

**Fast Start to  
DialogSelect**

**Dialog**

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# Fast Start to DialogSelect

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## Introduction

DialogSelect is designed for people who need easy access to authoritative business, legal, scientific, and technical information. The point-and-click interfaces guide you to the most objective, respected publications and documents available online.

In this Guide you will examine examples and follow step-by-step procedures to conduct searches using DialogSelect.

DialogSelect covers virtually any topic in its library of more than 50,000 authoritative publications, including fulltext journals, magazines, newsletters, newswires, and newspapers. You'll be assured of accessing a comprehensive collection of documents and publications written by professional journalists, analysts, auditors, and industry experts.

That means you get all the facts, figures, and statements you need for a complete picture, quickly and easily. DialogSelect is ideal for keeping up to date on exactly what's happening in any industry. It can also help you accelerate your product development cycles and reduce your time to market.



**DialogSelect Home Page**

DialogSelect is available on the Web or through a Windows® interface.

## Why Use DialogSelect?

DialogSelect helps you stay informed about competitors, customers, investments, research trends, scientific developments, and legal issues by giving you easy access to:

- Financial reports
- Brokerage reports
- Mergers & acquisitions
- Industry overviews
- R & D
- Medical research
- Science & technology
- Trademarks & patents
- Global & local news
- Professional news
- and much more!

For example, the legal department can perform trademark searches, marketing managers can keep up with news and competitive intelligence from around the world, and development groups can follow the latest trends in everything from biotechnology and engineering to regulatory issues and worldwide news.

## About this Fast Start Guide

*Fast Start to DialogSelect* is designed to familiarize you with the basic features and content of DialogSelect. After reviewing this guide you will be able to use DialogSelect to find valuable strategic information to meet your professional needs. In order to keep the guide as brief as possible, not every feature and search topic is illustrated. Learn more about the advanced features of DialogSelect by reading the online help, contacting your Dialog representative or the Knowledge Center in your region, or attending a local training class. See the “Wrap Up” section for more details.

## DialogSelect: Logging On

To search DialogSelect, point your browser to *www.dialogselect.com* or to the secure server at *https://www.dialogselect.com*. From the DialogSelect Home Page (shown on page 2), choose the appropriate subject area of interest. You will then be prompted for the type of information desired and a search form to fill in. Once you complete the search form, the Connect to Dialog screen, shown below, will appear. If this is your first search in the last hour or so, you are prompted for your **User ID** and **Password**.\* If you wish, you can enter a subaccount on this page to help you track charges on your monthly invoice. Click the **Connect** button.

**DialogTech** NEW SEARCH COST LOGOFF HELP more searches...

### Connect to DialogTech

User ID

Password

Subaccount

You can enter a "Subaccount" (up to 32 characters). Subaccount is an optional feature and will cause the monthly invoice to show charges subtotaled by your subaccounts(s). To reset the Subaccount, click the **Help** page link from any page and then click **Reset Subaccount**.

To use DialogTech, you need an account with The Dialog Corporation. is also a charge for the titles list as noted on the search page. See the [password](#).

**About Subaccounts:** If your organization is not [using subaccounts](#), you can enter your last name in this box. To reset your subaccount at any time, click Help, then click Set Subaccount.

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\*Contact Dialog at *customer@dialog.com* to obtain a User ID and Password.

## Searching DialogSelect

Every search on DialogSelect involves four basic steps:

1. Choose a search page that fits the question.
2. Enter words and terms in the boxes on the search page. Click the **Search** button.
3. View the titles list page and select records you want to display in full format.
4. Print or save the records.

### DialogSelect: The Search Template

The screenshot shows the DialogSelect search interface for 'Tech Industry News'. The interface includes a navigation menu on the left, a search form with various input fields, and a 'Search' button. Annotations provide guidance on how to use the search options:

- Find HELP information.**: Points to the 'HELP' link in the top navigation bar.
- Decide on the type of data you want.**: Points to the 'Content' section, which has radio buttons for 'Fulltext & Article Summaries' (selected) and 'Fulltext Articles Only'.
- Fill in the appropriate data for your search.**: Points to the 'Main Subject', 'Entire Text', and 'Company' input fields.
- Focus your search by date range.**: Points to the 'Year' section, which has dropdown menus for '1998' and '1999'.
- Check the search tips for ways to enter your strategy.**: Points to the 'Tips' link next to the 'Main Subject' field.

The search form includes the following fields and options:

- Sources**: A dropdown menu set to 'Any Tech News'.
- Main Subject**: An input field with a 'Tips' link.
- Entire Text**: An input field.
- Company**: An input field.
- Content**: Radio buttons for 'Fulltext & Article Summaries' (selected) and 'Fulltext Articles Only'.
- Year**: Dropdown menus for '1998' and '1999'.
- Search** and **Clear** buttons.

