



**Primary Source Material from
18th & 19th Century Publications**

USER MANUAL

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ACCESSIBLE ARCHIVES

User Guide Table of Contents

OVERVIEW	3-4
<ul style="list-style-type: none">• Login Toolbar• About the Archives• Online Help• MARC records• Subscription (subscribing to <i>Accessible Archives</i>)• Brief Description (“About Us”)• What’s New (system and searching enhancements, press releases, new content)• Begin Your Search	
SEARCHING	5
<ul style="list-style-type: none">• Search Terms (single words, phrases)• Search Operators<ul style="list-style-type: none">➢ OR➢ AND➢ NOT	
STOP WORDS	7
SYMBOLS AND NUMBERS AS SEARCH TERMS	7
SYMBOLS AS OPERATORS	7
KEYWORD SEARCHING	7
PHRASE SEARCHING	7
TRUNCATION & WILDCARDS	
PROXIMITY SEARCHING	
CASE SENSITIVITY	
FIELDS	
<ul style="list-style-type: none">• Publication Title• Publication Date• ISO Date• Author• Article Title• State• Counties	9-15
WORD INDEX	16
BROWSE THE ARCHIVES	16
COMPLEX SEARCHES	16-17
BOOSTING A SEARCH TERM	17
RESTRICTING DOCUMENT OUTPUT	18
SORTING DOCUMENT OUTPUT	18
VIEWING OUTPUT	19
PRINTING DOCUMENTS	19
E-MAILING A DOCUMENT	19
RETURNING TO SEARCH RESULTS	19
SEARCH HISTORY	20

OVERVIEW

Accessible Archives was founded in 1990 with the goal of utilizing computer technology to digitize and make available vast quantities of archived historical information from the 18th and 19th centuries, previously furnished only on microfilm. In pursuit of this vision, primary source material has been selected to reflect a broad view of this period and has been assembled into databases with a strict attention to detail allowing access to specific information with pinpoint accuracy. Accessible Archives' ON-LINE full text search capability and digital imaging permits the user to search and manipulate information in ways never before possible.

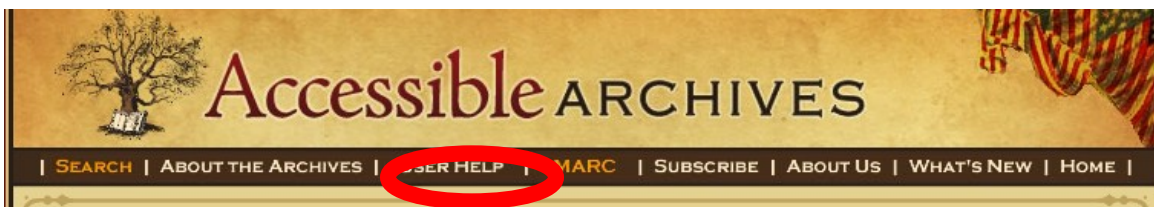
Once the user has logged onto *Accessible Archives* the system's toolbar will be available to at the top of the screen.



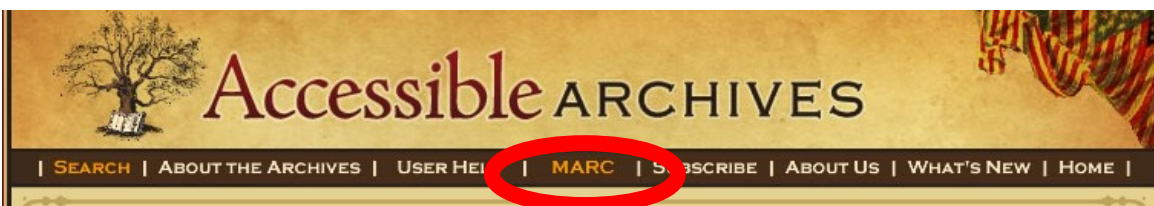
Begin a search by clicking on SEARCH in the toolbar



Clicking on "About the Archives" provides the user with a comprehensive description of the various full text collections that comprise databases in *Accessible Archives*.



