role. Various \*prevention\* strategies are discussed.  
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Command     **Submit**    **Previous**

## Print or Save Records

The **Print/Save Selected** option on the Records page lets us print records on our printer or save records with a specified file name and location. Print/Save Selected opens a new browser window in a single frame allowing easy printing or saving using our browser's options (there's no additional charge).

To print or save records from our search, we

- Select the checkbox(es) next to the record(s), we want to print/save or click **Select All**. (We can also click **Clear Selections** to clear all of the check boxes.)
- Click **Print/Save Selected**. The selected record(s) displays in a new browser window.

**Tip:** We can also use the Web browser **Print** button to print DialogWeb pages. To use the Web Browser button, we must first click in the text of the record browser window. This is very important because DialogWeb uses multiple frames.

For more records, click the Records link at page end.  
 To change the format of selected records, select format and click **Display Selected**.  
 To print/save clean copies of selected records from browser click **Print/Save Selected**.  
 To have records sent as hardcopy or via email, click **Send Results**.

**Select All**   
  **Clear Selections**   
 **Print/Save Selected**   
 **Send Results**   
 **Display Selected**   
 **Format** (Full)

**5/9/1**  
 01801434 **SUPPLIER NUMBER:** 21251699  
**Exposing the role of parks and recreation in sun protection.(educating park patrons about ultraviolet exposure)**  
 Smith, S. Harold  
 Parks & Recreation , v33 , n10 , p50(7)  
 Oct, 1998  
**PUBLICATION FORMAT:** Magazine/Journal **ISSN:** 0031-2215 **LANGUAGE:** English  
**RECORD TYPE:** Abstract **TARGET AUDIENCE:** Consumer  
**ABSTRACT:** Skin cancer is the most common form of cancer in the US, and is quickly on the rise. Exposure to \*UV\* rays from the \*sun\* is the primary determining factor in risk, and past sunburns

Command     **Submit**    **Previous**

The new browser window opens with a "clean" version of the record(s) without checkboxes and other marks used in the record display page.

- From the File menu in the new browser window, we select **Print** or **Save As** and complete the information in the **Print/Save As** window that appears.

**Tip:** We can also use the Dialog **PRINT** command to request offline print delivery (e.g., `pr s#/format/#` of records) or use the **Send Results** option to easily send records.

- We click **OK** to print or **Save** to save the records. When saving records, we should use only .txt. or .html file types. The default file type is HTML.

**Tip:** If we are saving a file and have an image included in the record, we will need to save the image in a separate file. This is done by clicking the image using the right mouse button and storing it with a .GIF extension.

5/9/1  
01801434 **SUPPLIER NUMBER:** 21251699

**Exposing the role of parks and recreation in sun protection.(educating park patrons about ultraviolet exposure)**

Smith, S. Harold  
Parks & Recreation , v33 , n10 , p50(7)  
Oct, 1998

**PUBLICATION FORMAT:** Magazine/Journal **ISSN:** 0031-2215 **LANGUAGE:** English  
**RECORD TYPE:** Abstract **TARGET AUDIENCE:** Consumer

**ABSTRACT:** Skin cancer is the most common form of cancer in the US, and is quickly on the rise. Exposure to UV rays from the sun is the primary determining factor in risk, and past sunburns, genetics, and immune deficiencies also play a role. Various prevention strategies are discussed.

**SPECIAL FEATURES:** illustration; photograph  
**DESCRIPTORS:** Skin cancer--Prevention; Sunburn--Health aspects; Children--Health aspects  
**FILE SEGMENT:** MI File 47

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## Send Results

We can use the **Send Results** option to send records to a postal address, email address, or fax number. The **Address Book** link is available for creating alternate addresses or looking up alternate address information.

We want to send records from our skin cancer search by email. We have selected the record(s) we want to send from the Records page. We can now click **Send Results** to display the **Send Search Results** form.

**Send Search Results**

**Required** Enter values for set number, format, records, and select an output type.

Set Number  e.g., S8

Format  e.g., 9 or FULL

Records  e.g., 1-30 or ALL

Output Type

**Optional** Enter values for options you want to use or leave blank.

Records Only  Send records only, do not include search strategy.

Address  e.g., ABJONES [Address Book](#)

Subject Line

To use ERA (Electronic Redistribution & Archiving), enter quantity desired.

Archiving  e.g., the number of people with access to archived records

Redistribution  e.g., the number of copies to be redistributed

Paper Copies  e.g., the number of copies to be mailed to you from Dialog

Command

Next, we need to complete the **Send Search Results** Form.

