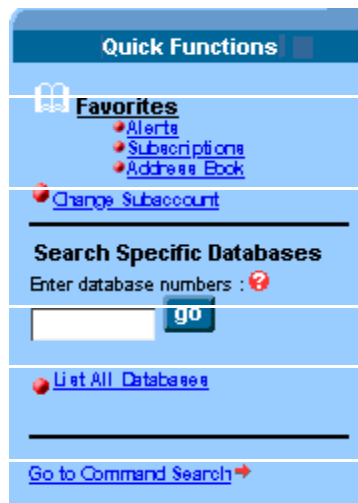


Tip: If you already know the databases you'd like to search, you can enter the database numbers in the **Quick Functions** box and start your search right away.

Quick Functions Box

Quick Functions are located on the right side of the Guided Search main page. Use Quick Functions to:

- access Favorites, allowing you to go to your saved search strategies or Alerts →
- change your subaccount billing information allowing you to bill the search session to a specific account that you set up and identify →
- enter a database directly →
- display an alphabetical list of Dialog databases →
- move directly to Command Search →



Choose Databases

Medicine and Pharmaceuticals is divided into categories that focus on specific aspects of the industry. You may need factual data about pharmaceutical companies from Company Directories or the stage of the pipeline a drug might be in under Products.

For our search, we will click the **Research and Development** category to see what literature is being written in professional journals about the topic.



Under Research and Development, we click the category **Medicine**. This seems like a good choice for articles about the prevention of skin cancer.



Choose Your Search Option

As you navigate through the subject hierarchy, you will come to a point where you have a choice in search forms. In Guided Search there are two search options to choose from:




Targeted Search is available in some, but not all, subject categories. It is a ready-made search form with databases pre-assigned to the form. A search query is formulated for you based on the information you enter on the form. A Targeted Search form represents a frequently asked question such as finding scientific articles by author or doing a search on a trademark.




Dynamic Search capability is available in all subject categories. The Dynamic Search form is generated based on the category or database that is selected. Dynamic Search has access to many more databases than Targeted Search and is more flexible in its use.

↑ [Top](#) : ↑ [Medicine and Pharmaceuticals](#) : ↑ [Research and Development](#) : ● [Medicine](#)

 **Targeted Search** — Fill in a ready-made search form for quick answers to specific questions.

[Articles by Author](#) [Medical Journals Fulltext](#)
[Disease Statistics](#) [Research in Progress \(NIH, VA\)](#)
[Disease-Related Search](#) [Review Articles](#)
[Drug-Related Search](#)

 **Dynamic Search** — Build your own search form, or browse for terms, then refine the results.

Search All Databases [Limited search options]
[All Databases](#) in Medicine (28 databases)

Search By Database Group [Shared search options]
[Medicine](#) (25 databases)

Search By Single Database [All search options]
 ★ = not included in any Database Group
[Conference Papers Index](#) (File 77) ⓘ ★
[Dissertation Abstracts Online](#) (File 35) ⓘ ★
[Federal Research in Progress \(FEDRIP\)](#) (File 266) ⓘ ★
[AIDSLINE@](#) (File 157) ⓘ
[Allied and Alternative Medicine\(TM\)](#) (File 164) ⓘ
[American Medical Association Journals](#) (File 442) ⓘ

Tip: All of the categories will have at least one type of Dynamic Search form and many of the categories will also have a Targeted Search option.

We'll start by clicking **Targeted Search — Articles by Author** to see if we can find the articles on melanoma by Philippe Autier.

Targeted Search

This is the easiest type of search to perform. Look at the Search Topic below and follow the steps to perform a Targeted Search:

Targeted Search Topic: We are looking for articles on melanoma, published in the last two years, by Philippe Autier.

We can follow these three easy steps:

- Step 1** ▶ Check the information we know from the search topic. In this search we know the author is Philippe Autier, and he is writing about melanoma. This term may be in the title of his articles.
- Step 2** ▶ Fill in the necessary boxes of the search form:
- Click the sources we want. For our search we will search **MEDLINE**, a database of medical literature and **SciSearch**, which contains citations to scientific literature.
 - Author's Last Name and First Initial = **Autier P**
 - keywords in the title of the article = **melanoma**
 - date range = **1997 to 1999**

Tip: We do not need to complete all the fields on the form. Required fields are labeled.

Step 3 ▶ Click the **search** button.

↑ Top : ↑ [Medicine and Pharmaceuticals](#) : ↑ [Research and Development](#) : ↑ [Medicine](#) : ● Articles by Author

Targeted Search: Articles by Author

▶ **Search Form** ?

Sources BIOSIS® CAB Ei Compendex® EMBASE®
 INSPEC JICST MEDLINE® NTIS
 PASCAL SciSearch® All

Author Last First Initial

Author's Organization

Words in Title

Publication

Language Any Language English Only

Year All Years From To

Targeted Search Picklist

After the search has finished processing, the Picklist page will appear. We can now choose to view results or further refine the Targeted Search.

