

Archives

FPinfomart.ca has a deep archive module that retrieves articles by using exact phrase matching.

There are three ways to archive search in FPinfomart.ca; Simple Search, Advanced Search and Expert Search. Both simple and advanced searching are discussed in the pages that follow. For more details on expert searching, please see the Expert Search section of this manual.

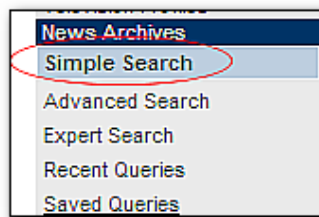
Archives: Simple Search

The Simple Search tool is ideal for basic archive searching. If you have a simple word or phrase, or if you are not familiar with the Advanced or Expert interfaces, use this searching method.

Simple Searching

Simple Search is located on the navigation menu, under the archives heading, on the left-side of your screen.

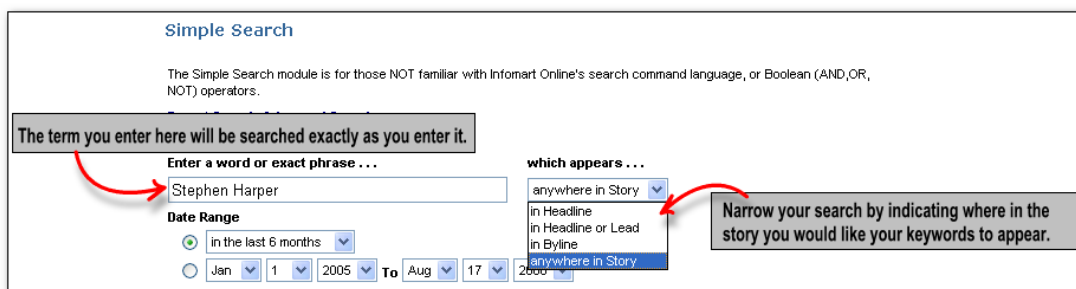
To use this search tool, simply click on the 'Simple Search' link.



Your screen will refresh to the 'Simple Search' page.

Enter your search term in the 'Enter a word or exact phrase' field. Remember that the phrase you enter in this box will be searched exactly as you type it.

In the example below, only articles that contain the phrase 'Stephen Harper' will be retrieved.

A screenshot of the "Simple Search" web interface. At the top, it says "Simple Search" and "The Simple Search module is for those NOT familiar with Infomart Online's search command language, or Boolean (AND,OR, NOT) operators." Below this is a search form. A grey box with a red arrow points to the search input field, containing the text "The term you enter here will be searched exactly as you enter it." The input field contains "Stephen Harper". To the right, a dropdown menu labeled "which appears ..." is open, showing options: "anywhere in Story", "in Headline", "in Headline or Lead", "in Byline", and "anywhere in Story". A red arrow points from a grey box containing the text "Narrow your search by indicating where in the story you would like your keywords to appear." to the dropdown menu. Below the input field is a "Date Range" section with radio buttons and dropdown menus for "in the last 6 months", "Jan", "1", "2005", "To", "Aug", "17", "2005".

To restrict your search further, use the pull-down menu to pinpoint where you would like your search terms to appear within your resulting stories. By restricting your search to 'in

Headline or Lead,' you will locate major articles on your topic. To broaden your search, choose 'anywhere in story'. If you are searching for all stories written by a particular journalist, select 'in Byline'.

Your search terms are not case-sensitive. You may use any combination of uppercase or lowercase letters that you wish, without affecting your search.

To further narrow your search, select a date range within which your story was published. To do this, use the drop-down 'Date Range' boxes to specify a time frame. In the first bulleted option, you can select from one of FPinfomart.ca's preset date options.

News Archives

Switch to: [advanced mode](#) [expert mode](#)

Find
Stephen Harper anywhere in Story

Date Range

- in the last 6 months
- in today
- in the last week
- in the last 2 weeks
- in the last month
- in the last 3 months
- in the last 6 months
- in the last 12 months
- this calendar year
- this year & last
- this year & last 2
- this year & last 5
- this year & last 10
- DATE RANGE ALL

News sources

Select a blog

None

SEARCH

If you would prefer to specify exact dates, enter them by using the second bulleted date range option.

