

# Sample Searches

## General OneFile Sample Searches

### Suggested Spelling

1. In the search field, enter an incorrectly spelled word, such as the word **homminid**
2. Click Search
3. On the search results page you will see that you have no results and there will be a section that says “Did you mean?” with suggested spellings
4. Click on the correct spelling of **hominid**
5. The database brings you a list of results from the correctly spelled search term

### Email a result to yourself

1. Execute a search on **Global Warming** that returns only **full text** results
2. Select an article to view from the Search Results page
3. In the **Tools** area, click on **EMAIL**
4. Email the **full text** of the article and its **APA citation** to yourself
5. Close the email confirmation window

### Look up a word in the dictionary

1. In a search result, double click on a word in the article to select it
2. Click **DICTIONARY** in the **Tools** area
3. The dictionary will open in a new window at or near the point of the word you selected, and show you the definition (if it is available)
4. You can also type in a new word to look up in the **Results for** field, then click the **Go** button
5. Close the dictionary window

### Subject Search

1. Click on the **Browse Subjects** button in the gold tool bar
2. In the Find Subject field, type in **fish farming**
3. Notice the subject terms that are returned show that in the database fish farming is actually found under the subject **Aquaculture**
4. To display a list of topics under the subject **Aquaculture**, click on the “plus sign” (+) next to Aquaculture.
5. How many articles are available under the topic of **Production Management?**



## Advanced Search

Find articles about former Canadian Prime Minister Brian Mulroney except any that mention either Airbus Industry or libel. This should effectively eliminate any articles about the accusation of kick-backs and Mulroney's subsequent libel suit. Be sure to use the NOT operator twice.

1. Click on the Advanced Search button in the gold tool bar
2. Prepare the Advanced Search builder to look like this:

	Brian Mulroney	Keyword (ke)
NOT	Airbus	Entire Document (tx)
NOT	Libel	Entire Document (tx)

3. Click Search

## Browse Publications in Popular Magazines Database

1. Go to <http://infotrac.galegroup.com>
2. Click on the database title **Popular Magazines**
3. Click on **Browse Publications** in the gold tool bar
4. Search for **Time**
5. Point out coverage dates back to 1923 (this is NOT a typo)
6. Click on the **Time** in the publication title list
7. In the section titled **About this Publication**, click on the drop down where the year is shown.
8. Select your birth year from this list
9. Search for an issue from around your birthday day and year by clicking on the issue date in the second drop down area
10. Can you find out what books or music were being talked about around your birthday?

## ***Business & Company Resource Center Sample Searches***

[Business & Company Resource Center](#) brings together a wide variety of global business information, enabling users to efficiently research business case studies, competitive intelligence and career and investment opportunities.

### **Search 1:**

A caller from Los Angeles accessing *Business & Company Resource Center* through the Los Angeles Public Library would like to retrieve human resources-related companies in Los Angeles that had an annual revenue of more than \$100 million.

### **Solution:**

1. Open *Business & Company Resource Center* and go to the "Advanced Search" page.
2. Select "Company Profiles/Products" as the "Content Area."
3. Enter ">100000000" in the first box and select the "Sales/Revenue" index.
4. Enter "Los Angeles" in the second box and select the "City" index.
5. Search for NAICS codes related to human resources companies by using the Industry search page.
6. Enter "541611" in the third box and select the "NAICS Code" index.
7. Click on the "Search" button and you will retrieve two companies.

### **Search 2:**

A sales representative wants to do a demonstration search for a client considering purchasing *Business & Company Resource Center*. The potential customer wants to learn if *Business & Company Resource Center* will retrieve privately-held companies in Houston, Texas, that had annual revenues greater than \$150,000 and less than \$15,000,000.

