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Web Search - Help

Search Page

ADAMS Simple Search

The following steps are provided to "walk" you through a basic query.

- 1. The <u>query mode</u> of a Simple Search is <u>Concept</u> mode. Any rules that apply to a <u>Concept</u> query can be used in Simple Search.
- 2. Enter search term(s) into the Search box provided. The query program is not case sensitive.

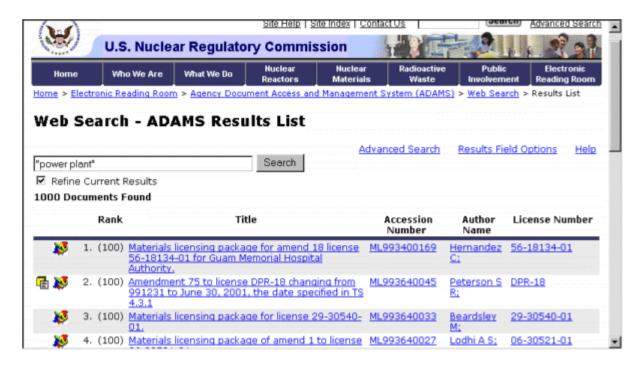


- 3. Click the Search button or hit <Enter> to execute the query.
 - When the search is complete, the <u>results</u> page automatically opens to display the query results.
 - If none of your query words are in the library, a message displays on the <u>results</u> page telling you
 that no documents were retrieved for the query. If this happens, simply enter another query.
- 4. If too many documents are returned in the <u>results</u> list, the query can be <u>refined</u>. The <u>results</u> list can be used as the document set to query against.
 - The <u>number of documents to be retrieved</u> by a search can be changed
- 5. Examples of simple queries:
 - nuclear (This would return all documents containing "nuclear")
 - nuclear Smith (This would return all documents containing "nuclear" and "Smith")

Refine Current Results

- 1. For a refined search, the current results list is used as the document set for the query.
- 2. The refined query can be a Simple Query or an Advanced Query.
 - For a Simple Refined Query, select the checkbox for Refine Current Results under the search box at the top of the <u>results</u> page and enter a new query into the box.

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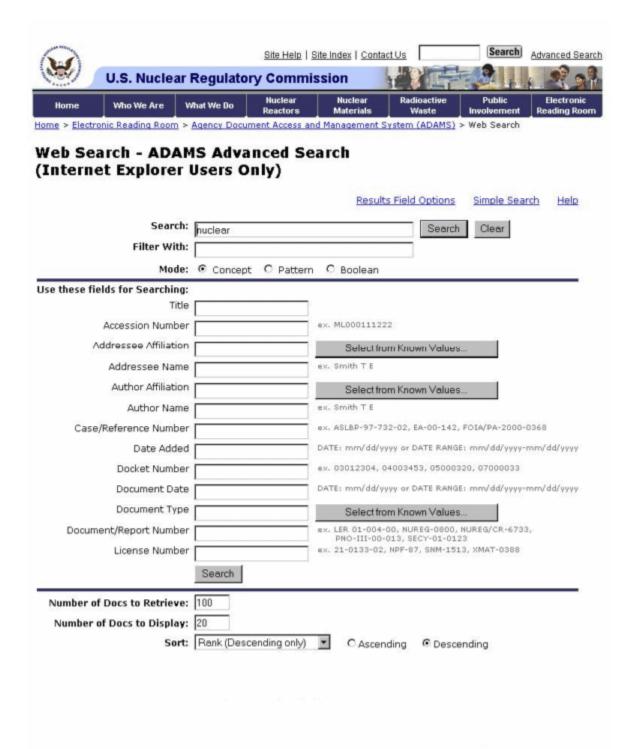


- For an Advanced Refined Query, click on <u>Advanced Search</u>. This will take you to the ADAMS Advanced Search Page. Select the checkbox for Refine Current Results under the search box at the top of the Advanced Search page and follow the instructions for an Advanced Search.

ADAMS Advanced Search

To get to the ADAMS Advanced Search page, click on the ADAMS Advanced Search link from any page. The Advanced Search can be an original query or a <u>refined</u> query.

