



HELP DOCUMENTATION

A User's Guide



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1. GETTING STARTED

When you enter ARBA Online, the first page you see is the Advanced Search screen. Users have the option of conducting a quick search or advanced search.

Please note that all reviews are currently from 1997 to the present. New reviews are added each month.

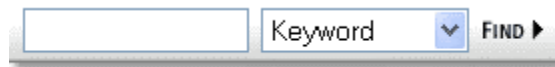
2. SEARCHING

QUICK SEARCH

The quick search option, available on every page of ARBA Online, allows users to type in a few keywords and view the results. Boolean operators are not necessary, but, if included, AND, OR, and NOT operators will be allowed to function as they normally would. If these operators are not detected, the keywords entered will be treated as an exact phrase.

Besides just a keyword search users can select to search just author/editor, ISBN/ISSN, publisher, subject, and the title of the work reviewed.

Since this option is potentially a simple and broad search, it is recommended that users with specific searches or specific results in mind use the advanced search page, where results can be more powerfully controlled.



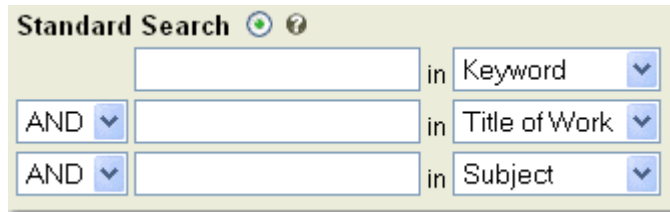
A quick search interface consisting of a text input field, a dropdown menu currently set to 'Keyword', and a 'FIND' button with a right-pointing arrow.

ADVANCED SEARCH

Standard Search

The standard search option permits users to query the database by keyword, author/editor, ISBN/ISSN, publisher, subject, as well as by the title of the work reviewed.

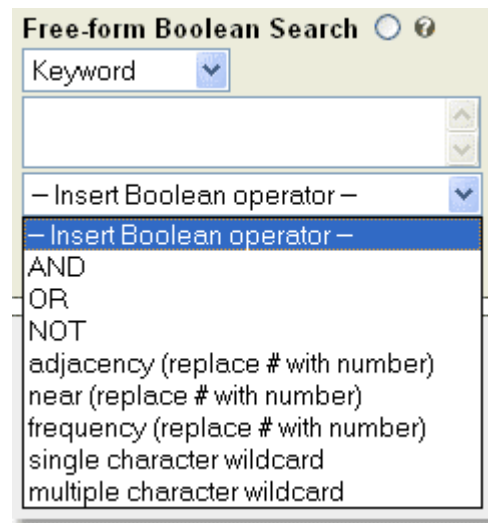
Users may build their queries using exact phrases, the Boolean AND, OR, NOT operators, and/or wildcard operators. When searching by keyword, author or title, users may also take advantage of the adjacency, proximity, and frequency operators described below.



A 'Standard Search' interface with a title and two help icons. It contains three search rows. Each row has a text input field, a dropdown menu for the search type, and a connector. The first row has an empty input field, a 'Keyword' dropdown, and 'in'. The second row has an 'AND' dropdown, an empty input field, 'in', and a 'Title of Work' dropdown. The third row has an 'AND' dropdown, an empty input field, 'in', and a 'Subject' dropdown.

Boolean Search

The Boolean search option offers users the ability to build powerful keyword, author, publisher, or title searches across their collection, including the operators defined below. Those who choose to use this option must write their query using the specified Boolean terms. For convenience, a drop-down menu has been provided that will automatically insert them.



SEARCH OPERATORS

The search operators that our search engine understands are:

- and (AND or +)
- or (OR or |)
- not (NOT or -)
- adjacency (ADJ# replace the # with a number)
- near (NEAR# replace the # with a number)
- frequency (># replace the # with a number)
- operator priority (parentheses)
- single character wildcard (?)
- multiple character wildcard (*)
- choice ([])

A WORD ABOUT ADJACENCY, NEAR, and CHOICE OPERATORS

When used, the adjacency operator specifies the order in which terms must appear and how far apart those terms can be. In the example "black ADJ3 (plague OR death)," an entry must contain "black ... plague" or "black ... death" no more than three words apart and in that order to be returned. An entry only with "plague ... black" will not be returned. The near operator disregards the order of terms and looks instead only for the distance between them.

The choice operator offers an alternative to the multiple character wildcard operator by allowing users to define specific word suffixes. As opposed to a search for "neighbor*," in the example "neighbor[,ly,hood]," any entries containing "neighbor," "neighborly," or "neighborhood" will be returned.