1. We verify the set number, the format, and the record number.
  - The default set number is the set number from which we selected records to display (Set 4 in our search).
  - The format default of **Full** overrides our display format selection. We can enter a format number or a **Basic Format** option from the Format textbox.
  - The default for record number is the record number(s) of the records selected on the display page (Record 1 for our search). You can enter a single record, a range of records, or non-sequential record numbers. Records with images can only be sent via postal delivery.

2. We select an **Output Type** from the drop-down list (Text(ASCII) for our search). The **HTML** option is for email delivery only. If we select the HTML option, our records are delivered as the text of an email message, not as an attachment.

3. We enter an address name in the Address text box (acsmithj in our search). We can look up the address in our **Address Book** or add it to the Address Book so we can send additional records in the future to this address.

Once the form is filled out, we click **Send** to send the records.

**Tip** To create a new address, click the Address Book link. Click the delivery type; then fill in the new address form. Click save to store the address.

**Learn More:** [Send Results](#)

## DialogWeb Alerts

In Command Search, you can create an Alert by running a search strategy and then clicking the Alerts button on the navigation bar. Go to the Create Alerts page from the Alerts manager by clicking the **Create Alerts from Current Search** link.

The Alerts Manager also lets you list and modify your Alert strategies, review the strategy for a specific Alert, subscribe to Interactive Alerts, and list and modify your Interactive Alert subscriptions.

The Address Book is also available from the Alerts Manager.

See for yourself how easy it is to set up and modify Alerts in DialogWeb:

To ask us to set up your alerts for you, please complete the [Alerts Request form](#).

## Log Out

Now that we have completed our command search, we can end our session by typing **LOGOFF** in the command line or click the Logoff button at the top of the screen. The Dialog cost estimate will display.

We can view a cost estimate at any time by clicking the Cost button or entering **COST** in the command line.

**Logoff Information**

**Estimated Costs for Command Search session:**

```

18nov98 18:20:12 User302388 Session C3478.2
  $0.73   0.172 DialUnits File149
    $0.00  20 Type(s) in Format  6
    $3.00   1 Type(s) in Format  9
    $2.75  11 Type(s) in Format 95 (KWIC)
    $5.75  32 Types
$6.48 Estimated cost File149
  $1.35   0.174 DialUnits File73
    $0.00  20 Type(s) in Format  6
    $2.00  10 Type(s) in Format 95 (KWIC)
    $2.00  30 Types
$3.35 Estimated cost File73
OneSearch, 2 files,  0.346 DialUnits FileOS
INTERNET  0.566 Hrs.
$9.83 Estimated cost this search
$9.84 Estimated total session cost  0.360 DialUnits

```

**You are now logged off from DialogWeb**

**continue >>**

For More Information on DialogWeb 2.0, please see:

- [Successful Searching on Dialog](#): descriptions and examples of how to use all the commands available for use on Dialog.
- [Dialog Pocket Guide](#): quick reference to most common Dialog commands and features.

## Appendix

### Using Command Search

Command Search is designed for experienced Dialog searchers. It provides complete command-based access to Dialog's extensive collection of databases.

Command Search contains a text box for entering Dialog search commands, a Submit button that sends the command, and a Previous button that displays your most recent command entries.

To search

1. Enter a command in the Command text box.
2. Click Submit to send the command.

Command Search provides the following navigational links

- a link to the DialogWeb Home page
- a Databases link for browsing and selecting databases
- a Product Support link to The Dialog Corporation's library

The Command Search toolbar options include

- New Search - click to start a new search.
- Databases - click to browse and select databases for your search.
- Alerts - click to open the DialogWeb Command Search Alerts Manager.
- Cost - click to display an estimate of current session costs.
- Logoff - logs you off of DialogWeb.
- Help - displays a page-specific help topic with links to the Command Search Help Contents.

### Using the Select Command

Example: Retrieve records with the search term dog.

Command: **s dog**

Example: Retrieve records with the search terms dog and cat.

Command: **s dog and cat**

Example: Retrieve records with the phrase hound dog.

Command: **s hound(w)dog**

The SELECT command retrieves a set of records that contains your search term(s). When you SELECT a term, all Basic Index fields are searched. You can enter up to 240 characters, including spaces and punctuation, in a single SELECT statement. You can SELECT a single search term or multiple search terms that are connected by logical or

proximity operators. You can also SELECT a search term from a specific database, for example, **s dog from 470**.

To SELECT a term from an Additional Index field, enter a field prefix code followed by an exact search term. For example, enter **s au=smith, jane**. Because Additional Index searching requires the use of exact terms including punctuation, it is recommended that you use truncation or [EXPAND](#) your term before entering a SELECT statement.