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- 1. On the ADAMS Advanced Search page, you may choose a **Query Mode** (Concept, Pattern, or Boolean). The default <u>query mode</u> is <u>Concept</u>.
- 2. If you chose, set the <u>query options</u> and enter <u>field text</u> as appropriate for the type of query you're going to perform.
- 3. Type in your query in the Search text box, if appropriate. You may choose to search using only a

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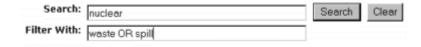
fielded search.

- 4. Click the Search button or hit <Enter> to execute the query.
 - When the search is complete, the <u>results</u> page automatically opens to display the query results.
 - If *none* of your query words are in the library, a message displays on the <u>results</u> page telling you that no documents were retrieved for the query. If this happens, simply enter another query.

Advanced Search Options

The query program allows more advanced query users several options for fine-tuning queries. These options can be found at the bottom of the Advanced Search page.

- Fields for fielded searching
- Filter With Searches:
 - An optional query entry box on the Advanced Query page that allows you to enter text and Boolean operators to be used as a Boolean filter over the document body. This kind of search is different from using an exact phrase operator ("search phrase") within a Concept mode query because it allows documents to be excluded from query results based on Boolean expressions rather than simply ranked lower within the results. AND is assumed between terms, so all search terms you enter in the Filter With box must be present in a document in order for it to be retrieved (unless you specifically use the OR operator). Search terms you enter in the Search box are evaluated according to whichever query mode you have selected, which means that documents containing those terms (or expansion of those terms) will be ranked higher than documents that match only the FilterWith entry. Along with the FilterWith entry, you can also make field entries



- Example:

president (full text string entered in the Search box, Concept mode)

congress OR budget (field string entered in Filter With subject field)

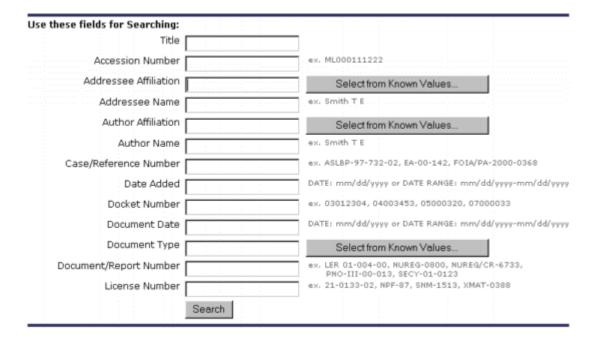
In this case, the Concept search for president would be applied only to the portion of the database that meets the Boolean criteria congress OR budget. Any document returned by this search is required to contain the term "congress" or the term "budget" in the body (as dictated by the Filter With entry) and would include some terms related to president.

- Number of Docs to Retrieve
 - The maximum number of documents returned in the results list
- Number of Docs to Display
 - The number of documents listed on each results page
- The <u>sort order</u> of the <u>results</u> list

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Fielded Search

A query performed alone or in conjunction with a full text query in any query mode; it limits responses by allowing you to enter specific document fields; what you enter in these fields either must be, or is preferred to be, present in returned documents.



- Search is narrowed by:
 - entering a greater number of fields or very specific field information
- Search is widened by:
 - using fields in conjunction with a normal full text query, instead of alone
 - entering fewer fields or more general field information (such as one word of a title)
- Query entry requires field entries (as many as you want) in addition to, or instead of, entry of the full text query
- Search is generally faster because it quickly eliminates the part of the database not matching your field entries
- Most effective when:
 - you want documents limited to a certain date range
 - you're familiar with the database and know certain titles, authors, publication numbers, etc. that you're searching for
 - the document field information is as important as (or more important than) the full text search terms
- The default Boolean property of values entered in fields is "AND". If you enter multiple values in a field, the search will return documents that contain all of the terms entered. You may enter "OR"

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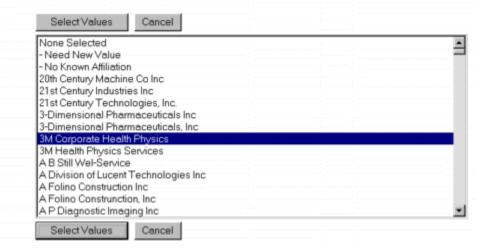
between the values to return documents that contain one or more of the terms.

- The following entries in the Author field will return documents where the Author field contains both Smith and Jones:
 - Smith Jones
 - Smith and Jones (the "and" is optional)
- The following entry in the **Author** field will return documents where the **Author** field contains the name **Smith** or the name **Jones or both:**
 - Smith or Jones
- The following fields have Lists of known values to chose from:
 - Addressee Affiliation, Author Affiliation and Document Type
 - To choose from a list, click the "Select from Known Values..." button next to the field that you need values for. You may choose multiple values by holding the <CTRL> key while selecting the

values.