The following applications represent some of the typical searches you might conduct using DialogSelect.

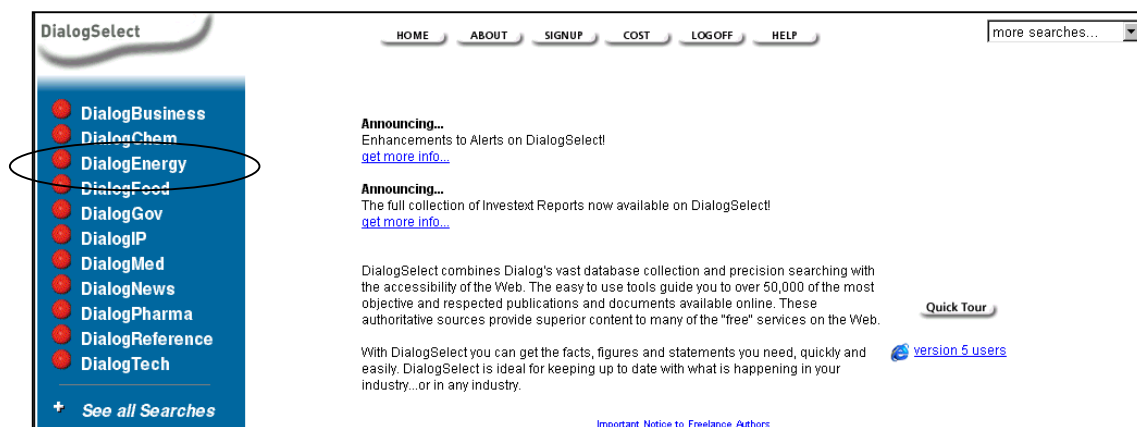
## Application 1: Finding Information on a Subject

It is easy to search for information on a specific subject. Just enter the keywords or phrases for the topic.

**Topic:** What is happening with deregulation of electricity in the U.S. state of Oregon?

*Step 1: Choose a subject category to search.*

From the main page, click “**DialogEnergy**” to choose this category for the search. The Energy menu appears. Choose “**Energy, Environment, News**”; then “**Industry News.**”



*Step 2: Enter words and phrases on the search page.*

Enter your search terms in the text boxes, following the help tips for using the wildcard, or truncation symbol (the question mark “?”), and the logical connectors AND, OR, and NOT. You can enter words that you want to appear only in titles of articles or terms to appear in all text. For some search options, you select from a drop-down menu or click a radio button.

For this search:

- Enter the words **electricity deregulat?** in the “**Title Text**” box
- Enter **oregon** in the “**Entire Text**” box
- Click the  button

Note the dates being searched are 2001 and 2002.

The screenshot shows the DialogEnergy search interface. At the top, there are navigation links: HOME, ABOUT, SIGNUP, COST, LOGOFF, and HELP. A search bar on the right contains the text "more searches...". The main header is "Energy & Environment Industry News". The search form includes the following fields and options:

- Words in Title:** A text box containing "electricity deregulat?" with a "? TIPS" link to its right.
- Company:** An empty text box.
- Entire Text:** A text box containing "Oregon".
- Content:** Radio buttons for "Fulltext & Article Summaries" (selected) and "Fulltext Articles Only".
- Year:** Two dropdown menus set to "2001" and "2002" respectively, with "To" between them.
- Buttons:** "Search" and "Clear".

Below the search form is a "Search Tips" section with the following content:

**Search Tips**  
**Choose Your Options**  
 Use only the search options that you need--leave the others blank.

**Words in Title**  
 Enter words that need to be in the title of the article. For different word endings, use the ? wildcard. Example: MARKET? searches for *market, markets, marketing, marketer*, etc. Combine words to get specific information. Example: GAS? ADDITIVE? AND WATER.

**Company**  
 Enter the name of a company. Leave out words like Corp., Inc., Ltd, etc. You can search for multiple companies. For example, PROCTER & GAMBLE

**Entire Text**  
 Use this option to search all words in the text of the article. You can use wildcards and combine words, as described above.

At the bottom of the tips section is a link: [MORE SEARCH TIPS](#)

Advanced search strategies work behind the scenes to retrieve the desired results. Appropriate information sources from relevant databases are automatically selected, multiple databases are searched simultaneously, and duplicate records removed. DialogSelect also looks for related terms. Data is presented with most recent date first.

**Note:** Below the text boxes appear “**Search Tips**” that provide in-context help information and the “**Sources**” section that describes the sources (or databases). To see a complete description of a source, click the link on its name. You can also click Sample Record to display a sample record from one of the sources.

Step 3: Log on to DialogSelect. (See page 3 for an illustration of the log on screen.)

If this is your first search in the last hour or so, you are prompted for your **User ID** and **Password**. You can use any Dialog User ID to connect to DialogSelect. If you wish, you can enter a subaccount on this page to help you track charges on your monthly invoice. Then click

[Connect](#)

Step 4: View the titles list page and select records you want to display.

