

## Search Guide

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### 1. The choice of operator on both modules.

#### **The use of operators between interrogation areas**

By clicking in the window ET (AND), you have the possibility to choose using the other operator OU (OR) between the areas. But BE CAREFUL in this case, don't tape any information in the areas DATE and LANGUAGE, otherwise the interrogation will fail (too many answers). Actually you will get all the references containing the appropriate terms but also the entire references about the and the language selected.

In the FAQ we give some examples concerning the use of OU (OR).

In HERA-SIMPLE RESEARCH, you are requested to tape only one term in each of the 3 areas of interrogation about terms. This interrogation module is voluntarily simplified because it allows "beginners" in the use of interrogation of bibliographical data, to get access easily to numerous information. Under those conditions, the operator between the areas operates normally : ET (AND).

#### **The use of operators within interrogation areas**

- The operator ET (AND) shortens a research because it will only keep the documents having both your first term and the second (if you have selected only 2 terms). This operator will enable you to achieve the most usual combinatory between terms. In ADVANCED-HERA, first type the terms with AND, then type the whole in brackets before placing one/some terms related with OR.

- The operator OU (OR) gathers documents having any of the requested terms : all the texts with Tennis and all the texts with Elbow for example. This operator works well if you want to gather semantically similar terms to get access to the maximum of information.

- The operator SAUF (AND NOT). I don't want, for example, in the texts obtained by my research, those that are in a language I can't translate.

To use this operator, organise the area language as follow :

\*SAUF then type the name of the language refused (or import its name from "Language").

#### **The use of operators on the consulting page of the index (or list of terms, authors...).**

If you select several terms (or several keywords), before validating, choose the liking

operator. On the initial display of the small window "Boolean", it is the OR operator that works (cf § 2.2.).



## 2. Recherche on terms.

### 2.1. Simple Research.

The list at your disposal, on the left of interrogation zones, is made by terms of **Title**, **Summaries**, **Keywords/Descriptors** (only if the latter have only one term : ski, tennis...).

**Display simple words**, without article :  
"basketball" and not "the basketball" which will fail the research.

For convenient mode interrogation (simple research), **only write one term by interrogation area** (april 2002):  
Term 1 : basketball (part of a result : 1746)  
Term 2 : entrainement (part of a result : 14094)  
Term 3 : passe (part of a result : 538)  
VALIDATE (21 answers)

**Special case of compound words.** How to deal with "vol à voile", "ski de fond" ?  
- simply : type "**ski**" in zone 1, then "**fond**" in zone 2.  
- exceptionally in this mode interrogation, type in zone 1 "**ski AND fond**" (which leaves you 2 zones for other terms).

You can conduct the whole **interrogation with a single term** :  
Term 1 : basketball (result : 1746)  
VALIDATE  
The number of references will usually be too important.

If you don't change the operator's name between interrogation areas, this will be as followed :  
basketball  
ET (AND)  
entrainement  
ET (AND)  
passe  
VALIDATE (21 different references with at least once basketball, training and pass).

If you change the operator ET (AND), the operator OU (OR) will work between all the areas :  
football  
OU (OR)  
soccer  
VALIDATE (3 000 answers).  
It is interesting if you want to gather for example, several semantically equivalent terms (football only : 2851, soccer only : 149).

You have just displayed your own terms but you can also use words which are in the data base, selected in Title, Summary and Keywords (when they are unique). Click on "**Term**" and follow the instructions of the new page.



## 2.2. Advanced Research

The list index at your disposal (on the left of interrogation zone), consists of words **Title, summary, descriptors** (only if they contain a unique term : ski, basketball...).

### Two obligations :

- Display unique terms without articles ;
- If you put several terms, you connect them with an operator you must type (ET, OU)

You can put into the zone several times the same operator :

ski ET fond ET entrainement (operators can be typed in capital or small letters)

tennis ET entrainement ET lift (only one space between terms and operator)

capacite ET anaerobie ET acide ET lactique

If you want to combine both operators, **you must start with AND, you put between brackets and you put OR**

(Tennis AND table) OR filet

If you **import a term of the list**, it is in the interrogation area.

If you complete your interrogation by bringing one or several terms, and without altering the Boolean window of the consulting page of the index, the interrogation zone will be like that :

'TENNIS' OU 'COUDE'

Let's suppose this cumbersome operator that scans all tennis and all elbow doesn't suit you, so change operator OU in the small window before validating your choice to get the documents related to the elbow in tennis.

So you want to do a string of AND with imported words, you will have to cancel OR and replace by AND.