Web Search - Addressee Affiliation

Select from these Values for Addressee Affiliation:



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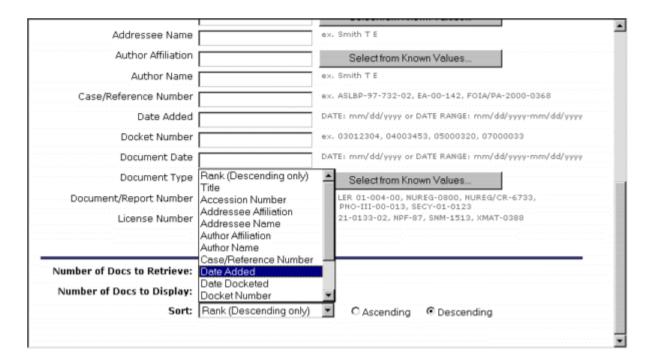
se these fields for Searching: Title I		
Accession Number		ex. ML000111222
Addressee Affiliation	"3M Corporate Health Ph	Select from Known Values
Addressee Name		ex. Smith T E
Author Affiliation		Select from Known Values
Author Name		ex. Smith T E
Case/Reference Number		ex. ASLBP-97-732-02, EA-00-142, FOIA/PA-2000-0368
Date Added		DATE: mm/dd/yyyy or DATE RANGE: mm/dd/yyyy-mm/dd/yyyy
Docket Number		ex. 03012304, 04003453, 05000320, 07000033
Document Date		DATE: mm/dd/yyyy or DATE RANGE: mm/dd/yyyy-mm/dd/yyyy
Document Type		Select from Known Values
Document/Report Number		ex. LER 01-004-00, NUREG-0800, NUREG/CR-6733, PNO-III-00-013, SECY-01-0123
License Number		ex. 21-0133-02, NPF-87, SNM-1513, XMAT-0388

- The Boolean property for these fields is set to "OR". For example, if you choose the document types of **memo** and **report** you will get all documents that are either a memo or a report.

Results List Sort Order

- <u>Concept</u> and <u>Pattern</u> searches will typically be sorted by "rank" so that the most relevant documents appear at the top of the list
- <u>Boolean</u> searches do not have a rank. By default, <u>Boolean</u> searches are sorted chronologically to display the most recently indexed documents at the top of the list.
- A sort can be in ascending or descending order
 - A search sorted by "Rank" can only be in descending order

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Query Modes

All queries are processed in one of the three main query modes (<u>Concept</u>, <u>Pattern</u>, and <u>Boolean</u>). There are other query types that may be used either in conjunction with the primary query, or after the initial query. Following is a comparison of ways to narrow or widen the search, ease of use, as well as conditions under which you might want to use that type of query.

Concept Search

A primary query mode that lets you enter plain English queries with no operators; automatically does semantic expansion on all query words to the level you set; ranks returned documents for relevance

- Search is **narrowed** by:
 - including an exact phrase in double quotes (" ")
 - using <u>fields</u> as filters
- Search is widened by:
 - using a special operator to designate a specific query word for $\underline{\text{pattern}}(\sim)$, or $\underline{\text{wildcard}}(*,?,[\text{search expression}],_,@,\#,^)$ expansion
- Query entry is easy—just enter it in plain English
- Most effective when:

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- you're first learning the system (it's one of the easiest searches to do)
- you need to perform a "quick and dirty" search
- you know the words you're searching for exist in the database

Pattern Search

A primary query type that also processes plain English queries, but tolerates spelling differences in either the body of the text or the queries; automatically does pattern expansion on all query words; ranks returned documents for relevance

- Search is narrowed by:
 - including an exact phrase in double quotes (" ")
 - using fields as filters
- Search is **widened** by:
 - using a special operator to designate a specific query word for semantic expansion (!)
- Query entry is easy—just enter it in plain English
- Most effective when:
 - you have "dirty" OCR data
 - you're looking for a word that is a proper noun with variant spellings
 - you're looking for a specific term or phrase, but you're not sure of the spelling

Boolean Search

A primary query type that uses traditional <u>Boolean operators</u> to find exact matches for *all* query words you enter; no ranking of responses; no automatic expansion