- The list of titles appears for the records that match your search criteria. Records automatically display most recent first.
- The titles appear 10 titles at a time.
- To see more titles, use the links at the bottom of the page.

For this search: Click the first title to display its full record.

The screenshot shows the DialogEnergy search results page. At the top, there are navigation buttons: NEW SEARCH, COST, LOGOFF, and HELP. A search bar on the right contains the text "more searches...". Below the navigation, the search results are displayed under the heading "Search results: 6 titles in Energy & Environment Industry News". A warning message states: "Be sure to save or print; charges are incurred each time a record is displayed". Below this, there are "select all none" links and "Display Checked" and "Display All" buttons. The list of results includes:

- 1 [Oregon Nears Tame Debut of Electricity Deregulation](#) - February 03, 2002 - World Reporter - US\$2.95
- 2 [Electricity Deregulation Faces One More Vote in the Oregon House](#) - May 25, 2001 - World Reporter - US\$2.95
- 3 [Californians Reflect on Path Taken toward Deregulation of Electricity Market](#) - May 02, 2001 - World Reporter - US\$2.95
- 4 [Oregon's Republican House Leaders Fight For Deregulation of Electricity](#) - May 02, 2001 - World Reporter - US\$2.95
- 5 [Oregon Senate Plays Politics over Electricity Deregulation Bill](#) - April 17, 2001 - World Reporter - US\$2.95
- 6 [Deregulating electricity and utilities in the US \(Statistical Data Included\)](#) - Feb - 2001 - World Reporter - US\$2.95

At the bottom of the list, there are "select all none" links and "Display Checked" and "Display All" buttons. A warning message states: "Be sure to save or print; charges are incurred each time a record is displayed". Below this, there are instructions: "To refine your search, use your browser's Back button to return to the search form." and "To display full records, click the title." and "Display Checked" and "Display All" buttons.

**You can display records in three ways:**

- To display a full record, click its title.
- To display several records on the same page, first click their checkmark boxes; then click the [Display Checked](#) button.
- To display all records on a page, click the [Display All](#) button.

DialogSelect is easy and economical. You pay only for the information you want. Prices are clearly labeled in the title list, so you'll always know how much you're paying for each record.

*Step 5: Display full records. Print or save your results.*

The full record appears in a new page.

You can print the record or save it to disk, using your Web browser's features. For example:

- To print the current record's page, choose "**Print Frame**" from the "**File**" menu.
- To save the current record's page, choose "**Save As**" from the "**File**" menu. Then
  1. Select a file location (the directory or folder where you want to save it.)
  2. Type a file name and choose a file type: source or plain text.
    - *Source files* (.htm, .html) include all the format indicators ("mark up"). Use this file type if you want to view the record again using your browser software.
    - *Text Files* (.txt, other) include only the meaningful text in the record without any format indicators. Use this file type if you want to use the record in a word processing application.
- Click the **[OK]** button.

**DialogEnergy**

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**Oregon Nears Tame Debut of Electricity Deregulation**  
 Gail Kinsey Hill  
*KRTBN KNIGHT-RIDDER TRIBUNE BUSINESS NEWS (OREGONIAN, PORTLAND, ORE.), February 03, 2002*

Oregon's cautious yet historic entry into electricity deregulation will debut with a whimper on March 1.

The meatiest part of the Oregon law, painstakingly crafted by the 1999 Legislature and implemented at ratepayers' expense, allows businesses for the first time to buy electricity directly from nonutility suppliers and, theoretically, to take advantage of competitive prices.

But a hangover from a year's worth of high power prices, fallout from California's botched deregulation plan and backwash from the Enron bankruptcy have squelched any desire to try what has been labeled "direct access."

So far, three nonutility suppliers, known as "electricity service suppliers," have received state certification to offer electricity to Oregon businesses. All three said an analysis of rates and talks with businesses have shown they likely won't sign up any customers this year, despite their eagerness to crack into retail markets throughout the West.

"Everyone's dressed up with nowhere to go," said Aaron Thomas, a vice president with AES NewEnergy, the retail marketing subsidiary of AES Corp., a global energy company.

The other two state-certified suppliers are IdaCorp Energy of Boise and Powerex of Vancouver, British Columbia. Enron Energy Services began the certification process but suspended its application after the collapse and bankruptcy of its parent, Enron Corp.


AES, IdaCorp and Powerex officials blame Oregon's two main utilities, Portland General Electric and PacifiCorp, for stifling outside suppliers' ability to offer competitive rates.