### **Solution:**

1. Open *Business & Company Resource Center* and go into the "Advanced search" page.
2. Click on "Company Profiles/Products"
3. Enter "Houston" as the city name in the first box.
4. Enter "TX" as the "State/Country" in the second box.
5. Enter ">150000 and <15000000" and select the "Sales/Revenue" index for the third box.
6. Click on the "Search" button and more than 1,300 company profiles matching the above criteria are retrieved.

### **Search 3:**

A caller from the Egan Group using *Business & Company Resource Center* wants to know how to find companies in New York state that manufacture fasteners.

### **Solution:**

1. Open *Business & Company Resource Center* and go to the "Industry" page.

2. Enter "fastener\*" in the "Enter Industry Description" entry box and click on the "Search Descriptions" button.
3. A SIC code and an NAICS code are retrieved:

SIC: 3965 - Fasteners, Buttons, Needles and Pins

NAICS: 339993 - Fastener, Button, Needle, and Pin Manufacturing

4. Enter the "Advanced Search" page and select the "Company Profiles/Products" index.
5. Enter the NAICS code in the first box and select the "NAICS Code" index.
6. Enter "NY" as "State/Country."
7. Click on the "Search" button and you will retrieve more than 20 companies that fit the desired description.

#### **Search 4:**

A librarian from the Central Missouri University Library using *Business & Company Resource Center* wants to know how to retrieve food manufacturing market research reports.

#### **Solution:**

1. Enter *Business & Company Resource Center* and go to the "Industry" page.
2. Enter "food manufacturing" in the "Enter Industry Description:" box.
3. You will receive a list of NAICS codes dealing with various aspects food manufacturing.
4. Click on the "311 - Food Manufacturing" link and you will receive more than 100 market research reports.

#### **Search 5:**

A *Business & Company Resource Center* user wants to find stock information for the Archer Daniels Midland company.

#### **Solution:**

1. Open *Business & Company Resource Center* and go to the "Company" search page.
2. Enter "Archer Daniels Midland" in the "Company Name or Ticker Symbol" box and click the "Search" button.
3. Click on the "Archer Daniels Midland Co. (ADM)" link to retrieve the parent company profile.
4. Click on the "Financials" tab to retrieve the stock information and history for this company.

# Sample Searches

## *Health & Wellness Resource Center Sample Searches*

[Health & Wellness Resource Center](#) provides access to magazines, journals, newspapers, definitions, directories, information on fitness, pregnancy, medicine, nutrition, diseases, public health, occupational health and safety, alcohol and drug abuse, prescription drugs, herbal remedies and alternative or complementary treatments, etc. Included are links to diet, cancer and health assessment sites as well as government databases. Material contained in this database is intended for informational purposes only.

### **Search 1:**

A caller using *Health & Wellness Resource Center - Alternative Health Module* was seeking the full name of a Chinese herb used for treating uterine fibroids called KBG that she saw at one time in the *Gale Encyclopedia of Alternative Medicine*.

### **Solution:**

1. Open *Health & Wellness Resource Center - Alternative Health Module*
2. Enter "uterine fibroids" in search box
3. Click on the Search button
4. You will receive various reference results, one from the *Gale Encyclopedia of Alternative Medicine*
5. Click on the link to that record
6. Within the "For More Information" section under the heading "periodicals," you will find the full name of KBG is "Keishi-bukuryo-gan," also known as Kuei-chih-fu-ling-wan"

### **Search 2:**

How can one find a definition of "Legionnaires' disease" in *Health & Wellness Resource Center - Alternative Module*?

### **Solution:**

1. Open *Health & Wellness Resource Center - Alternative Health Module*
2. Click on the "Medical Dictionary" button located in the Quick Start section
3. Click on the link to the letter "L"
4. Scroll through the list until you locate the link to Legionnaires' disease
5. Click on the link to "Legionnaires' Disease"

6. After clicking the link, you will retrieve the definition from *Mosby's Medical, Nursing and Allied Health Dictionary*

### **Search 3:**

How can one find information about Avian Flu in *Health & Wellness Resource Center - Alternative Module*?