ADDITIONAL SEARCH FILTERS

Also available on the advanced search page is the option to search by content area, ARBA volume, or year of title publication. These filters may be used in conjunction with the standard or Boolean search, or on their own.

ARBA Volume

ARBA Online includes data from ARBA Volume 28, 1997-present. Updates are added monthly in ARBA Online; the reviews added in the February through January updates are published in the annual print edition. For example, the new reviews added from February 2005-January 2006 will be published in ARBA 2006, Volume 37 which will be released in March 2006.

Search Filters ⓘ

Content Area: **General Reference Work**

- General Reference Works

Social Sciences

- Social Sciences in General
- Area Studies
- Economics & Business
- Education

Humanities

- Humanities in General
- Communication & Mass Media
- Decorative Arts
- Fine Arts

Science Technology

- Science & Tech General
- Agricultural Sciences
- Biological Sciences
- Engineering

ARBA Volume: from to OR ⓘ

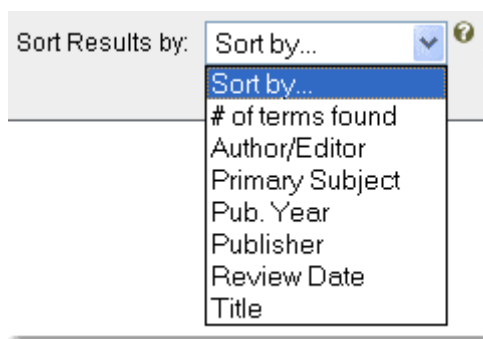
Work Publication Date: from to

Sort Results by: ⓘ

SORT OPTIONS


Results can be sorted in several ways using the drop-down menu on the advanced search page:

- **# of terms found**
(This option counts the number of occurrences of all search terms found and sorts from highest to lowest.)
- **ARBA Volume**
(Results are sorted by the year of the ARBA volume that the review was published in.)
- **Author/Editor**
(Results are sorted alphabetically based on author/editor last name.)
- **Publication Year**
(Results are sorted by the publication year of the reviewed title.)
- **Publisher**
(Results are sorted alphabetically based on publisher name.)
- **Title**
(Results are sorted alphabetically based on title of the book reviewed.)



SEARCH TIPS

Help - Question Mark Icons

Green question mark icons  appear on the search and search results pages. These are links to contextual help files that explain such topics as the difference between the keyword and Boolean searches, sort options, and other relevant topics.

Case Sensitivity, Special Characters, and Stemming

Searching is not case-sensitive. Searches for “world history,” “World History,” and “WORLD HISTORY” return the same results in the same order. Many special characters, such as “á” or “è,” can be typed into the search boxes simply as “a” or “e.” Words can be stemmed using the single character wildcard, ?, the multiple-character wildcard, *, or the choice operators [], as described above.

MULTIPLE SEARCH WINDOWS

The search implementation for ARBA Online is based on browser sessions, which is one of the primary reasons why cookies must be accepted. If a user opens more than one browser window and searches are conducted in them, the most recent search overwrites all others. To avoid any confusion, it is recommended that users launch only one browser window to use this product.

SAMPLE SEARCHES

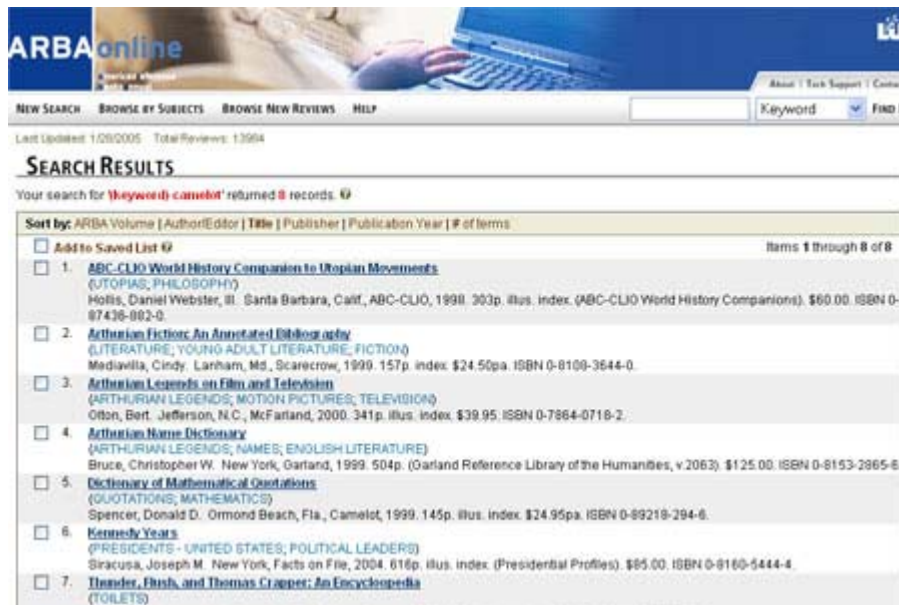
This example demonstrates a combined keyword/title search. If, on the advanced search page, 'Keyword' is selected as the first search, and 'camelot' is entered in the first search box, then 'Subject' is selected as the next search option, and the terms 'legends' entered in the second search box, your query in plain English will be 'Find all reviews within the subject legends that contain the phrase "camelot."'