## Application 2: Compiling Market Research Data

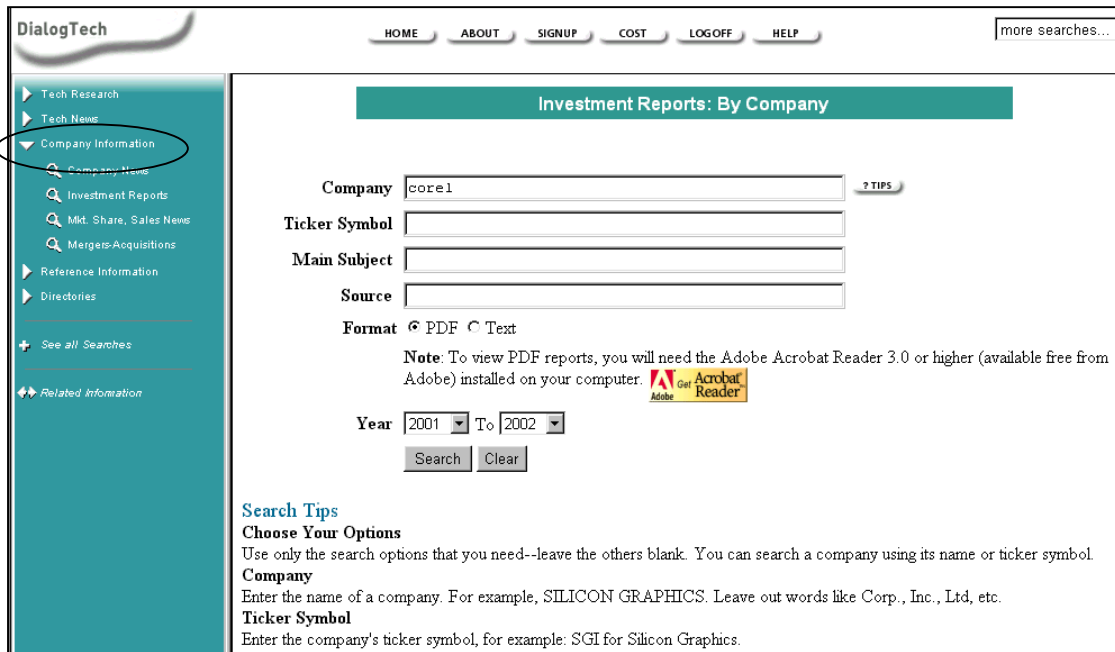
**Topic:** Find financial status and forecasts for the Corel company. Its headquarters is in Canada.

*Step 1: Choose a search page that fits the question. From the main page select an appropriate category.*

From the Tech menu, select “**Company Information**” and “**Investment Reports.**” Note that for this search you can choose either “**DialogTech**” or “**DialogBusiness.**”

*Step 2: Enter the name of the company in the company name box. Click the  button.*

Investment reports are available in PDF and text formats. To view a PDF format, you need to use the Acrobat® Reader program. If you don’t have it on your computer, click the Acrobat link to download it directly from the Adobe® Web site.




The screenshot shows the DialogTech website interface. At the top, there are navigation links: HOME, ABOUT, SIGNUP, COST, LOGOFF, and HELP. A search bar on the right contains the text "more searches...". On the left, a teal sidebar menu is visible with the following items: Tech Research, Tech News, Company Information (highlighted with a red oval), Company News, Investment Reports, Mkt. Share, Sales News, Mergers-Acquisitions, Reference Information, and Directories. Below the menu are links for "See all Searches" and "Related Information". The main content area is titled "Investment Reports: By Company" in a teal header. Below this header, there are search fields for "Company" (containing "corel"), "Ticker Symbol", "Main Subject", and "Source". A "Format" section has radio buttons for "PDF" (selected) and "Text". A "Note" states: "To view PDF reports, you will need the Adobe Acrobat Reader 3.0 or higher (available free from Adobe) installed on your computer." Below the note is a small Adobe Acrobat Reader logo. The "Year" section has dropdown menus for "2001" and "2002" with "To" between them. At the bottom of the search area are "Search" and "Clear" buttons. A "Search Tips" section is located at the bottom left of the main content area, with the heading "Choose Your Options" and the instruction: "Use only the search options that you need--leave the others blank. You can search a company using its name or ticker symbol." Below this are definitions for "Company" (Enter the name of a company. For example, SILICON GRAPHICS. Leave out words like Corp., Inc., Ltd, etc.) and "Ticker Symbol" (Enter the company's ticker symbol, for example: SGI for Silicon Graphics).

*Step 3: View the title page and select records you want to display.*

In this example, click the title of report 1, the most current report, to see the Table of Contents.

Page 0 is listed as the Table of Contents page. Each page of the Contents will have a title so that you can pick individual pages or the complete report. You can view the Table of Contents free of charge.

**Search results:** 29 titles in **Investment Reports: By Company**

 [Create an alert for this search](#) to automatically receive new titles via email

Be sure to save or print; charges are incurred each time a record is displayed

select **all** none Titles on this page:

Note that the title and date of the report appear in the title list.