## 2.3. Truncation (\* star)

### The truncator at the end of the word.

Search "sociological origins of rugby players"

To get origin in the singular or plural, for example, type "origin\* "

origin\* ET sociological\* ET player\* ET rugby

Advantages and drawbacks of truncation : organi\* or org\* for organisation/s, you will get organiser, organise....

Exemple (Simple Research) :

basketball / entrainement / passe : 21 answers

basketball / entrainement / passe\* : 24 answers because we get back "passe" et "passes"

### **The truncator before a word.**

You search articles on collective blind people games.

We have also the term blind but also bad-sighted

type **\*voyant**, better **\*voyant\*** to get back bad, male, female, plural and singular.

Be carefull, do not use it too much because the research take a long time.



### **3. Research on descriptors : advanced research.**

For a more advanced interrogation.

What is the difference between **your words, the list of terms in the data base** (taken in the titles, summaries, keywords) and what we call **keywords (or descriptors) ?**

**Keywords** are terms selected by the producers of the data base to describe in the same way the content of the texts analysed and that will be are your disposal. This operation is called indexation.

This list organised by semantical relations, is at present available on the Home Page ( click THESAURUS), but you can't yet use it on line as the other lists. It is reduced compared with the " List of Terms " (the whole of terms present in the data) and the totality of terms you could use in usual conversations.

To find documents in the big library called a "data base", the list of keywords is a very performant tool.

#### **To fill this zone "Descriptors"**

- You must report to the list of keywords to select one/several or to check the compulsory syntax used. In fact, the elements of a multi-term descriptor have to be linked by a dash to be Taken into account on the whole :

ENTRAINEMENT-FRACTIONNE, ORGANISATEUR-DE-COMPETITION

It saves more time than to go to the equation : ENTRAINEMENT ET FRACTIONNE

- You can enter keywords yourself after checking their spelling (basketball and not basket ball), but will always have to type the operator.

- Don't forget the non-recognition of the term in this interrogation area will cause the cancellation of the question.

- It is of course possible to tape several keywords in this area. If they are imported from the "Descriptor", they will be linked by the operator OR (due to the software). If it doesn't not suit you delete OU and type in their place the operator AND and Validate.



### **4. Research on authors : advanced research.**

**Why a research on an author's name ?**

You want an article from an author, on a topic (targeted research) ;  
You want to complete an author's bibliography...

### How ?

- Either you type the author's name and it is better to type : MARTIN\*  
To enter author's name is difficult particularly for christian names (compounded, wrongly indicated or spelt...). By typing \* after the name, you may have several authors, but it is better than no answers at all though there are references.  
For example : typing MARTIN\* you will get MARTIN, MARTINEZ, MARTINI...  
If you type MARTIN-\* you will only get the author's references...many numerous authors  
MARTIN.

- Or you click "Author" which will allow you to choose, in the list of authors of the data base, the interesting one and to have it displayed in the interrogation area.



### 5. Research on dates.

**If you type no indication** in this area, all the references related to your interrogation will be displayed.

#### How to select references from their dates of publishing ?

On your topic :

**1** - you only want the latest information. Type the present year :  
2002 : display of the 2002 references.

**2** - you only want the references about a year :  
1998 : display of 1998 references.

**3** - you are interested in the information from a precise year :  
>1996 : 1996 display and following years ;  
<1996 : 1996 display and previous years.

**4** - you only want the references included on a group of years :  
> 1996 ET (AND) <1998 : display of references between 1996 (included) and 1998 (included).



### 6. Research language.

**If you type no indication** in this interrogation area, the result of the research will display all the answers in whatever the languages.

#### Select a simple language for the result display.

The titles of the documents in foreign language are translated in French as well as the summary and the keywords. If this reference suits you it will be obtained via the producer of the network in its native language.

If you are interested in such an article, it will be displayed in its native language.

You wish to access to references in a **particular language**.

By taping " FRENCH", only the references in this languagewill be displayed.

By taping ANGLAIS, only the references published in this language will be accessible.

. Either you display in the interrogation area ;

. or you click on " Language". The display of all the languages used in the data base will be available.

Supply of documents :

- the mention " Producer " at the bottom of the long display of the references obtained by the research;

- possibly the map of producers : Home Page : "Map"

- Home Page : " Access to primary document"



## 7. Research on packs of updating.

The new publishing are analysed by processor centres, checked then store in the data base by series.

These series are indicated : 1998-01, 1998-02 ...(click on "Updating pack").

### Why use this interrogation area ?

After the first exhaustive interrogation on a topic, later you want to access rapidly to the last novelties on the topic. It is enough to ask again the data base just after the last series consulted. To find back and display a series, click on "Updating pack".

You must thus note down your interrogation dates and the number of the last series consulted.