- Search is narrowed by:
 - using fields as filters
 - using an exact phrase in double quotes
 - using certain Boolean operators (AND, NOT, WITHIN, ADJ, BETWEEN, and nested statements)
- Search is widened by:
 - using an OR operator

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- using a special operator to designate a specific query word for semantic (!), pattern (\sim), or wildcard (*, ?, [search expression], _, @, #, ^) expansion
- Query entry is more difficult and time-consuming than plain English queries, since <u>Boolean</u> operators and correct syntax are required
- Search process is almost instantaneous since no ranking and no automatic expansion are performed; however, it may take you longer to sift through a large response since the most relevant documents can appear anywhere on the list
- Most effective when:
 - you're looking for a proper noun only
 - you're searching for words (such as a title) or a document you've seen before

Boolean Operators

Queries in Boolean mode make use of the following Boolean operators and logic:

Operator	Syntax	Description	Precedence
()	(word1 word2) & word3	Parentheses can be used to override the precedence of other operators and can be nested to any depth.	1
not, ^	not word1 ^word1	Word1 must not be found in the document.	2
and, &, but	word1 and word2 word1 & word2 word1 but not word2 word1 word2	Both word1 and word 2 must be found in the document. If no operator is present between two query terms, <i>and</i> is the default operator.	3
within	word1 word2 within N	Word1 must be found within N words of word2.	4
adj	word1 word2 adj N	Word1 must be found within N words of word2, and word1 must come before word2.	4
between	word1 between word2 and word3	Word1 must be found between word2 and word3.	4
or,	word1 or word2 word1 word2	Either word1 or word 2 must be found in the document.	5

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Wildcard Search

A query that uses a wildcard character (*, ?, [search expression], _, @, \, #, ^) to substitute for unknowns in the search terms or database. Wildcards can be used in <u>concept</u> or <u>Boolean</u> mode (not <u>pattern</u>), in full text search or <u>field</u> entries, in multiple words, and even multiple times in one word.

- Query entry is as easy as for the primary search type
- Search time is generally faster because no semantic expansion is performed on wildcard words;
 however, if wildcards are used too broadly (such as co*) the search time can be long and the response too large to be useful
- Most effective when you are:
 - searching for a proper name that you can't remember how to spell
 - searching for multiple terms that have several similar characters (such as model "C1050," "C1051," and "C1052")
 - not sure what form a particular word takes in the database, and want to ensure that all forms of it are found

Wildcard Characters

Wildcard	Description	Example
@	match exactly one alpha character	c@re
#	match exactly one numeric character	#600
\	take the next character literally; not as an operator	john\@excalib.com
	NOTE: This operator works only if the character following it has been indexed for searches.	
*	match any character(s) (including nothing)	pharma*
?	match exactly one character	la?er
[]	search expression; can include a hyphen to indicate a range of letters or numbers; will match only one character within the brackets	
[^]	match any character <i>except</i> the next character	199[^1-3]

Grouped Term Search

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A query (Concept or Pattern) in which terms related to a common concept are grouped together with parentheses in order to improve search accuracy; the words within the parentheses are expanded, matched, and ranked for relevance as a group, instead of as individual words

- Options for narrowing or widening the search are the same as for whatever query mode you're using
- Query entry is as easy as for the primary search type
- Response time will be the same as for whatever primary query type you're using
- Most effective when:
 - you're searching for multiple related terms that aren't in the dictionary (for example, (JFK "John Kennedy" Kennedy) election)
 - you're searching for multiple terms that aren't linked to one another in the dictionary (for example, (motorcycle boat RV) trade shows)

Date Search

Date Components

II		
The day is specified by one or two digits (leading zeroes are optional) comprising the whole numbers between 1 and 31, inclusive.		
The month is specified by one or two digits (leading zeroes are optional) comprising the whole numbers between 1 and 12, inclusive.		
The year is specified by one to four digits (leading zeroes are optional) comprising the whole numbers between 0 and 9999, inclusive.		
If the year number is less than 100 (0 through 99), RetrievalWare interprets the number as an offset into the twentieth century; that is, it adds 1900 to the number internally. An optional property is available for the integrator to control the meaning of 2-digit years (whether to add 1900 or 2000 to them). For this system, if the year number is \leq 30, the system adds 2000 to the value. If the year value is $>$ 30 the system adds 1900 to the value.		
For two-digit years 0-30, they are interpreted as being 2000-2030. For two-digit years 31-99, they are interpreted as being 1931-1999. For example, the query 1/1/30 would match the date "1/1/2030" but the query 1/1/31 would match the date "1/1/1931."		