- 1 [COREL CORP. \(CANADA\)](#) - December 6, 2001 - Report 4714060 - Table of Contents - Investext® PDF Index - US\$0.00
- 2 [COREL CORP. \(CANADA\)](#) - August 10, 2001 - Report 4702290 - Table of Contents - Investext® PDF Index - US\$0.00
- 3 [COREL CORP.](#) - February 5, 2001 - Report 2462600 - Table of Contents - Investext® PDF Index - US\$0.00
- 4 [COREL CORP.](#) - January 24, 2001 - Report 2447407 - Table of Contents - Investext® PDF Index - US\$0.00
- 5 [COREL CORP.](#) - January 24, 2001 - Report 2447406 - Table of Contents - Investext® PDF Index - US\$0.00
- 6 [COREL CORP.](#) - January 9, 2001 - Report 2427666 - Table of Contents - Investext® PDF Index - US\$0.00
- 7 [METACREATIONS CORP-GRAPHICS /COREL CORP \[BRIEF\]](#) - December 30, 2000 - Report 4373750 - Table of Contents - Investext® PDF Index - US\$0.00
- 8 [COREL CORP.](#) - December 18, 2000 - Report 2399595 - Table of Contents - Investext® PDF Index - US\$0.00
- 9 [COREL CORP.](#) - December 7, 2000 - Report 2389758 - Table of Contents - Investext® PDF Index - US\$0.00
- 10 [COREL CORP /MICROSOFT CORP](#) - October 21, 2000 - Report 4353865 - Table of Contents - Investext® PDF Index - US\$0.00


Display more titles: [1-10](#) [11-20](#) [21-29](#)

Click in the checkmark boxes of the pages (or sections) to be displayed. Click  .

*Step 4: View the Table of Contents.*

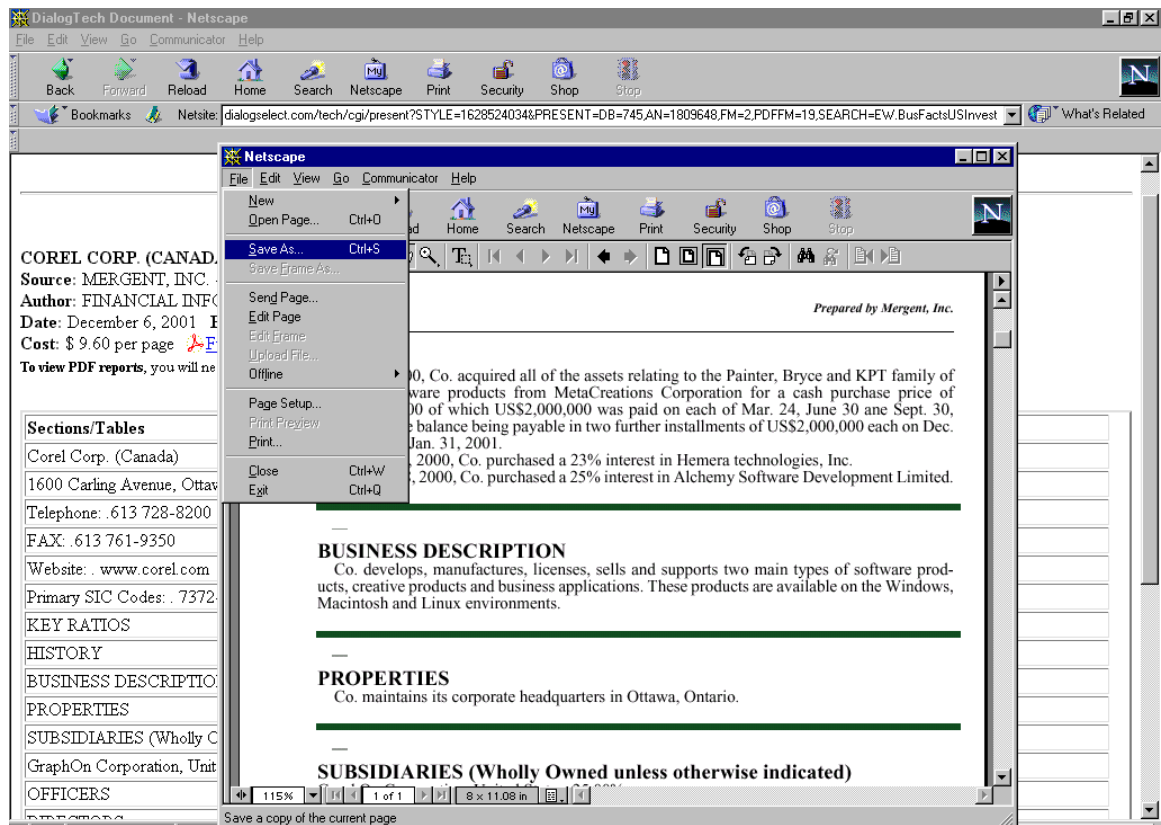
You can choose individual pages or the entire report. Note that the cost of each page is listed, as well as the price of the entire report. In addition, you can view the number of pages, source of the data, and author of the report.