Targeted Search: Articles by Author :

Picklist for: *Articles by Author*

Output ? format: destination:

Modify ? sort by:

select **Records** 1-8 of 8 **Price**

<input type="checkbox"/>	1. Sorting the hype from the facts in *melanoma* [letter] , MEDLINE(R) (File 155)	\$0.20
<input type="checkbox"/>	2. Influence of sun exposures during childhood and during adulthood on *melanoma* risk. EPIMEL and EORTC *Melanoma* Cooperative Group. European Organisation for Research and Treatment of Cancer , MEDLINE(R) (File 155)	\$0.20
<input type="checkbox"/>	3. Influence of sun exposures during childhood and during adulthood on *melanoma* risk , SciSearch(R) Cited Ref Sci (File 34)	\$2.50

↓ ↓ ↓ [list continues](#) ↓ ↓ ↓

Tip: To refine the search, we can click the **Back to Search** button, and edit, add, or delete information from the search form.

We also want some articles specifically on skin cancer prevention to see what research is being conducted. Let's try a Dynamic Search next on this subject and try a number of databases.

Dynamic Search

Dynamic Search is available at various points in the search category selection process or when we use the Quick Functions option in **New Search** and enter a specific database number for our search. The Dynamic search capability is available no matter what category or database we have picked.

Dynamic Search — Build your own search form, or browse for terms, then refine the results.

Search All Databases [Limited search options]
[All Databases](#) in Medicine (28 databases)

Search By Database Group [Shared search options]
[Medicine](#) (25 databases)

Search By Single Database [All search options]
 ★ = not included in any Database Group

- [Conference Papers Index](#) (File 77) ⓘ ★
- [Dissertation Abstracts Online](#) (File 35) ⓘ ★
- [Federal Research in Progress \(FEDRIP\)](#) (File 266) ⓘ ★
- [AIDSLINE@](#) (File 157) ⓘ
- [Allied and Alternative Medicine\(TM\)](#) (File 164) ⓘ
- [American Medical Association Journals](#) (File 442) ⓘ

In a category with many databases assigned to it, we can search:

- all of the databases together
- a group of similarly designed databases together
- one of the assigned databases individually.

Databases that are not included in a Database Group because of their unique design are indicated with a blue star. ★

Tip: We will see the most search options in the Dynamic Search form if we're searching databases that are designed exactly the same or if we search a single database.

For our topic, we will search the Medicine **Database Group** of 25 databases. This allows us to search all of the databases with similar search options at one time.

Dynamic Search Form

After we choose our databases (the Medicine category), a **Dynamic Search form** is generated based on the category we have picked. We'll complete a Dynamic Search form for our search topic on the prevention of skin cancer.

We can follow the steps below:

- Step 1** ▶ Make sure that we have selected the databases we want to search. All of the databases are checked since we want to search the entire Medicine group. To eliminate a database from the search, we can click the checkbox next to the database name.
- i** **Tip:** To see information about the contents and rates of the database, we can click the **Info icon**.
- Step 2** ▶ In the **Search Form** text box we enter the keyword(s) or phrase that describes the search topic. For our topic, we enter: (melanoma or skin(3n)cancer?) and (protect? or prevent?)
- e** **learn More!** **Tip:** We can click the **Search Tips icon** to display information on how to complete the search form, including information on truncation, Boolean logic, and proximity connectors.
- Step 3** ▶ In the Published From textbox we limit the search by adding **1997 to 1999**.
- Step 4** ▶ When we have completed the form, we click **Search**.



The screenshot shows the 'Dynamic Search: Medicine' interface. At the top, there are navigation links: [Top](#), [Medicine and Pharmaceuticals](#), [Research and Development](#), and [Medicine](#). Below this is the 'Search Form' section with a 'run saved strategy' button. The search criteria are: 'Search for' with the text '(melanoma or skin(3n)cancer?) and (In', a dropdown menu set to 'All subject words', 'Published from' 1997 'To' 1999 '(YYYY)', and 'Browse List of' 'Journal Name' with a 'browse' button. There are also 'clear' and 'search >>' buttons. Below the search form is the 'Database List' section, which has a 'select' dropdown with 'all' and 'none' options. It contains a table of databases with checkboxes and info icons.

select		Database Name	Database Name
all	none		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOSIS Previews® (1969-present) (File 5) i	<input checked="" type="checkbox"/> TOXLINE® (File 156) i
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SciSearch® - a Cited Reference Science Database - 1990- (File 34) i	<input checked="" type="checkbox"/> AIDSLINE® (File 157) i
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPORTDiscus (File 48) i	<input checked="" type="checkbox"/> CANCERLIT® (File 159) i

Dynamic Search Form Options

The Dynamic Search forms also offer the following options:

Navigation - The search category selections display at the top of the form. To return to a category or option, we can click the search category or option name.

[Top](#) : [Medicine and Pharmaceuticals](#) : [Research and Development](#) : [Medicine](#) :

Run Saved Strategy - If we had already saved a search strategy, we can run it against the databases we have selected, by clicking **run saved strategy**.

run saved strategy

Databases - A list of the databases used in your search displays at the bottom of the form. We can click the **info** icon (**i**) for more information about the database content and pricing.