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Separators
Separators

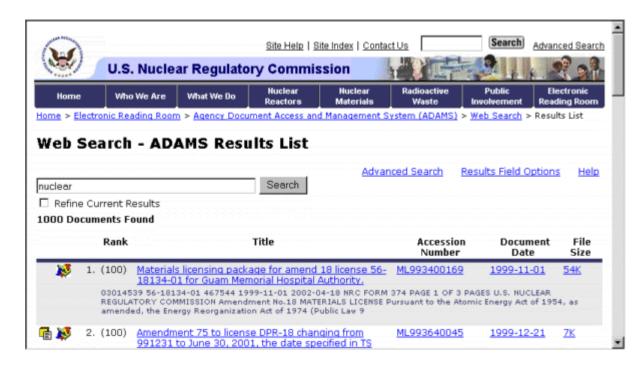
The character used to separate any of the above components in a fully-specified date may be either of the following: slash (/) or hyphen (-).

- Sample Date Entries All of the following are valid for July 9, 1965:
 - -07/09/1965
 - -7/9/65
 - -07-9-1965
 - Any leading zeroes are ignored. The following are recognized as dates, but are not recommended due to decreased readability:
 - -007/9/00065
 - -7 000009 001965
- \bullet To search on a range of dates, use a hyphen between the dates. For example:
 - -07/10/1965-07/10/1995 July 10, 1965 to July 10, 1995
 - 01-01-99-01-01-2001 January 1, 1999 to January 1, 2001
- You can also search for dates prior to or after a specific date. For example:
 - -<10-01-2000 Any date prior to October 1, 2000
 - ->3/1/97 Any date after March 1, 1997

Results Page

• The Results list defaults to showing the Rank, Title, Accession Number, Document Date, and the File Size of the document. This Results List display can be changed either before the search is performed or after the search is performed. The symbols shown below may be displayed to the left of the Rank.

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• In order to review the text of a document, without launching the document as a PDF or TIFF, you click on any of the "field" information (Title, Accession Number, etc.) for a document. Doing so displays the text of the document in the browser.

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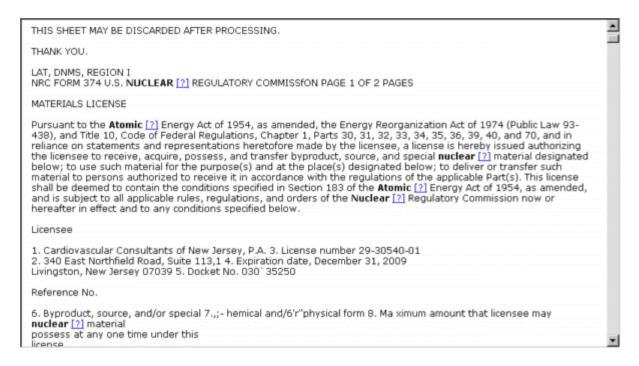
- Document Text:



- $-\operatorname{Go}$ to Best Hit: Takes you to the "best" hit in the document text
- "Ask Why": This feature is provided to help explain why highlighted hit

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words within a document qualify as a hit. This feature is especially helpful when a query word is semantically expanded to an entirely different word. When this feature is implemented and you view the documents listed in the Results page, a question mark in brackets [?] appears next to each highlighted hit word. The bracketed question mark [?] is a link to the dictionary word which qualified the highlighted word as a hit for the query. Click the question mark to view the origin of the hit word in question. When you are finished viewing the definitions, click [Return to Document Text].





- Find More Documents Like This One: Query by example or "More Like This" search:
 - A query performed after an initial query (Concept or Pattern) which found a
 particularly relevant document on the first search. The Query By Example (QBE)
 search looks at the entire library a second time, using a list of the most significant

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words gathered from the document being used as the example. Simple entry involves only displaying the example document and clicking on the "Find More Documents Like This One" link.