**COREL CORP. (CANADA)**  
**Source:** MERGENT, INC. - COMPANY REPORT  
**Author:** FINANCIAL INFORMATION SERVICES  
**Date:** December 6, 2001 **Report Number:** 4714060 **Total Pages (Billable):** 4  
**Cost:** \$ 9.60 per page [Full Report \\$ 38.40](#)

To view PDF reports, you will need the Adobe Acrobat Reader 3.0 or higher (available free from Adobe) installed on your computer. 

Sections/Tables	Page
Corel Corp. (Canada)	<a href="#">1</a>
1600 Carling Avenue, Ottawa, Ontario K1Z 8R7, Canada	<a href="#">1</a>
Telephone: .613 728-8200	<a href="#">1</a>
FAX: .613 761-9350	<a href="#">1</a>
Website: . www.corel.com	<a href="#">1</a>
Primary SIC Codes: . 7372-Prepackaged software	<a href="#">1</a>
KEY RATIOS	<a href="#">1</a>
HISTORY	<a href="#">1</a>
BUSINESS DESCRIPTION	<a href="#">2</a>
PROPERTIES	<a href="#">2</a>
SUBSIDIARIES (Wholly Owned unless otherwise indicated)	<a href="#">2</a>
GraphOn Corporation, United States, 25.00% Corel Corporation Limited, Ireland Corel International C	<a href="#">2</a>
OFFICERS	<a href="#">2</a>
DIRECTORS	<a href="#">2</a>
SHAREHOLDER RELATIONS:	<a href="#">3</a>
ANNUAL MEETING:	<a href="#">3</a>

Step 5: Display individual pages or the entire report. Print or save your results.



The full record appears in a new page.

You can print the record or save it to disk, using your Web browser's features. For example:

- To print the current record's page, choose "**Print Frame**" from the "**File**" menu.
- To save the current record's page, choose "**Save As**" from the "**File**" menu. Then
  3. Select a file location (the directory or folder where you want to save it.).
  4. Type a file name and choose a file type: source or plain text.
    - *Source files* (.htm, .html) include all the format indicators ("mark up"). Use this file type if you want to view the record again using your browser software.
    - *Text Files* (.txt, other) include only the meaningful text in the record without any format indicators. Use this file type if you want to use the record in a word processing application.
- Click the **[OK]** button.

### Application 3: Staying Current on DialogSelect

Dialog Alert<sup>SM</sup> is a current awareness service that allows a search to run automatically whenever new records are added to the database and have the results delivered electronically, via fax, e-mail, or postal mail. Most databases offer alerting capability. A “**Create an alert for this search**” link appears at the top of the titles list if this feature is available. It allows you to save the search as an Alert.

The next time the databases are updated, your search will be automatically rerun. If results are found, the title list is sent to the target e-mail address. Click on the link to view the full record. Login is required if you are beginning a new session.

**Topic:** What information can you find on the adverse effects of the drug Baclofen used to treat spasticity?

*Step 1: Execute a search as you normally would.*

DialogMed NEW SEARCH COST LOGOFF HELP more searches...

Search results: **34** titles in **baclofen --adverse drug reaction (EMBASE--last 2 years)**

[Create an alert for this search](#) to automatically receive new titles via email

Be sure to save or print; charges are incurred each time a record is displayed

select 31 Done Titles on this page: Display Checked Display All

- 1 [Intrathecal baclofen: A useful agent in the treatment of well-established complex regional pain syndrome](#) - ^2002 - EMBASE® - US\$2.50
- 2 [The natural history and treatment of acquired hemidystonia: Report of 33 cases and review of the literature](#) - ^2002 - EMBASE® - US\$2.50
- 3 [Current options of drugs used to an intrathecal analgesia](#) - ^2001 - EMBASE® - US\$2.50
- 4 [Spasticity: A rehabilitation challenge in the elderly](#) - ^2001 - EMBASE® - US\$2.50
- 5 [Sudden onset of excessive repetitions in the speech of a patient with multiple sclerosis: A case report](#) - ^2001 - EMBASE® - US\$2.50
- 6 [Palliative care in patients with multiple sclerosis](#) - ^2001 - EMBASE® - US\$2.50
- 7 [Intrathecal baclofen therapy for spastic hypertonia](#) - ^2001 - EMBASE® - US\$2.50
- 8 [The contemporary surgical management of spasticity in children](#) - ^2001 - EMBASE® - US\$2.50
- 9 [Nutrition and diet in the clinical management of multiple sclerosis](#) - ^2001 - EMBASE® - US\$2.50
- 10 [Microvascular decompression for the treatment of glossopharyngeal neuralgia](#) - ^2001 - EMBASE® - US\$2.50

Display more titles: [1-10](#) [11-20](#) [21-30](#) [31-34](#)

At the top of the titles list you will see a “**Create an alert for this search**” link. Look for the alarm clock.