Database List

select		Database Name	Database Name
<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOSIS Previews® (1969-present) (File 5)	TOXLINE® (File 156)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SciSearch® - a Cited Reference Science Database - 1990- (File 34)	AIDSLINE® (File 157)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPORTDiscus (File 48)	CANCERLIT® (File 159)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inside Conferences (File 65)	CAB HEALTH (File 162)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ELSEVIER BIOBASE (File 71)	Allied and Alternative Medicine(TM) (File 164)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EMBASE® (1974-present) (File 73)	EMBASE® Alert (File 172)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manual, Alternative and Natural Therapy(TM) (MANTIS(TM)) (File 91)	Science (File 370)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JICST-EPlus - Japanese Science & Technology (File 94)	SciSearch® - a Cited Reference Science Database - 1974-1989 (File 434)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Science Abstracts/Fulltext (File 98)	American Medical Association Journals (File 442)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PASCAL (File 144)	New England Journal of Medicine (File 444)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health & Wellness Database(SM) (File 149)	The Lancet® (File 457)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HealthSTAR® (File 151)	ExtraMED(TM) (File 467)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEDLINE® (1966-present) (File 155)	

To clear the form of all text and selections, we click **clear**.

clear

Picklist

The search results from a Targeted Search or a Dynamic Search will appear on a picklist page. The Picklist page provides a quick view of the resulting records. We can see by looking at the results that we have too many records and need to narrow our search.

Dynamic Search: Medicine :
Picklist for: (melanoma or skin(3n)cancer?) and (preve... save as alert... save strategy only...

Output show rates... format: Full Record destination: Browser display/send

Modify sort by: Database sort remove duplicates refine search

select **all** none **Records 1-10 of 4552** Next 10 Price

<input type="checkbox"/>	1. Rapid increase in diagnosis of cutaneous *melanoma* in situ in Sweden, 1968-1992 , BIOSIS PREVIEWS(R) (File 5) \$1.45
<input type="checkbox"/>	2. Histamine and cytokine therapy , BIOSIS PREVIEWS(R) (File 5) \$1.45
<input type="checkbox"/>	3. TIMP-2 over-expression reduces invasion and angiogenesis and *protects* B16F10 *melanoma* cells from apoptosis , BIOSIS PREVIEWS(R) (File 5) \$1.45

list continues

From the Picklist page we can choose to:

- display / send** display specific records in more detailed formats or send records via email, fax, or postal delivery.
- sort** rearrange the order in which the records are displayed.
- refine search** refine our search strategy.
- remove duplicates** remove duplicate records.
- show rates...** view the prices for all format options.
- save strategy only...** save our strategy for future use.
- save as alert...** create an Alert for automatic updates on our search topic.

Learn More: [Entering Search Terms](#)

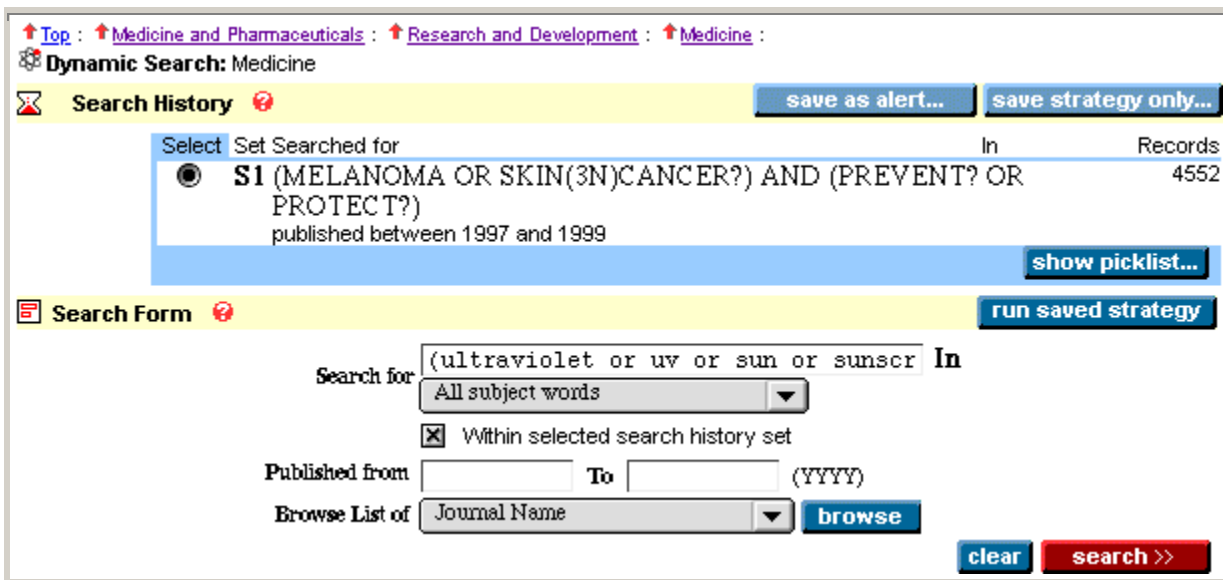
We will choose to refine our search by clicking the **Refine Search** button.