This example demonstrates how Boolean operators are combined. Type 'nuclear' in the first search box and select 'Keyword' as the search option. Select 'OR' as the first Boolean operator. In the second search box, enter 'disarm*', select 'Keyword' as the search option, and 'AND' as the second Boolean operator. In the third search box, select 'Title' as the search option, and enter the phrase 'Cold War' in the last search box. Your query in plain English will be 'Find all reviews containing the term "nuclear" or all reviews containing terms such as disarmed, disarming, disarmament, etc. with the phrase "Cold War" in the title.'

To find all reviews containing the term nuclear or variations of the term disarm in works with the title 'Cold War,' select 'Keyword' as the first search option, type 'nuclear or disarm*' in the first search box, select 'AND' as the first boolean operator. Select 'Title' as the second search option, and type 'Cold War' in the second search box.

3. SEARCH RESULTS

After you click on search, a search results screen appears with a list of reviews that match the criteria you specified. The search results list displays the title of the work reviewed, primary subject, author(s)/editors(s), publisher, publication date, number of pages, special features, series information, price, and ISBN/ISSN.



The screenshot shows the ARBA Online search results page. The search results are sorted by ARBA Volume, Author/Editor, Title, Publisher, Publication Year, and # of terms. The results list includes:

- 1. **ABC-CLIO World History Companion to Utopian Movements** (UTOPIAS; PHILOSOPHY) Hollis, Daniel Webster, III. Santa Barbara, Calif., ABC-CLIO, 1998. 203p. illus. index. (ABC-CLIO World History Companions). \$60.00. ISBN 0-87438-002-0.
- 2. **Arthurian Fiction: An Annotated Bibliography** (LITERATURE; YOUNG ADULT LITERATURE; FICTION) Mediavilla, Cindy. Lanham, Md., Scarecrow, 1999. 157p. index. \$24.50pa. ISBN 0-8109-3644-0.
- 3. **Arthurian Legends on Film and Television** (ARTHURIAN LEGENDS; MOTION PICTURES; TELEVISION) Otton, Bert. Jefferson, N.C., McFarland, 2000. 341p. illus. index. \$39.95. ISBN 0-7864-0718-2.
- 4. **Arthurian Name Dictionary** (ARTHURIAN LEGENDS; NAMES; ENGLISH LITERATURE) Bruce, Christopher W. New York, Garland, 1999. 504p. (Garland Reference Library of the Humanities, v 2063). \$125.00. ISBN 0-8153-2865-8.
- 5. **Dictionary of Mathematical Quotations** (QUOTATIONS; MATHEMATICS) Spencer, Donald D. Ormond Beach, Fla., Camelot, 1999. 145p. illus. index. \$24.95pa. ISBN 0-89218-294-6.
- 6. **Kennedy Years** (PRESIDENTS - UNITED STATES; POLITICAL LEADERS) Stracusa, Joseph M. New York, Facts on File, 2004. 618p. illus. index. (Presidential Profiles). \$85.00. ISBN 0-8160-5444-4.
- 7. **Thunder, Flash, and Thomas Crapper: An Encyclopedia** (TOILETS)

RE-SORTING

At the top of the search results page, users have the option of re-sorting results as outlined above. Sorting does not have to be pre-selected on the advanced search page.

Sort by: ARBA Volume | Author/Editor | Title | Publisher | Publication Year | # of terms

4. NAVIGATING CONTENT

When users select an item from the results page, they will see the review page with the search terms highlighted. Each review contains information about the work such as publisher, price, reviews from other sources, and the print edition that the review appeared in. Also, related content areas are displayed and can be clicked to view other works related to a specific subject. Other works that appear in a review which have been reviewed by ARBA, from 1997 to the present, are hyperlinked for easy access.