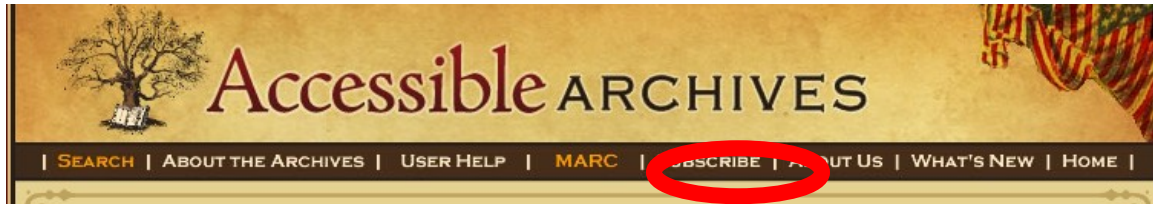
A complete user manual is available by clicking on "User Help" on the toolbar.



MARC records have been added to the database. This feature allows the searcher to identify each included publication in greater depth. The examination of a publication from the point of view of access identification is becoming increasingly important as the information community moves further into an electronic access environment, since it provides a basis for expanding wider metadata.

To retrieve the MARC Records in the Accessible Archives database, enter the search phrase "marc record"

To retrieve specific MARC Records in the database, (ex: Civil War Collection Journals) enter the search: "marc record" and "civil war "



To initiate a new subscription to *Accessible Archives* simply click on that link in the toolbar.

Types of access are described along with a copy of the License Agreement subscribers must sign before obtaining access. Contact information for pricing, along with brief FAQs, also is listed here.



For a description of the development and history of *Accessible Archives*, click on "About Us" on the toolbar. In addition, brief product descriptions and short testimonials also are featured here.



The "What's New" section includes information on recent additions and enhancements to the service, system and search tools, press releases about the services and company, enhanced content and additional information about the "American County Histories" database.

To begin a search of *Accessible Archives*, click on “Search.”

SEARCHING

There are two parts to every search conducted in the *Accessible Archives* databases. They are **search terms** and **search operators**. Searching of *Accessible Archives* is not case sensitive. At all times either upper-case or lower-case (or combinations of either) may be used.

SEARCH TERMS

These may be single words or a complete phrase.

- **Single Words**
Single words may be used in a search statement. When more than one word is placed in the search box without any search operators or phrase designation, an “OR” operator is automatically inserted into the search string.
Examples:
 - genealogy history
 - religion
 - confederate generals (treated as two independent searches being ORed together, i.e., confederate OR generals)
 - civil war (treated as two independent searches being ORed together, i.e., civil OR war)

To search a phrase the entire phrase must be enclosed within double quotation marks (e.g. “ ”).

Examples:

- “civil war”
- “Potomac River”
- “confederate generals”

Search terms (single word or phrase) can be combined with the use of **search operators**.

SEARCH OPERATORS

Search operators are special words used to indicate the interaction of search terms and/or phrases. None of the search operators can be used with just a single term or a single phrase. They are used to dictate interrelationships between more than one term/phrase.

There are three types of **search operators**:

OR
AND
NOT

The default operator is AND. If no operator appears between independent terms or phrases the AND operator is assumed.

Examples

- OR

The OR operator is used to expand search results. Using the OR operator requires that either the term/phrase preceding the operator OR the term/phrase following the operator be included in the records retrieved. Both may appear, but only one OR the other needs to be present.

A search query such as

“Potomac River” OR history

requires that either the phrase OR the term must appear. Both or just one may appear, but at least one needs to be present.

Since the AND operator is the default operator the following two searches will yield exactly the same results:

“Potomac River” AND Washington

“Potomac River” Washington

- AND

The AND operator is used to limit search results. This operator requires that the term/phrase preceding the operator as well as the term/phrase following the operator both be included in the same document.

A search query such as

“Potomac River” and history

requires that all documents retrieved have both the indicated phrase and the indicated term included.

Similarly, the AND operator can be used with multiple term searches when those terms do not make up a phrase.

With a search for steam ships running aground during the blockade of Charleston one could enter a search like

steamer AND blockade AND charleston

- NOT

The NOT operator is used to restrict search results. With the NOT operator one term/phrase will be included in the results but NOT the other term/phrase.