Refine Search

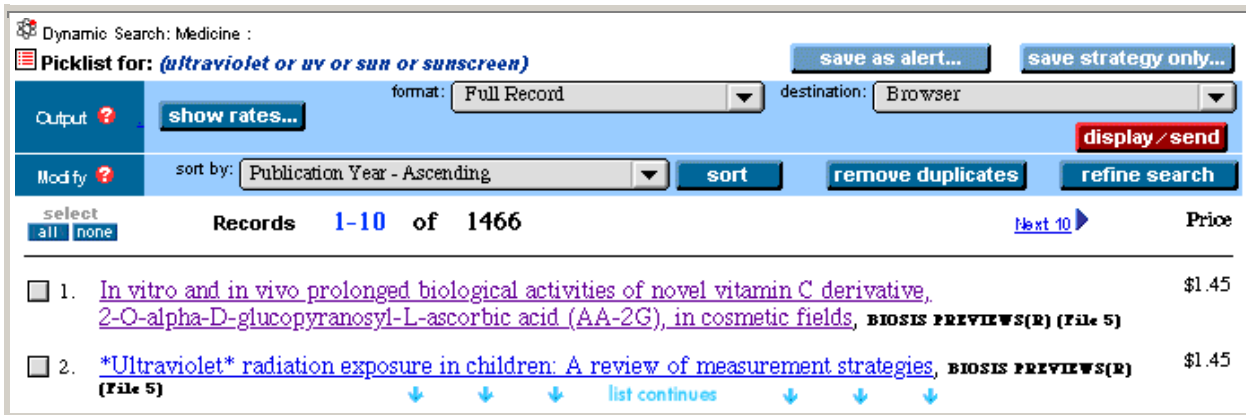
On the Refine Search form, we see our **Search History** first. This gives us a listing of the search sets we have made, along with the number of records we retrieved. We can add another search statement in the **Search for** textbox.

For our search, we want to know about skin cancer, specifically from the effects of sun. We enter: ultraviolet or uv or sun or sunscreen.

Then we click the **Search** button. This added concept will be automatically **ANDed** together with our previous S1.



The Picklist shows record titles, resulting from adding the additional concept. We can now display some of the records, remove duplicates, a good idea when we are searching multiple databases, or refine the search further.

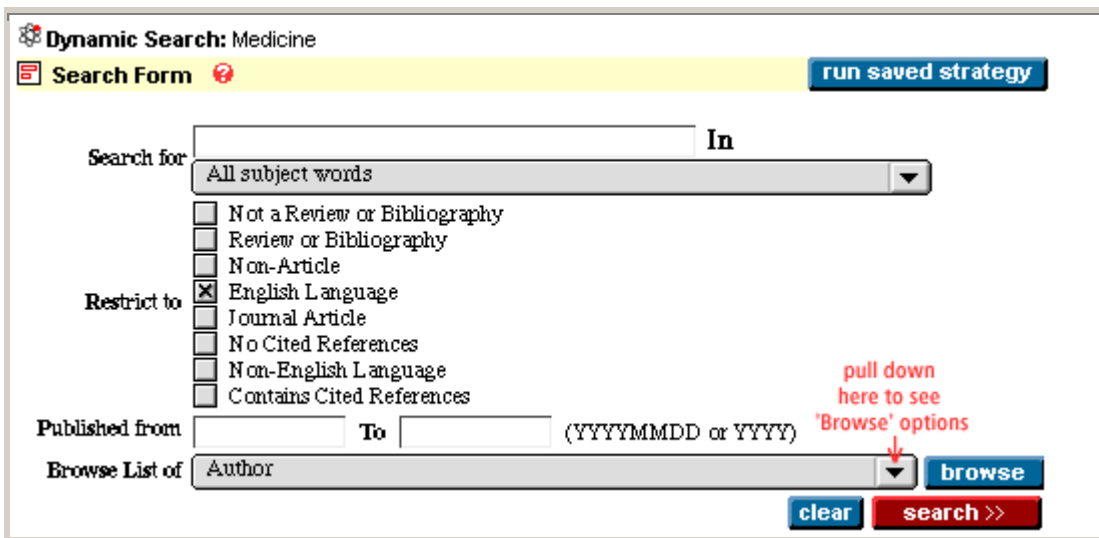


DialogWeb also has another feature — the **Browse** option — to help us prepare a search strategy.

Browse Option

Some Dynamic Search forms contain a **Browse** option that lets us display a series of indexed terms similar to the term we entered.

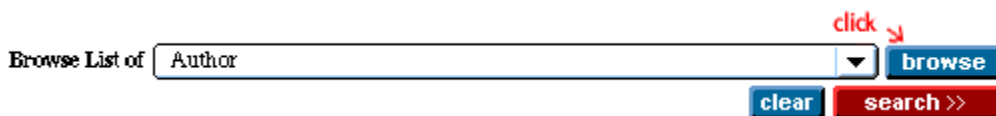
For example, company names, author names, journal names or product names often have different spellings in a database and across databases. The Browse option allows us to see exactly how the term is indexed and pick the term and its index field directly from the Browse display.



Browse Author

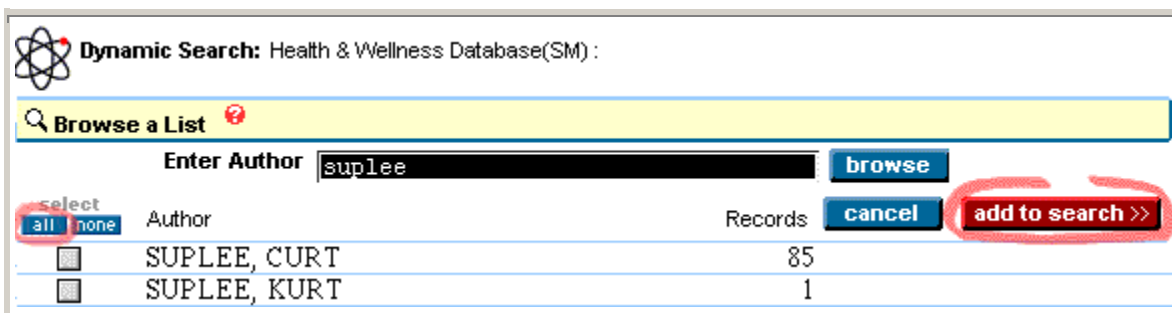
Search Topic: We want to see what Curt Suplee has written on the topic of skin cancer. We know that he writes in layperson's language.