• Most effective when:

- a retrieved document contains many relevant terms to search on
 - you find a highly relevant document on the first search that wasn't ranked near the top of the list
- From the Results Page, you may <u>refine</u> your results, perform a <u>Simple Search</u> or access the <u>Advanced Search</u> page.
- To view a document as the original PDF or TIFF, click on the symbol (for PDF; or For TIFF) to the left of the field information.
- The following information is what users can do with each type of document
 - Printing the document:
 - Both PDF and TIFF documents may be printed by clicking on the printer icon in the viewer
 - Saving a copy of the document:
 - PDF documents can be saved by clicking on the diskette icon in the viewe
 - TIFF documents cannot be saved as a file on your local machine

Results Symbols

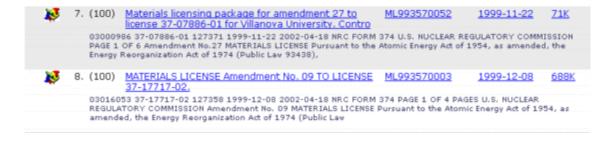
SYMBOL	NAME	Description
**	Package	Shows that the document is a Package. If you click this, it will display all members of the package.
Œ		Shows that the document is a member of one or more packages. If you click this, it will display all packages of which the document is a member.
&	PDF	Shows that the document is in PDF format. If you click this, the document will be launched as a PDF in the browser viewer.
₩	TIFF with OCR Text	Shows that the document is in TIFF format and there is OCR'd text. If you click this, the document will be launched as a TIFF in the browser viewer.
*	TIFF without OCR Text	Shows that the document is in TIFF format. If you click this, the document will be launched as a TIFF in the browser viewer.
<u></u>	Document Text Viewed	Shows that the text of the document has been viewed by the user.

Results Field Options

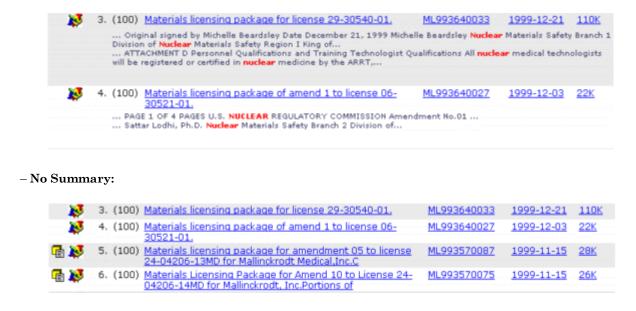
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- The field information for the results list can be changed. This is done by selecting the Result's Field Options link. This displays a list of fields and the summary text option that can be shown in the results list.
- To change what is displayed, check and un-check the boxes next to the options to change your display.
- Click on the Change Fields button to make the changes or click Cancel to not make any changes to the results list.
- This will take you back to where you were before. If you were in the results list and wanted to make changes, you will be returned to the Results page. If you were on the Search page, you will be returned there.
 - -Summary Options: The *Document Summary* setting allows you to choose a document "summary" option. This setting controls what information displays for each document in the Results page in addition to ranking numbers, titles, and library names. Displaying summaries is useful when your library has large documents, and the titles don't provide a good indication of the document contents.
 - **Top Lines (default):** The top lines of the document body display.



- Center Hit: Displays the highest-ranked hits from the document, but it ignores sentence boundaries. The hits are "centered" within each line, so part of the previous or following sentence might display, or only a single partial sentence (if it's a long sentence). NRC: Web Search Page 18 of 19



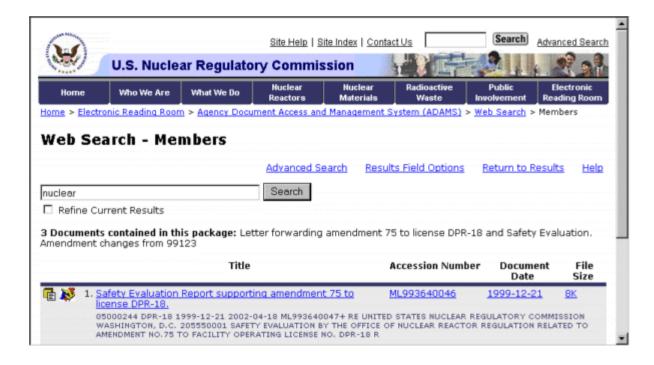
Packages and Package Members

• On the Results page or the Members page, you click on the to view all of the packages for which the document is a member.



• On the Packages page, you click on the "to view all of the members of the package

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• The document list for the Members page and the Packages page function in the same manner as the <u>Results</u> list.