The screenshot shows the ARBAonline interface. At the top, there's a navigation bar with 'NEW SEARCH', 'BROWSE BY SUBJECTS', 'BROWSE NEW REVIEWS', and 'HELP'. A search box with 'Keyword' and a 'Find' button is on the right. Below the navigation bar, it says 'Last Updated: 12/13/2004' and 'Total Reviews: 13912'. There are links for 'print review' and 'add to saved list'. The main content area is titled 'REVIEW' and has navigation links for 'Previous Review', 'Return to search results', and 'Next Review'. The review is for 'Arthurian Legends on Film and Television' by Otton, Bert. It lists the publisher as McFarland, Jefferson, NC (2000), price as \$39.95, ISBN as 0-7864-0718-2, and content area as 'MOTION PICTURES; TELEVISION; ARTHURIAN LEGENDS'. It also lists reviews from VOYA (Oct 2000, p. 299, BL, 1 Dec 2000, p. 754) and the reviewer Ronald H. Fritz, Assoc. Professor, Dept. of History, Univ. of Central Arkansas, Conway. The review text discusses the popularity of Arthurian legends in film and television, mentioning works like Camelot, Excalibur, and Prince Valiant, and includes a bibliography and an index.

REVIEW NAVIGATION

Below the review header is an additional navigation that allows you to step through the reviews before or after the present review or return to the search results.

[Previous Result](#) [Return to search results](#) [Next Result](#)

TOOLS

At the top right-hand corner of each review are links for printing, adding to your list, and for viewing your saved list.



PRINTING

When viewing an entry, a user has the option of clicking the print link toward the top of the screen to view the page without any navigational elements. The browser can then be used to print a “clean” page as needed.

SAVED LIST

When viewing an entry or on the search results list, users can mark reviews and then go back and review that subset by selecting viewed save list from any page on ARBA Online.

To save bibliographic data to the Saved List:

- From a review, click "add to saved list" on the right toolbar.
- To add a single item from the search results list, click the checkbox.
- To save all displayed items on the search results page, click the checkbox adjacent to "Add to Saved List" above the first result.

To print or download the bibliographic data in the Saved List:

1. Click View Saved List.
2. Click Print List on the upper right.
The Saved List appears without any navigational elements to allow you to print a “clean” list and the Print dialog box automatically appears. Click print or,
3. To download the Saved List to a file, click Cancel to dismiss the Print dialog box, choose File...Save As and select the desired file type from the Save As File type option.

5. BROWSING

In addition to searching ARBA Online, users can browse through all of the material by subject and new reviews for the year.

Browse by Subject allows users to select from an A to Z list of Library of Congress Subject Headings.

ARBAonline

NEW SEARCH BROWSE BY SUBJECTS BROWSE NEW REVIEWS HELP

Keyword Find

Last Updated: 1/26/2005 Total Reviews: 13984

BROWSE BY SUBJECT

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
DAIRY SCIENCES	DICTIONARY OF AMERICAN BIOGRAPHY
DALAI LAMA	DIE-CAST TOYS
DANCE	DIET
DANCE IN MOTION PICTURES	DIET THERAPY
DANCE MUSIC	DIETARY SUPPLEMENTS
DANCERS	DIETETICS
DANCING	DIGESTIVE SYSTEM DISORDERS
DANISH LANGUAGE - DICTIONARIES - GERMAN	DIGITAL IMAGES
DANISH WEST INDIES	DIGITAL INFORMATION
DANTE, ALIGHIERI	DIGITAL LIBRARIES
DATA PROTECTION	DIGITAL SERVICES - LIBRARIES
DATABASE MANAGEMENT	DINNER THEATER
DATABASE SEARCHING	DINOSAURS
DATABASES	DIPLOMACY
DATING (SOCIAL CUSTOMS)	DIRECTORIES
DAYLILIES	DISARMAMENT
DE FALLA, MANUEL	DISASTERS

6. SYSTEM REQUIREMENTS

Browsers: Internet Explorer 6 or higher, Netscape Navigator 7 or higher, or Mozilla Firefox 1 or higher.

Browser Settings: JavaScript and cookies enabled.

Hardware: Monitor resolution set at 800 x 600 with hi-color/16-bit color or equivalent and 56k modem.

7. FOR FURTHER ASSISTANCE

If you require further assistance, remember that technical support is free with all Greenwood electronic products. Please fill out the [online form](#), call, or email us at:

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1-800-541-2086 ext. 4387
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