### Single Word SELECT Statements

In a SELECT statement, you may enter a single word, a number, or an alphanumeric expression as your search term. Truncation can be used to search on a word stem or incomplete term. There are nine "stop" words that should not be included in your search. They are: *an, and, by, for, from, of, the, to, and with*. Punctuation within a search term, for example a hyphen or an apostrophe, must be replaced with a proximity operator, such as the (w) or (n) operator.

### Multiple-Term SELECT Statements

If you want to enter more than one search term in a SELECT statement, you must insert logical or proximity operators between the terms. The results of a multiple-term SELECT command is a list of the number of records found for each term in the SELECT statement. The final set in the list displays the number of records that meet the SELECT statement criteria.

You can also use SELECT with EXPAND and SELECT with limit suffixes.

## Entering Search Terms

Searching is based on an exact match of a search term to an index entry in the databases used in the search session. You can truncate terms to search variant forms of a term and, when entering more than one search term, you can use logical and proximity operators to show the relationship between terms or to specify adjacency.

### Truncation

Truncation uses one or more question marks at the end of a search term to search on a word stem or incomplete term. Word stems should be at least three characters long. Common stems, such as *cat* and *com*, should be avoided since the truncation of a short term may retrieve many irrelevant terms, for example, **cat?** retrieves *cat, catalog, catastrophe, etc.*

- **Open Truncation**

You can truncate a search term by appending a question mark to the end of a term. For example, enter **transport?** and all records containing the word stem *transport* are retrieved, including such terms as *transportation, transported, transporting, and transportable*.

- **Restricted Truncation**

To restrict truncation, enter one question mark for each character you wish to allow. For example, enter **transport???** and all records containing the word stem, *transport*, plus three characters are retrieved including *transport* and *transporting*. A question mark followed by a space and another question mark retrieves records containing the word

stem and one additional character following the word stem. This strategy is frequently used to retrieve a specific search term in both its singular and plural forms.

- **Internal Truncation**

A question mark can replace a character in a search term. For example, to retrieve records that contain the terms *woman* and *women*, enter **wom?n**. More than one question mark can be inserted in a term, however, the terms retrieved will have one character for each question mark used. For example, enter **psych????ist** and records containing the terms *psychologist* and *psychiatrist* are retrieved. You can also use internal truncation with open and restricted truncation. Internal truncation cannot be used to retrieve variations in spelling that result in words of different lengths, for example, *color* and *colour*. To retrieve variations in spelling, enter both terms separated by the OR operator, for example, enter **color or colour**.

### Logical Operators

The logical operators OR, AND, and NOT establish a relationship between two or more search terms as follows:

- **OR**

OR logic groups search terms into a single set and specifies that at least one of the terms must be present in each record retrieved. For example, to retrieve records that contain the term *moon* or the term *lunar*, enter **moon or lunar**.

- **AND**

AND logic groups search terms into a single set and specifies that all terms must be present in each of the retrieved records. For example, to retrieve records that contain the term *moon* and the term *lunar*, enter **moon and lunar**.

- **NOT**

NOT logic eliminates terms from a search. For example, to retrieve records about *eclipses* but not *solar eclipses*, enter **eclipse? not solar**. NOT can be used with a proximity operator, for example, **economic(not w)recovery**.

- **Parentheses**

You can use parentheses ( ) and logical connectors AND, OR, and NOT to combine search words, for example, **(kidney or renal) and transplant?**

### Proximity Operators

Proximity operators specify the relative nearness or adjacency of search terms as follows:

- **(N)**

The NEAR operator specifies that your search terms must occur next to each other but in any order. A number in front of the N specifies a maximum number of intervening words, for example, (2N) lets up to two terms occur between the search terms specified.

- **(nW)**

The (nW) operator specifies that terms be within a specified number (n) of words of each other and in the specified order, for example, **solar(3w)energy**.

- **(N)**

The (N) operator specifies that terms be adjacent to each other but in any order, for

example, **solar(n)energy**. The (N) operator can also be used to retrieve identical terms, for example, **johnson(n)johnson**.

- **(nN)**

The (nN) operator specifies that terms appear within a specified number (n) of words of each other but in any order. For example, **a(2n)b(5n)c** retrieves records in which terms a, b, and c appear within 10 words of each other (3 terms and 7 intervening words equals a 10-word window).

### Advanced Proximity Operators

- **(L)**

The (L) operator specifies that terms be in the same descriptor unit (heading-subheading entries) as defined by the database. For example, use **solar(l)energy** to retrieve *solar-energy*.

- **(S)**

The (S) operator specifies that terms be in the same subfield unit as defined by the database. The (S) operator is especially useful for searching terms that appear in the same paragraph of the text field, for example, **library?(s)automat?**.

### Expand Command

We can use the **EXPAND** command to see how a term is entered in the index of a database. The EXPAND command displays a database specific alphabetical index of terms around the term we EXPAND.