#### **Solution:**

1. Open *Health & Wellness Resource Center - Alternative Health Module*
2. Enter the terms "Avian or Bird Flu" in the Search box
3. Click on the Search button
4. You will receive a list of results, including Reference as well as Magazines and Journals under their respective tabs
5. Click on the link to "Bird flu" from the *Gale Encyclopedia of Medicine* to learn more about the epidemic

### **Search 4:**

You need a MRI performed on your ankle. Your doctor described the tube you have to be in for the duration of the test. However, you are claustrophobic, so you wonder if it is possible to have an MRI performed solely on your ankle?

#### **Solution:**

1. Open *Health & Wellness Resource Center - Alternative Health Module*
2. Click on the Advanced Search button
3. Enter "MRI" as a keyword in the first Search box
4. Enter "claustrophobi\*" as a keyword in the second Search box
5. Scroll down to the Search limiter section
6. Click on the checkbox for "Consumer Health"
7. Click on the Search button
8. You will receive a result, that explains the process as well as alternatives

### **Search 5:**

A customer using *Health & Wellness Resource Center - Alternative Health Module* wants to know how she could find out if there were any side effects in using the herbal supplement "Kava Kava."

**Solution:**

1. Open *Health & Wellness Resource Center* - Alternative Health Module
2. Click on the Drug and Herb Finder Quick Start button
3. Enter the term "Kava Kava" in the search box
4. Click on the "Search" button
5. Click on the link to read more about the possible side effects and important drug interaction information about "Kava Kava."

**Search 6:**

A researcher wants to formulate a search in *Health & Wellness Resource Center* that will retrieve full-text articles published from 2002 to the present on workplace stress.

**Solution:**

1. Open *Health & Wellness Resource Center* - Alternative Health Module
2. Go to the "Advanced Search" page
3. Enter "stress" as the "Keyword" in the first entry box
4. Enter "workplace or (work place)" as "Keyword" in the second entry box
5. Check the "full-text articles" box
6. Under "Date of Publication" select "2002" for "From" and leave the "To" field blank
7. Click on the "Search" button and retrieve more than 100 full-text articles

# Sample Searches

## *Discovering Collection* Sample Searches

### Search #1

Find out what was going on when penicillin was discovered.

#### **Solution:**

1. Open *Discovering Collection* and select the *Advanced Search* mode.
2. In the first search box, select *Keyword* as the index and type in *penicillin*.
3. You will then need to *limit your results by document type* by selecting *Event Overview*.
4. Click on the *Search* button to retrieve a reference article describing not only when penicillin was discovered and by whom, but events that took place during the same time period.

### Search #2

Find information on the author of *To Kill a Mockingbird* to include in a book report.

#### **Solution:**

1. Open *Discovering Collection* and select *Topic Trees* from the search modes toolbar.
2. Click on *Literature* to choose it as your topic and then select *Literary Works*.
3. Select *To Kill a Mockingbird (Novel)* from the *Literary Works* list. This will retrieve a biographical reference piece on (Nell) Harper Lee the author of the work in addition to numerous reference articles and multimedia results about the work.

### Search #3

Find out who General Omar Bradley was and the role he played in World War II.

#### **Solution:**

1. Open *Discovering Collection* and select *Basic Search* from the search modes toolbar.
2. Type *General Omar Bradley* in the search box and choose *Subject* as your search type.
3. Click on the *Search* button to retrieve a biographical reference piece on the General as well as other reference, magazine, and news documents.

### Search #4

A student using *Discovering Collection* wanted to find information on cloning for a class assignment.

**Solution:**

1. Open *Discovering Collection* to *Basic Search* mode and choose *Cloning* from the *Popular Topics List*.
2. Results retrieved include a wealth of reference, journal, newspaper and multimedia content. The subject guide on the left show related subject terms that can be used to narrow the topic.