For example, if a search is conducted for information on the A.M.E. Church, the results retrieved include too many records about that church’s activities in Nashville. The search may be restricted to articles about the Church that do NOT have anything to do with Nashville, by using the NOT operator. The search could be

“A M E Church” NOT Nashville

By using NOT, the results are now restricted so that information on the AME Church will be included, but the additional results about Nashville no longer are.

STOP WORDS

There are no stop words in this system. Stop Words or Noise Words are defined as those commonly used words like “the” or “an” that a search engine will filter out automatically from a search string. Since *Accessible Archives* contains a unique collection of resources that use phrases and concepts that are no longer in common language usage, its search capability does not remove these words. This allows the user total freedom in searching for variant spellings as well as unique phrasing. For example, when looking for organizations that include normal stop words in their names, if the stop words are not removed the user is able to retrieve more on-target results.

SYMBOLS AND NUMBERS AS SEARCH TERMS

Some non-alphabetic and non-numeric characters are used as “operators” in search phrases. These symbolic operators are NOT recommended for general use. Symbols such as **:** **;** **\$** may be used as part of a search statement

All numbers are directly searchable. For example, a date like 1854 may be used as part of a search sequence. Using a year only is not recommended. Normally, dates should be used in combination with other search terms.

SYMBOLS AS OPERATORS

Symbols are available as Boolean operators. However, it is strongly recommended that they not be used.

KEYWORD SEARCHING

Keyword searching is also called free-text searching. A keyword search will retrieve words or phrases from main fields within *Accessible Archives*. All available fields can be directly searched. All available fields are automatically searched when no restrictions are placed on the search.

PHRASE SEARCHING

To search a specific phrase, enclose it in quotation marks. It is necessary to enclose the phrase within double quotation marks (“ ”). Single quotation marks (‘ ’) are ignored and a phrase enclosed by single quotation marks is searched as if the terms were independent search terms.

Examples:

- “confederate generals”
- “rebel troops”
- “Norwegian flavor”

Entering the terms without being surrounded by double quotation marks will cause the search to be conducted as a simple “AND” search.

Examples:

- rebel troops yields 3,279 documents
- “rebel troops” yields 427 documents
- ‘rebel troops’ yields 3,279 documents
- Norwegian flavor yields 4 documents
- “Norwegian flavor” yields a single document
- ‘Norwegian flavor’ yields 4 documents

TRUNCATION & WILDCARDS

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Both the truncation feature and the wildcard feature require at least three characters plus the symbol.

● TRUNCATION

The truncation symbol is an asterisk (*)

The truncation symbol may be used at the end or at the beginning of any search word in place of multiple characters

For example, GEO* will find GEO, GEORGE, GEORGETOWN, GEORGIA as well as any other word that begins with “GEO.”
CHAMBER* will find CHAMBER, CHAMBERED, CHAMBERING, CHAMBERS as well as any other word or character string that begins with “CHAMBER.”

● WILDCARD

The wildcard may be used in the middle or at the end of any character string. Use it to replace a single character.

For example, WOM?N will find WOMAN or WOMEN. WOMEN? will find WOMEN or WOMENS. TE?T will find TEST or TEXT. TEXT? Will find TEXT or TEXTS

PROXIMITY SEARCHING

Proximity Searching – locates words that are a specific distance away, up to 5 words. Use the ~ symbol at the end of a phrase with a number from 1 through 5. Do not use any spaces. This feature is not available for single word searches.

Examples:

“slave traders”~ 5 finds slave and traders within 5 words of one other

“church music”~3 finds church and music within 3 words of one another

CASE SENSITIVITY

The search interface for *Accessible Archives* is not case sensitive. Upper or lower case letters may be used throughout and the search results will not vary.

FIELDS

Each record in *Accessible Archives* is broken up into numerous fields of data. Each of the fields may be searched directly. There are many administrative fields that are hidden within the *Accessible Archives* records. These fields are not directly searchable by end-users. Occasionally information within these “hidden” fields will be included in the posting of search results. These “hidden” fields are used for internal coding and are descriptive of the content within the document (e.g., subject terms, type-of-document descriptors). That document-coding information is not available for display.