To EXPAND a search term, we enter the EXPAND command, followed by the prefix and the term (e.g., e au=suplee).

**Dialog Response**

Ref	Items	Index-term
E1	1	AU=SUPINSKI, G.
E2	2	AU=SUPINSKI, GERALD S.
E3	0	*AU=SUPLEE
E4	85	AU=SUPLEE, CURT
E5	1	AU=SUPLEE, KURT
E6	1	AU=SUPLIT, BARBARA
E7	1	AU=SUPOSS, DEAN A.
E8	1	AU=SUPOWIT, SCOTT
E9	1	AU=SUPPA, M. A.
E10	1	AU=SUPPARATPINYO, K.
E11	1	AU=SUPPARATPINYO, KHUANCHAI
E12	1	AU=SUPPE, FREDERICK
E13	3	AU=SUPPE, JOHN
E14	1	AU=SUPPES, P.
E15	1	AU=SUPPES, TRISHA
E16	1	AU=SUPPIEJ, AGNESE
E17	1	AU=SUPPLE, WILLIAM F.

Command  Submit Previous

The EXPAND command displays a list of terms. Also displayed is the number of unique records containing each term.

On DialogWeb, EXPAND commands default to displaying the first 50 entries in the index. We can use the scroll bar to view all 50 entries. We can use the **SELECT** command to choose the E-numbered lines that contain variations for the author Curt Suplee. We can either add this set to our previous search or view these records.

## Using the Type Command

Example: View records 1-10 from set S3 in Format 5.  
Command: **t s3/5/1-10**

The TYPE command displays your search results. TYPE statements include the following elements:

- **Set Number**  
You can enter the set number of any set created since your last BEGIN command.
- **Format**  
The format determines which fields of each record will display. Available formats include predefined and user-defined formats.
- **Items**  
Item numbers specify the record(s) displayed by the TYPE command. You can specify a single record, a range of records (1-10), non-sequential groups of records (1,4,7,12), or a combination of a range of records and non-sequential groups of records (1-10,14,19).  
**Note:** We do not recommend the use of the TYPE command exceeding 100 records per TYPE.
- **From**  
When searching multiple databases in OneSearch, you can specify file numbers in the TYPE statement by including the word FROM and the file number. For example, to TYPE records 1-10 from set S2 in Format 6 from File 47, enter **t s2/6/1-10 from 47**. If you want records from each database in the session, include the words FROM EACH in the type statement. The **FROM** and **FROM EACH** options must be the last elements in the TYPE statement.
- **Accession Number**  
If you know the Dialog accession number of the record you want to display, you can retrieve it directly in most databases. For example, to display in Format 5 the record with accession number 1234567, enter **t 1234567/5**. To retrieve a OneSearch record using the accession number, specify the accession number, the format, and the term FROM followed by a database number. For example, **t 1234567/5 from 470**.

## Send Results

You can send records from the Picklist to an email address, a fax number, or a postal address.

### To send records:

1. Select the records in the Picklist.
2. Select email, fax, or postal address from the Destination drop-down list.
3. Click Display/Send. The Send Results form displays.

### To complete the Send Results form:

1. If appropriate, enter a description of the records in the Description text box.
2. Select a Format from the Format drop-down list. Options include:
  - Free - all the available information that can be provided at no cost
  - Full Record Format - displays the full record including the text or abstract and images when available
  - Short - title or equivalent information plus indexing
  - Medium - displays a bibliographic citation and a word count or equivalent summary information, or an equivalent summary
  - Long - displays the entire record without additional indexing fields or an executive summary format
  - Key Word in Context - all available free information plus KWIC
3. Select an output option from the Output as drop-down list. Options include:
  - Text - plain ASCII text
  - Text with Tags - plain ASCII text and two-character fields tags
  - HTML (email addresses only) - for email transmission in HTML format
4. If you do not want the search strategy to be sent with the records, click the check box.
5. Select an option from the Email Addresses drop-down list. Options include:
  - Mime Attachment - for formatting non-ASCII messages as email attachments for transmission over the Internet
  - Mime Inline - for formatting non-ASCII messages as text within an email message for transmission over the Internet
  - UUEncode - for converting files into a series of 7-bit ASCII characters for transmission over the Internet as email attachments
  - No Attachment Support - use as the default
6. Select one or more addresses from your list of stored addresses.
7. If appropriate, enter ERA information.
8. Click Send to display the Send Results Confirmation page.
9. Verify your request and click Send Now or Cancel.

### Other Send Results options include:

- To go directly to a section of the Send Results page, select the section from the Jump to drop-down list.
- To display information on a specific address, click the address name.
- To create a new address, select the address type from the drop-down list and click Create New, complete the address form, and click Save.

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