Step 2: Click the “**Create an alert for this search**” link at the top of the titles list.


Step 3: Create the Alert.

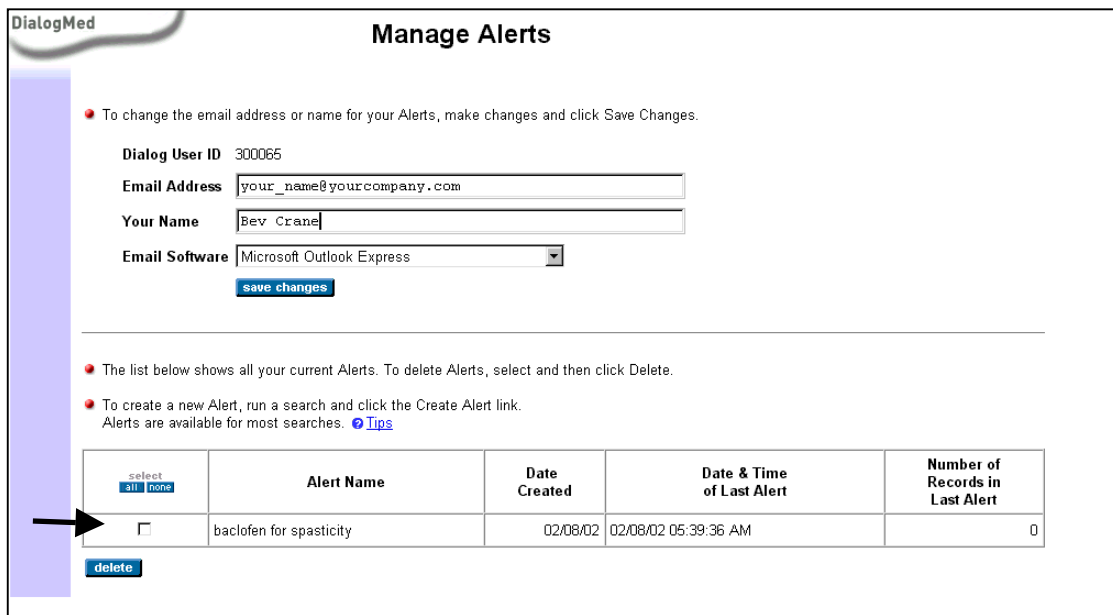
Follow the instructions to enter a name for the Alert and your target e-mail address.

- You can give your Alert any name up to 55 characters.
- When you have entered all the information, click the [**Create Alerts**] button at the bottom of the screen.

Your search, now saved as an Alert, will automatically run when new information is added to a database that is included in your search!

In this case Alerts will be sent via e-mail. A familiar Title List will be sent directly to your e-mail address. Simply select a title to display the record.

You can review or delete your Alerts from the “**Manage Alerts**” window. Click on the check box on the left side of the name of the Alert you wish to delete. When you have finished choosing, click on the  checked Alerts button at the bottom of the screen.



To change the email address or name for your Alerts, make changes and click Save Changes.

Dialog User ID 300065

Email Address

Your Name

Email Software

The list below shows all your current Alerts. To delete Alerts, select and then click Delete.

To create a new Alert, run a search and click the Create Alert link. Alerts are available for most searches. [Tips](#)

<input type="checkbox"/>	Alert Name	Date Created	Date & Time of Last Alert	Number of Records in Last Alert
<input type="checkbox"/>	baclofen for spasticity	02/08/02	02/08/02 05:39:36 AM	0

## Cost Button

A cost button appears on every title or results page. This function is useful when downloading several documents from multiple title lists.

## Alerts Request

You can also contact the Dialog Alerts Bureau to help you set up your Alerts. Just fill out a request form, and the Dialog search specialists will set up the Alert based on your specifications.

## Wrap Up

This workbook has presented a brief introduction to the main features DialogSelect. You can keep up with new features and enhancements by clicking the “What’s New” link on the DialogSelect main screen.

You can get assistance at any time by contacting the Dialog Knowledge Center.

<b>Country</b>	<b>Telephone</b>	<b>E-mail</b>
Australia	+61 1 800 65 45 25	kc_australia@dialog.com
Canada	+1 800 334 2564	customer@dialog.com
United Kingdom	+44 0800 6900 00	customer_europe@dialog.com
United States	+1 800 334 2564	customer@dialog.com

Additional information about DialogSelect is available at the Dialog Web site *products.dialog.com/products/dialogselect*.