To conduct a field search, simply type the field name and insert a colon followed by the search term.

```
state: Louisiana  
pub date: 1854
```

Fields that are directly searchable by end-users are:

- Publication Title (pub title)
- Publication Date (pub date)
- ISO Date (iso_date)
- Author (author_name)
- Article Title (art_title)
- State
- Counties

PUBLICATION TITLE

This is the official title of the publication. There are 32 publications available in *Accessible Archives*. They can be searched directly or used as a way to restrict retrieval (see RESTRICTING DOCUMENT OUTPUT). Publications currently available include

The American Republican (scattered 1810-61)	The National Era (1847-1857)
The Charleston Mercury (1860-1865)	The New York Herald (1861-1865)
Chester & Delaware Federalist (1809-1817)	The North Star (1847-1851)
Chester County Republican (1842)	The Pennsylvania Gazette (1728-1800)
The Christian Recorder (1861-1902)	The Pennsylvania Packet (1776-1779)
The Colored American (1837-1841)	The Post Boy (1819-1824)
Delaware County American (1851-1871)	Provincial Freeman (1854-1857)
Delaware County Democrat (1835)	Richmond Enquirer (1861-1865)
Delaware County Republican (1833-1870)	The South Carolina Gazette (1732-1761)
Douglass Monthly (1859-1863)	The Gazette of the State of So. Car.
Eden Star (1814)	So.Car. Gaz. And Country Journal
Frederick Douglass Paper (1851-1856)	So. Car. And American General Gaz.
Freedom's Journal (1827-1829)	The Upland Union (1825-1852)
Godey's Lady's Book (1830-1889)	Village Record (1818-1870)
The Liberator (1831-1865)	The Virginia Gazette (1736-1780)
Literary Magazine (1797)	Weekly Advocate (1837)
The Liberator (1831-1865)	The Weekly Visitor (1830)
The Maryland Gazette (1877)	West Chester Gazette (1794)
Media Advertiser (1855-1856)	

pub_title: liberator

It is possible to use a partial title name for your search. For example, to retrieve items from both *The Pennsylvania Gazette* and *The Pennsylvania Packet* enter the following:

pub_title:pennsylvania

In many instances this type of a search will result in the retrieval of too many hits, so searches such as this should be combined with other qualifiers.

It is important in searching by publication title that the exact title be used and that the title be enclosed within quotation marks. For example, searching for documents that appear in *Godey's Lady's Book* you would be entered as:

pub_title:"Godey's Lady's Book"

Similarly, if a title includes the ampersand (&) that must be in the search phrase. For example:

pub_title:"Chester & Delaware Federalist"

A search using "and" in place of the "&" will yield zero hits

At this time, the "Chester & Delaware Federalist" is the only title with the "&" as part of the title.

If a search is entered in any of the following ways, the search results would be zero

pub-title:"Godeys Ladys Book"	(with quote marks, no apostrophes)
pub-title:Godey's Lady's Book	(without quote marks, with apostrophes)
pub-title:"Godeys Ladys Book"	(with quote marks, without apostrophes)

PUBLICATION DATE

This field is the date of the publication. In searching this field any part of the date may be used - year, day, or month. Any combination of these may be used, as well.

pub_date:1814	(all publications in the archive from 1814)
pub_date:"16, 1814"	(all publications in the archive from ANY month, but on the 16 th of any month in 1814)
pub_date:"march 16, 1814"	(all publications from a specific month, day and year)
pub_date:"december, 1865":	(all publications from a specific month and year)

The day of the week is not part of the publication date field.

ISO DATE

ISO Date is an international standard for date notation. That standard format is YYYY-MM-DD

where YYYY is the year in the usual Gregorian calendar, MM is the month of the year between 01 (January) and 12 (December), and DD is the day of the month between 01 and 31.