This is an ideal place to use the Browse option for the author field. We will conduct the search in the Health & Wellness Database, a database we saw in the Medicine category. We click on the **Browse** button and click **Author Name** on the list that appears.

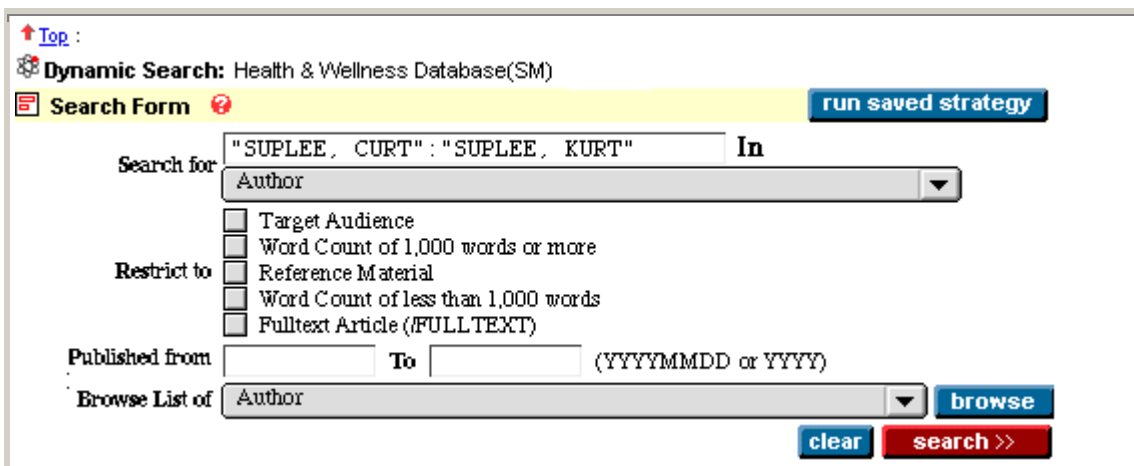


A "Browse a List" screen appears. In the Enter Author textbox, we enter the author's last name, Suplee, and click the **Browse** button.

A list of authors with the last name Suplee displays, along with the number of records where Suplee is the author.

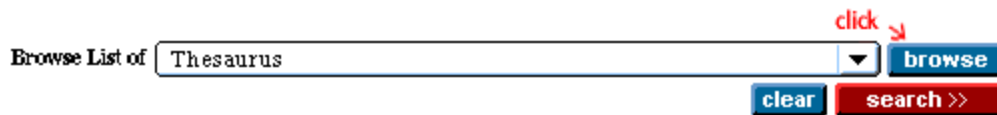


In this case, note that the spelling of the author's first name may be Curt or Kurt. We can select All, None, or the checkbox(es) of the names we want. We click **All** and the **Add to Search** button to add the author's name to our search strategy.



Browse Thesaurus

An online thesaurus is a list of subject terms used to index a record. Browsing an online thesaurus is limited to a single database. In the Medicine category, MEDLINE has an online thesaurus. We will browse the thesaurus to see what other terms we can find for skin cancer.



In the textbox, we enter words or the beginnings of words for the topic (e.g., carcinoma) and click browse. A list of terms displays.

If thesaurus terms are available, the index of terms includes a **Related Terms** column with the number of available related records. Within the Related Terms, a "Type of Term" column shows the hierarchical relationships among the terms in the list. Typical entries in this column include:

- Narrower
- Broader
- Related
- Use
- Use For

For our search we will use carcinoma, a synonym for cancer. We can click on the hypertext link of a term in the Related Terms column to see a list of its Related Terms or select checkboxes of the terms we want and click add to search to add them to our search.

The screenshot shows the "Dynamic Search: Medicine" interface. At the top, there is a search bar with "Browse Thesaurus" and a search icon. Below it, the "Enter Subject Term" field contains "carcinoma" and a "browse" button. To the right are "cancel" and "add to search >>" buttons. Below the search bar is a table with columns: "select", "Related Terms", "Type of Term", and "Records".

select	Related Terms	Type of Term	Records
<input type="checkbox"/>	CARCINOMA		248593
<input type="checkbox"/>	DC=C4.557.470.200. (CARCINOMA)	Related	35563
	CARCINOMA, ANAPLASTIC	Related	0
	CARCINOMA, SPINDLE-CELL	Related	0
	CARCINOMA, UNDIFFERENTIATED	Related	0
<input type="checkbox"/>	CARCINOMATOSIS	Related	1212
	EPITHELIAL NEOPLASMS, MALIGNANT	Related	0
<input type="checkbox"/>	EPITHELIOMA	Related	1567
<input type="checkbox"/>	CARCINOMA, BASAL CELL	Narrower	6756

At the bottom of the table, there are four blue arrows pointing down and the text "list continues" in blue.