## Appendix: Search Tips for DialogSelect

This section has been extracted from the Help Page in DialogSelect. You can go to the complete Help Page by clicking the Help link from almost any page in the product.

### Selecting a Search

With over 200 searches to choose from, selecting the best ones can involve several steps. You can

- Start from the Main Page and explore the different broad search areas to find the ones that have the type of information you want. Then read the Sources description and look carefully at the Search By... options available.
- Go to the Contents page that lists all of the searches available.
- Get expert advice from DialogSelect customer service by phone or e-mail.

You can print the Contents list for quick reference, but watch for new searches being added to DialogSelect on a regular basis.

### Entering Search Words

- **Enter Only What You Need**  
Use only the search options that you need—leave the others blank.
- **Upper or Lower Case**  
You can type uppercase or lowercase letters. Capitalization is ignored.
- **Word Endings**  
For different word endings, use the ? wildcard. For example: CANCER? to find cancer, cancers, cancerous, etc. Be careful about using the wildcard with short words: you might get more words than you want. For example, CAT? finds cat and cats, but also catalytic, catalog, categories, etc. Use CAT OR CATS for better results. Alternatively, you can use the # symbol to find words with no more than one character at the end. Example: BULL# finds bull, bulls, bully, but NOT bullet, bullets, bulletin, etc.
- **Exact Matches**  
When searching keywords, subject words, words in title, or company names, DialogSelect automatically looks for variations on phrases that you enter. For example, AIR FILTER? will find air filter, air filters, and filtering the air. If you want an exact match for a phrase, you can enter hyphens between the words. For example, AIR-FILTER? will find air filter and air filters, but not filtering the air.
- **Non-searchable Characters**  
A few special characters are not searchable, such as @, #, \$, &, \*, !, +.

### Entering Search Words

You can use parentheses ( ) and logical connectors AND, OR, and NOT to combine search words.

- Use **AND** to find articles containing ALL of the words: INTERNET AND ADVERTIS? AND JAPAN finds articles that mention advertising on the Internet in Japan.
- Use **OR** to find articles containing AT LEAST ONE of the words: CANCER? OR NEOPLASM? finds articles that contain one or more of these words. Typically, you use OR between synonyms or words with alternate spellings.
- Use **NOT** to EXCLUDE articles that contain selected words: INTERACTIVE VIDEO NOT GAMES finds articles about interactive video, but excludes articles that mention games.
- Use **Parentheses** to group words together when you use different connectors: (KIDNEY OR RENAL) AND TRANSPLANT? finds articles mentioning either kidney transplants or renal transplants. Without parentheses, AND is processed before OR.

## Improve Your Search

### To Get More Records in Your Results

- Don't over-specify. Use only the search options you really need — leave the others blank.
- Exclude "implied concepts": leave out words like research or effects.
- Check for misspelled words.
- Check the format of your entry: follow the Search Tips examples shown on the search page. Some search options require specific spacing and/or punctuation for correct results.
- Use more wildcards to search different word endings.
- Check that you are using parentheses correctly when you combine words with AND, OR, NOT.

### To Focus Your Results (& Get Fewer Records)

- Include additional words with the AND connector to narrow down the results.
- Use additional search options, like a date range.
- If you used the Entire Text search option, change to the Main Subject or Title Words option. (You can use cut & paste from the Edit menu to do this.)
- If you combined words using AND, change to just a space between the words. For example, instead of MACINTOSH AND SERVER?, use MACINTOSH SERVER?
- If you searched on a phrase, try using hyphens between the words to get an exact match.
- Check that you are using wildcards correctly to search word endings; you might be using a word that is too short.
- Try using the # sign instead of the ?.
- Check that you are using parentheses correctly when you combine words with AND, OR, NOT.

## Display Records

Records automatically display most recent first. The 'title list' shows brief information about the records, 10 titles at a time. You can easily go forward or back to see the other titles on the list.

- To display a single record, click its title.
- To display several records on the same page, click their checkboxes; then click “**Display Checked.**”
- To display all records on a page, click “**Display All.**”

After displaying full records, you can go back to the title list, but be sure to save or print the records before you display another one. If you reload or repost a records page, you will be charged again for the same information.

### **Print or Save Records**

You can print the record or save it to disk, using your Web browser's features. For example:

- To print the current record's page, choose "**Print Frame**" from the "**File**" menu.
- To save the current record's page, choose "**Save As**" from the "**File**" menu. Then
  5. Select a file location (the directory or folder where you want to save it.)
  6. Type a file name and choose a file type: source or plain text.
    - Source files (.htm, .html) include all the format indicators ("mark up"). Use this file type if you want to view the record again using your browser software.
    - Text Files (.txt, other) include only the meaningful text in the record without any format indicators. Use this file type if you want to use the record in a word processing application.
  3. Click the **[OK]** button.