The only formats that should be searched using the ISO Date field are those that contain the full complement of data elements. Date-only searching and month with year searching should not be done using the ISO Date field. When needing to search dates where less than the full complement of elements is available (or needed), it is best to search using the pub date field search.

iso_date:1810-01-10	for January 10, 1810
iso_date:1814-03-16	for March 16, 1814

It is not necessary to surround this search statement with quotation marks, although using them has no impact on the results.

AUTHOR

The author is the creator (or creators) of an item or article within the databases. Using the complete name is not necessary, but doing so will yield more exacting results.

author_name:washington irving

It is not necessary to place the names within quotation marks. In most cases the results will be the same with or without the use of quotation marks. Occasionally, additional (and likely irrelevant) results will be retrieved.

ARTICLE TITLE

You do not need to enter the complete title of an article in this field. For example, if you were looking for articles about the AME Church you could enter that data in a field search. You will retrieve articles that have that phrase included within.

art_title:“ame church”

This will retrieve articles that have that exact character string within the article’s title...as well as articles where AME Church is the complete title.

STATE

The State field is not used in the Magazines database or in the Journals database. It is only applied in the American County Histories database.

At this time there are five states in the American County Histories Database. They are:

- Delaware
- Maryland
- New Jersey
- New York
- Pennsylvania

Most often searchers use the state field as a way to restrict documents (See section “RESTRICTING DOCUMENT OUTPUT”). However, it is possible to do a direct search on a state name. The official two-letter abbreviations are used to search this field:

state:de	for Delaware
state:md	for Maryland
state:nj	for New Jersey
state:ny	for New York
state:pa	for Pennsylvania

COUNTIES

The Counties field is not used in the Magazines database or in the Journals database. It is only applied in the American County Histories Database. At this time, the only counties that are searchable are those in the states listed above.

It is normal to use the Counties field as a way to restrict documents (See section “RESTRICTING DOCUMENT OUTPUT”). However, it is possible to do a direct search on a county name:

counties:Cortland

Direct searches on counties that are in more than one state (Kent in Delaware and Maryland; Warren in New York and New Jersey; Washington in Maryland and New York) require a combination search, i.e., using two different fields in the same search statement. For example

state:de and counties:kent

If the search were only on the county name of “kent” the system would pull records from both Delaware and Maryland. At this time there are only thirteen duplicate county names. They are:

Alleghany (Maryland, New York and Pennsylvania)
Columbia (New York and Pennsylvania)
Delaware (New York and Pennsylvania)
Erie (New York and Pennsylvania)
Greene (New York and Pennsylvania)
Kent (Delaware and Maryland)
Monroe (New York and Pennsylvania)
Montgomery (Maryland and Pennsylvania)
Sullivan (New York and Pennsylvania)
Tioga (New York and Pennsylvania)
Warren (New Jersey, New York and Pennsylvania)
Washington (Maryland, New York and Pennsylvania)
Wayne (New York and Pennsylvania)

The following counties currently are part of the American County Histories Database:

Delaware

Sussex	New Castle
Kent	

Maryland

Alleghany	Garrett
Anne Arundel (search as annearundel)	Harford
Baltimore	Howard
Caroline	Kent
Carroll	Montgomery
Cecil	Talbot
Dorchester	Washington
Fredrick	

New Jersey

Atlantic	Monmouth
Bergen	Morris
Burlington	Ocean
Camden	Salem
Cape May	Somerset
Cumberland	Sussex
Gloucester	Union
Hunterdon	Warren
Middlesex	

New York

Albany
Allegany
Bronx
Broome
Cattaragus
Chautauqua
Chemung
Chenango
Columbia
Cortland
Delaware
Dutchess
Erie
Genesee
Greene
Kings
Livingston
Madison
Monroe
New York
Niagara
Ontario
Orange

Orleans
Otsego
Putnam
Queens
Rensselaer
Richmond
Rockland
Saratoga
Schoharie
Schuyler
Seneca
Steuben
Sullivan
Tioga
Tompkins
Ulster
Warren
Washington
Wayne
Westchester
Wyoming
Yates

Pennsylvania

Adams
Allegheny
Armstrong
Beaver
Bedford
Berks
Blair
Bradford
Bucks
Butler
Cambria
Cameron
Carbon
Centre
Chester
Clarion
Clearfield
Clinton
Columbia
Crawford
Cumberland
Dauphin
Delaware
Elk
Erie
Fayette
Forest