As we scroll down the list on the screen we see a narrower term: CARCINOMA, BASAL CELL. This looks close to our skin cancer topic so we click its link to see its related terms. We notice in the resulting thesaurus list the terms CARCINOMA, BASAL CELL and further down NEOPLASMS, BASAL CELL.

We will include these terms in our search by clicking the checkboxes next to the terms. Our search now includes the two terms that we selected from the Thesaurus list.

Dynamic Search: Medicine :

Browse Thesaurus

Enter Subject Term

select

<input type="checkbox"/>	Related Terms	Type of Term	Records
<input checked="" type="checkbox"/>	CARCINOMA, BASAL CELL		6756
<input type="checkbox"/>	DC=C4.557.470.200.165. (CARCINOMA, BASAL CELL)	Related	6756
<input type="checkbox"/>	DC=C4.557.470.565.165. (CARCINOMA, BASAL CELL)	Related	6756
<input type="checkbox"/>	CARCINOMA, BASAL CELL, PIGMENTED	Related	0
<input type="checkbox"/>	EPITHELIOMA, BASAL CELL	Related	0
<input type="checkbox"/>	RODENT ULCER	Related	0
<input type="checkbox"/>	ULCER, RODENT	Related	0
<input type="checkbox"/>	CARCINOMA	Broader	248593
<input checked="" type="checkbox"/>	NEOPLASMS, BASAL CELL	Broader	93
<input type="checkbox"/>	BASAL CELL NEVUS SYNDROME	Narrower	487

Using our thesaurus terms, we limit the search further by:

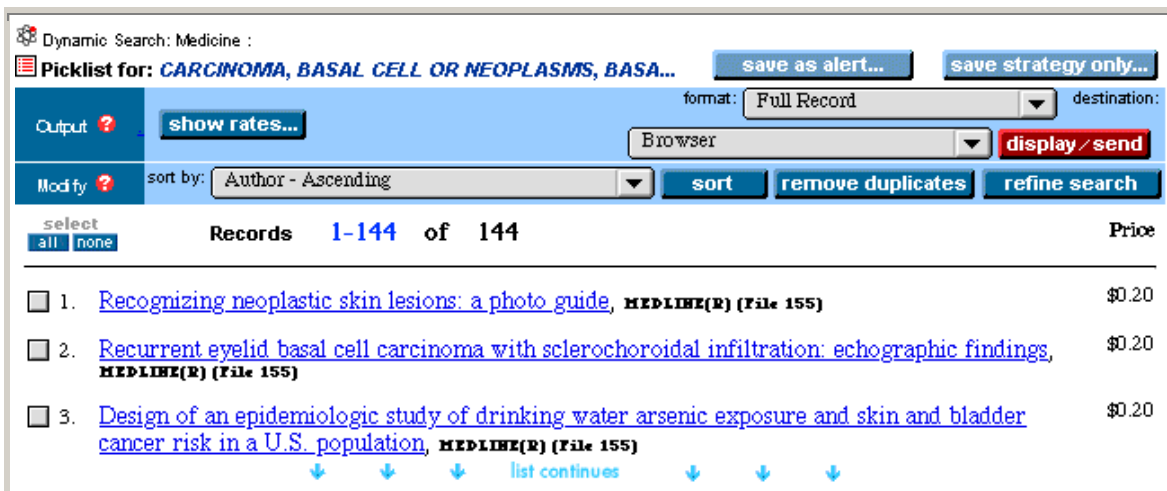
- Clicking English-Language Records and Human Subjects.
- Limiting the search by adding 1998 to the Published from textbox to retrieve only 1998 information

[↑ Top](#) : [↑ Medicine and Pharmaceuticals](#) : [↑ Research and Development](#) : [↑ Medicine](#) :

Dynamic Search: Medicine

Search Form

Search



Display Records

From the **Picklist** we can either choose to:

- **Display** the records.
- **Print or Save** the records.
- **Send** the records to ourselves or to others.

We can display records in a DialogWeb browser window, which includes the DialogWeb interface information and options, or in a browser window that displays only the text of the record in plain HTML for convenient printing or saving.

From our picklist, we want to see the complete record for item 2.

To display one or more records, we can select the checkboxes next to one or more titles in the Picklist or **Select All**.

Tip: If we are only choosing one record, we can click the title of the record and the full record will display.

We choose an output format from the format drop down box. In this case, we choose Full Record to see the complete record.

We select **Browser** or **Browser for Print/Save** from the **Destination** drop down list. If we select the Browser option, we can click on the Records page display button to see a list of DialogWeb features for displaying records.

Learn More: [Displaying Your Search Results](#)

We click the **Display/Send** button.