Franklin
Fulton
Greene
Huntingdon
Indiana
Jefferson
Juniata
Lackawana
Lancaster
Lehigh
Luzerne
Lycoming
Mckean
Mercer
Mifflin
Monroe
Montgomery
Montour
Northampton
Northumberland
Perry
Philadelphia
Pike
Schuylkill
Snyder
Somerset
Sullivan

Susquehanna
Tioga
Union
Venango
Warren

Washington
Wayne
Westmoreland
Wyoming
York

WORD INDEX

The Word Index feature allows the user to browse through a complete list of all searchable words in the databases.

First click on “Word Index” to the right of the search box. A new screen will then be displayed. There are two search boxes where the range of words to be searched may be included. The first box only may be used, thereby beginning the word search for a specific word, or one word may be entered in each of the boxes and the system will retrieve all words between those two words. Only 100 words will appear at a time. Users may then select from the list of 100 words those that are to be used as search terms.

Once a word has been identified that is to be included in a search click on the arrows (>>) to move the word to the search box. Additional words may be added from the “Found Words” box. When finished browsing the “Found Words”, copy the selected words into the box at the right, then simply click on “Search copied words”.

Only words from a single “Found Words” box can be moved. Once another set of words is moved, “Found Words” from a previous box will not be retained.

When you click on “Search copied words” all words in this box will be searched as if they were ORed together (See SEARCH OPERATORS). The Boolean operation may be changed by putting an AND or a NOT between words. It is not necessary to put Ors between words, as this is understood.

BROWSE THE ARCHIVES

Instead of keyword searching, users may browse the entire Accessible Archives collection by publication title.

Within each publication title are included:

- a general description of the title
- an index of issues listed in chronological order from oldest to most recent
- a list of articles in each issue

Users may browse a title by selecting dates and issues, clicking on articles, and browsing forward and backward within the issue.

COMPLEX SEARCHES

It is possible to combine search concepts and search types to form complex searches. There are many possible examples of complex searches that include (but are not limited to):

- combining search logic
- combining search logic with phrase searches
- combining search logic with field searches
- phrase and single-term searches
- field searching and phrase searches

COMBINING SEARCH LOGIC

The use of the operators (and, or, not) may be used multiple times and in variant combinations. For instance, when conducting a search for information about the Potomac region of Virginia, several of the articles retrieved refer to Pennsylvania. If this is not an area that the user wants to include, the search logic referenced below may be used. To do this search you would combine search logic:

Potomac and Virginia not pennsylvania

This will retrieve all articles that have both of the first two search terms, but not the last term.

Similarly, multiple types of logic can be used with phrase searching.

Potomac and Virginia not "western Virginia"

As in the search above, this will retrieve all articles that have both of the first two search terms, but not the last phrase.

COMBINING SEARCH LOGIC WITH FIELD SEARCHES

It is possible to use simple search logic with field searches. For example:

pub_title:"The Charleston Mercury" and Virginia

More than one field search may also be entered. For example:

pub_title:"The Charleston Mercury" or pub_title:"Godey's Lady's Book"
pub_title:"The Charleston Mercury" and pub_date:1860

COMBINING PHRASE SEARCHING AND SINGLE-TERM SEARCHING

Search phrases can be combined with simple search logic. For example:

"Slaveholding States" and Potomac

COMBINING PHRASE SEARCHES AND FIELD SEARCHES

Search phrases may be combined with field searches. For example:

"Slaveholding States" and pub_date:1860

BOOSTING A SEARCH TERM

Boosting allows the user to control the relevance of a document by boosting its term. Boosting is used to elevate or increase the importance of search words. It may be used with two or more search terms or phrases.

To “boost” the terms relevance, use the caret, “^”, symbol with a boost factor (i.e., number). There is no limit to the boost level that can be implemented. The boost level input indicates the relative importance of that term to other terms in the search. The default is 1. The boost number need not be a whole number, but it must be a positive number. For example:

```
pub_title:"The Charleston Mercury" AND virginia^5
```

Using a boost level will not change the number of hits retrieved. It may change the order in which they are displayed. Using the same search statement with a different boost level will alter the order in which the results are displayed, giving the “boosted” term a higher or lesser importance.