Dynamic Search: Medicine :
 Picklist for: (ultraviolet or uv or sun or sunscreen)
 format: Full Record destination: Browser
 save as alert... save strategy only...
 show rates... display / send
 sort by: Author - Ascending sort remove duplicates refine search
 select all none Records 1-10 of 1466 Next 10 Price
 1. [In vitro and in vivo prolonged biological activities of novel vitamin C derivative, 2-O-alpha-D-glucopyranosyl-L-ascorbic acid \(AA-2G\), in cosmetic fields](#), BIOSIS PREVIEWS(R) (File 5) \$1.45
 2. [*Ultraviolet* radiation exposure in children: A review of measurement strategies](#), BIOSIS PREVIEWS(R) \$1.45
 checkbox (File 5) list continues

Dynamic Search: Medicine :
 Records for: (ultraviolet or uv or sun or sunscreen)
 save as alert... save strategy only...
 Output Format: Full Record Destination: Browser display / send
 Modify refine search back to picklist
 select all none Records 1 of 17 In full Format
 1. 2/9/2
 11658567 Biosis No.: 199800440298
Ultraviolet radiation exposure in children: A review of measurement strategies.
Author: Creech Lorri L; Mayer Joni A(a)
Author Address: (a)Grad. Sch. Public Health, San Diego State Univ., San Diego, CA 92182-4162, USA
Journal: Annals of Behavioral Medicine 19 (4): p 399-407 Fall, 1997
ISSN: 0883-6612
Document Type: Literature Review
Record Type: Abstract
Language: English
Abstract: Rates of skin cancer in the U.S. are high and have been increasing rapidly. Recommendations for primary prevention focus on the reduction of ultraviolet radiation (UVR)
 record continues

Print or Save Records

Once we display the records, we can choose to print or save them at no extra cost. After selecting the desired records, we select **Browser for Print/Save** from the **destination** drop-down list. Then click **Display/Send**.

Picklist for: (ultraviolet or uv or sun or sunscreen)
 save as alert... save strategy only...
 Output show rates... format: Full Record destination: Browser for Print/Save display / send
 Modify sort by: Publication Year - Ascending sort remove duplicates refine search

When we select the **Browser for Print/Save** format, only the text of the records displays. No checkboxes or buttons appear on the screen, making it easy to download or print records.

Postprocessing the record is easy too. To save records, use **Save As** with a **.txt** or **.html** extension (e.g., skin.txt or skin.html).

Tip: Use the browser's **Back** button to return to the picklist or record display page.

DialogWeb™

21912
11658567 **Biosis No.:** 199800440298
Ultraviolet radiation exposure in children: A review of measurement strategies.
Author: Creech Lorri L; Mayer Joni A(a)
Author Address: (a)Grad. Sch. Public Health, San Diego State Univ., San Diego, CA 92182-4162, USA
Journal: Annals of Behavioral Medicine 19 (4): p 399-407 Fall, 1997
ISSN: 0883-6612
Document Type: Literature Review
Record Type: Abstract
Language: English

Abstract: Rates of skin cancer in the U.S. are high and have been increasing rapidly. Recommendations for primary prevention focus on the reduction of ultraviolet radiation (UVR) exposure, especially in childhood. Valid, reliable strategies are needed to measure UVR exposure in children, to document baseline levels, and to assess intervention impact. This article reviews strategies reported in observational and intervention studies and

↓ ↓ ↓ [record continues](#) ↓ ↓ ↓

Send Records

We can send records from the Picklist to an email address or a postal address.

On the picklist page, choose the **records** and **destination** (Email/Postal). Then we click the **display/send** button.

The screenshot shows the DialogWeb Picklist interface. At the top, it says "Picklist for: (ultraviolet or uv or sun or sunscreen)". There are buttons for "save as alert..." and "save strategy only...". Below this, there are controls for "Output" (show rates...), "format" (Full Record), and "destination" (Email/Fax/Postal...). A red circle highlights the "destination" dropdown menu. There are also buttons for "display/send", "sort", "remove duplicates", and "refine search". Below the controls, it says "Records 1-10 of 1466". A list of records is shown with checkboxes and prices. Record 2 is selected with a checked checkbox. Below the list, there are arrows and a "list continues" link.

From our skin cancer search, we will select record 2 in **Full Format as Text(ASCII)** to send via email. We enter an optional description of the records (skin cancer) in the Description text box.

Next, we will select an **Email address** from the list of stored addresses.

	Address Name	Date Created	Delivery
<input type="checkbox"/>	Dialog Account Address	—	First Class Mail
<input type="checkbox"/>	ACEYTEST	01oct97	E-Mail (Internet)
<input type="checkbox"/>	ACFAX	28jan98	FAX
<input checked="" type="checkbox"/>	ACINTER	06jun96	E-Mail (Internet)

When we click **send >>**, a **Send Results Confirmation** page appears. We verify our request and click **send now**.

Learn More: [Send Results](#)

Note: 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**.

We are now ready to start a New Search.

Special Features

Favorites

Throughout our session in Guided Search, we have access to **Favorites** from the top navigation bar on each page. Favorites options are listed in the **Quick Function** box in **New Search**.

Favorites allows us to manage saved search strategies, Alerts, subscriptions to Interactive Alerts, and addresses for sending records via email, fax, and postal delivery.

We will be looking at the Alerts options in more detail under Alerts on the Main Menu of the Tutorial.



Settings

There are a series of preferences that we can set that affect our search sessions, including: logon, display, search, and delivery preferences. We can access Settings from the top navigation bar on each Guided Search page.

For more detailed information, we can click **settings** to see the choices available.

Learn More: [Settings](#)

DialogWeb Alerts

The Dialog Alerts service lets you store a search and have it run automatically when a database is updated or according to a customized schedule you set up.. The stored search is run against the new items in the database and the results are sent to you immediately by email, fax, ftp or U.S. mail.

In Guided Search, you can create an Alert from any Picklist by clicking **Save As Alert**. To view a list of your Alerts, from the New Search page click **Alerts** in the Quick Functions box.

You can delete Alerts from the list but you cannot edit them.