The difference between the following two search statements shows the difference in resulting output:

```
pub_title:"The Charleston Mercury" AND virginia^5  
pub_title:"The Charleston Mercury" AND virginia^10
```

The second search statement will give documents with “Virginia” in a more dominant position and/or more times used in a document than the original search statement.

RESTRICTING DOCUMENT OUTPUT

Users may limit the search by source and date. This is done with the pre-limiting function. This function is available for publication or collection names and dates.

To establish pre-limits by publication, enter a search statement or phrase in the search box. Then click on the publication or collection from which the output is to come. For multiple publication/collections use the CTRL button on the keyboard.

To establish pre-limits by date, again enter a search statement or phrase in the search box. Then enter the desired date or date range in the boxes provided. Only one date is required. Selecting a second date (end date of the date range) is optional. The only format for date input is year, month, day (yyyy-mm-dd). Complete dates need NOT be used. The year element is mandatory. Month and date are optional. For example

- 1850-01-01 to 1855-01-01
- 1851 to 1853
- 1850 (using only the first box)
- 1850-05-02 (using only the first box)

SORTING DOCUMENT OUTPUT

The default sort on document output is relevance. The default output may be changed to obtain a different results order. Output may be changed to be ordered by

- Date
- Publication
- Collection

To make changes in the results output use the SORT BY option *prior to conducting the search*. Output of up to 1,000 documents may be sorted. If search results output is larger than 1,000 documents an error message will appear:

Results are too large to sort. Please make a smaller result set for sorting.

VIEWING OUTPUT

Once search terms have been entered, and (if appropriate) the document output has been restricted or sorted, the search may now be executed by clicking on the “SEARCH” button.

When “SEARCH” is clicked, if it is a search that results in document output the RESULTS screen will appear, including up to 20 document summaries. Document results may then be viewed by clicking on the highlighted portion of the output. All areas of the screen that are in red are hyperlinks and will automatically take the user to the next or previous chosen level.

If the user clicks on “Keywords in Context”, each of the terms in the document output that were used in the search will be highlighted below the document description. These highlighted terms are NOT hyperlinks. The red highlighted terms that are italicized are NOT hyperlinks. Each of the search terms, phrases or limiters will be italicized and illustrate exactly why the document was retrieved.

The user also may navigate through the results list with the “Previous Document” and “Next Document” links that appear above the document.

PRINTING DOCUMENTS

Documents may be printed directly from the display using the computer’s browser features. However, when printing is conducted in this manner additional and possibly unnecessary information, including the database logo and reproductions of the output navigation features, also will be included.

A much more legible and less cluttered output is available when the output navigation features for Printing are used. Click on “Print Version” and a cleaner, printer-ready copy will be displayed.

E-MAILING DOCUMENT

It is possible to e-mail results output, one document at a time, to any established e-mail system. The user does not need to be connected to an e-mail provider for this service. Simply click on "Email" and a new screen will appear that has boxes to fill in for the recipient's e-mail address, sender name, and any comments. When the e-mail is transmitted the subject line of the message will read "Accessible Archives has sent you a document on behalf of <Sender Name>".)

RETURNING TO SEARCH RESULTS

At any time during the document output process, the user may return to the search results by clicking on "View Results List." This will take the user back to the list of documents that were retrieved by the search.

SEARCH HISTORY

There is always a link to the search strategy during any session after a search has been completed.

To link to all previous searches simply click on "Search History." A screen will appear containing an array of previous searches. The display will provide a list of searches in chronological order from the oldest at the top to the most recent at the bottom. The database on which the search was run will be listed under "Index." The resulting number of documents retrieved will be listed under "Docs." The complete phraseology of the search will be listed under "Text."

Any prior search may be re-initiated by clicking on the search number which is a hot link back to that search. Searches in the "Search History" area may not be edited, limited or combined. These searches are only displayed for review purposes.