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

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

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?**.

Displaying Your Search Results

You can display records from the Picklist in a DialogWeb browser window, which includes the DialogWeb interface information and options, or in a browser window that displays only the text of the record.

To display records:

- Select the records from the Picklist.
- Select an Output format.
- Select Browser or Browser for Print/Save from the Destination drop-down list.
- Click Display/Send.

If you select the Browser for Print/Save format, only the text of the records displays. You can use your browser Print option to print a copy of the records on our local printer or use the browser File Save As option to save the records locally.

If you select the Browser option, the Records page display includes the text of the records and the following DialogWeb features:

- **Navigation** – Your search category selections display as links at the top of the Records page. To return to a category, click the category link.
- **Search Terms** – For your convenience, search terms and options specified on the search form display at the top of the Records page.
- **Save As Alert** – You can save your search strategy as a Dialog Alert. The Dialog Alert service lets you store a search and have it run automatically when a database is updated. The stored search is run against the new items in the database and the results are sent to you immediately by email, fax, or U.S. mail.
- **Save Search Strategy Only** – You can save your search strategy and recall it to run a new search.
- **Display/Send** – You can select Output options and redisplay or send selected records from the Records page.
- **Refine Search** – You can return to the search form and edit, delete, or add information.
- **Back to Picklist** – Use this option to return to the Picklist.
- **Previous and Next** – Use the Previous and Next options to move through the Picklist.
- **Warning** – This feature displays only if an error or system message is logged during the processing of your search. The message display includes a brief statement on the cause of the warning.

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 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 form 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.

Settings

Settings lets you specify defaults for the following DialogWeb features. After you have specified your settings, click Save Changes to exit and save your changes or click Cancel to exit and not save your changes.

Logon Preferences

- **Logon to**
The default logon search mode for most DialogWeb customers is Guided Search. To change the default, select Command Search.
- **Alias Password**
You can specify an alias password in place of your Dialog-assigned password, however, your Dialog-assigned password always remains active and unchanged. To specify or change your existing alias password
 1. In Settings, Current Session, click Change Alias Password.
 2. On the Change Alias form enter your Dialog assigned password in the Original System Password text box.
 3. Enter an alias password (3-8 characters) in the New Alias Password text box.
 4. Enter the alias again in the New Alias Password (again) text box.
 5. Click Save Changes.

In Command Search, you can also use the SET PASSWORD command to specify an alias password. To use the SET PASSWORD command, enter **set password** followed by your Dialog assigned password, a space, and an alias password (3-8 characters). For example, enter **set password abcd12345 mere** to specify *mere* as the alias password for the Dialog-assigned password *abcd12345*. **Note: Alias Passwords set using this method do not become effective until the next working day.**

Display Preferences

- **Categories**
You can prevent the display of Target Searches in the DialogWeb categories by unchecking the 'Show Targeted Searches' check box. The default is to display the search categories for both Targeted and Dynamic Searches.
- **Cost Display**
If you want cost estimates to display, select the Costs checkbox. The default is to show cost estimates and price information.
- **Notify if Cost Exceeds**
To specify a dollar amount which will automatically display a warning message if record display or send costs exceed the specification, enter a dollar amount in the Notify if Costs Exceed text box. The default is \$1000.00 but some databases have their own price notification set at a lower amount.
- **Database Lists**
If you do not want database list displays to include file numbers, check the Show Database File Numbers box to remove the checkmark.
- **Search History**
You can specify the number of search sets that display when you click the Refine Search option in Dynamic Search, by entering a number (1-400) in the Search History text box. The default is the 5 most recent sets.

- **Picklist**
You can specify the number of titles (1-300) to include in a single Picklist display by entering a number in the Picklist text box. The default is ten records.
- **Record Format for Picklist Links**
You can specify the format for displaying and sending records when a title is clicked on in a Picklist. Select a format from the drop-down list. The default is Full Record. Format 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
- **Market Research Titles Link to**
To specify a format for display and sending records from a Report Picklist when a record title is clicked; select either the Table of Contents or Section Headings option from the drop-down list. The default is Table of Contents. The default is Browser (with options).
- **Display Records**
You can specify how records from the Picklist display by selecting either Browser (with options) or Browser ('clean copy' for Print/Save). Browser (with options) displays the records and the DialogWeb interface. Browser ('clean copy' for Print/Save) displays only the text of the selected records.

Searching

- **Restrict Results to**
When available, you can restrict the results of your search to English Language Only and Fulltext Articles Only by selecting the appropriate text boxes.

Sending Records

- **Preferred Address**
Specify an address code for sending search results. Use the Address Book to display a list of your stored addresses. Your default address is the postal address used in your Service Agreement.
- **Email Output Format**
Select an option from the drop-down list. Options include:
 - ASCII Text - plain ASCII text
 - HTML File - for email transmission in HTML format
 - Tagged ASCII Text - plain ASCII text and two-character fields tags

- **Email Records as**

Select an option from the drop-down list. The default is No Attachment Support. Options include:

- Mime Attachment - MS Exchange, MS Internet, Novell GroupWise, America Online, AT&T Mail, Compuserve, Prodigy, Eudora, Pegasus
- Mime Inline - MS Outlook 97, MS Outlook Express, Netscape Navigator Email, Netscape Communicator Email
- UUEncode - Unix mailers
- No Attachment Support - use as the default

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