The screenshot shows a search interface with the following elements:

- Find:** A text input field containing "Stephen Harper" and a dropdown menu set to "anywhere in Story".
- Date Range:** A section with two radio buttons. The first is "in the last 6 months". The second is selected and shows a date range: "Aug 25 2009 To Aug 31 2009".
- News:** A list of months from Jan to Dec. A dropdown menu is open, showing options: "single news source", "library of news sources", and "lect from the full list of news sources".
- Blogs:** A list of months from Jan to Dec. A dropdown menu is open, showing the option "Select a blog".
- None:** A radio button option.
- SEARCH:** A button at the bottom.

Selecting Sources

If there is only one particular source that you would like to scan, click on the drop-down menu to the right of the second field; 'Select a single source,' and choose the appropriate source.

In addition to selecting a single source, you can also select a 'Source Library.' A number of Preset Libraries have been created, which you can view by clicking on the drop-down menu located on the right of the 'Select a library of sources' field. If you have created your own 'Source Library,' you will be able to access this Library here.

If you wish to select multiple sources, choose the 'Show me the full list of databases' link, and click 'Search.'

The screen will refresh to the 'Select Sources' screen. Place a check mark next to all the sources you would like your archive search to scan. Consider your source selection carefully by choosing publications that would have the best and most relevant information on your topic.

Select Sources

Canadian Banks - finance

SELECT ALL SOURCES

National Papers SELECT ALL

National Post

B.C. Papers SELECT ALL

<input type="checkbox"/> Abbotsford Times	<input checked="" type="checkbox"/> Fort St. John Northerner	<input type="checkbox"/> Okanagan Weekender
<input checked="" type="checkbox"/> Alaska Highway News	<input checked="" type="checkbox"/> Grand Forks Boundary Bulletin	<input type="checkbox"/> Peace River Block Daily News
<input checked="" type="checkbox"/> Alberni Valley Times	<input checked="" type="checkbox"/> Grand Forks Gazette	<input type="checkbox"/> Penticton Herald
<input checked="" type="checkbox"/> Burnaby Now	<input type="checkbox"/> Harbour City Star	<input checked="" type="checkbox"/> Prince George Citizen
<input type="checkbox"/> Campbell River Courier-Islander	<input type="checkbox"/> Kamloops Daily News	<input checked="" type="checkbox"/> Prince Rupert Daily News

If you wish to save your source selection as a library, enter a library name at the bottom of the page and click 'save'. Please see the 'Creating Libraries' section of this manual on page 53 for more information.

Once you have selected your databases, click search.

Your screen will refresh, and you will be presented with a list of the headlines and lead paragraphs of stories that match your search criteria. Your results are listed in reverse chronological order.

Stephen Harper 20090305-20090831 TREND MODIFY

SELECTED ITEMS Go To Next Page

Toronto at Noon
Host talks to host of up-coming CFRB show (8 words)
Byline: Dave Trafford
CFRB 1010 - Toronto - Mon Aug 31 2009, 12:54pm ET - 52 minutes ago
Tone:

Telegraph-Journal apologizes for plagiarism
The Telegraph-Journal has apologized for its third error in the last few months after a reporter plagiarized a story from New Brunswick's French-language daily newspaper. Irving-owned Brunswick News... (366 words)
CBC.CA News - Mon Aug 31 2009, 9:56am ET - 5 hours ago
Tone:

Liberals hit Sudbury for strategy session
Leader Michael Ignatieff and federal Liberals are converging on northern Ontario this week to do some planning at the party's annual summer retreat ahead of Parliament resuming next month. Liberal... (451 words)
CBC.CA News - Mon Aug 31 2009, 8:17am ET - 6 hours ago
Tone:

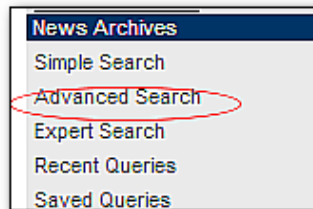
Archives: Advanced Search

Advanced Search is ideal for intermediate-level searching, or if you are unfamiliar with FPinfomart.ca's command-based search language – as used in Expert Search.

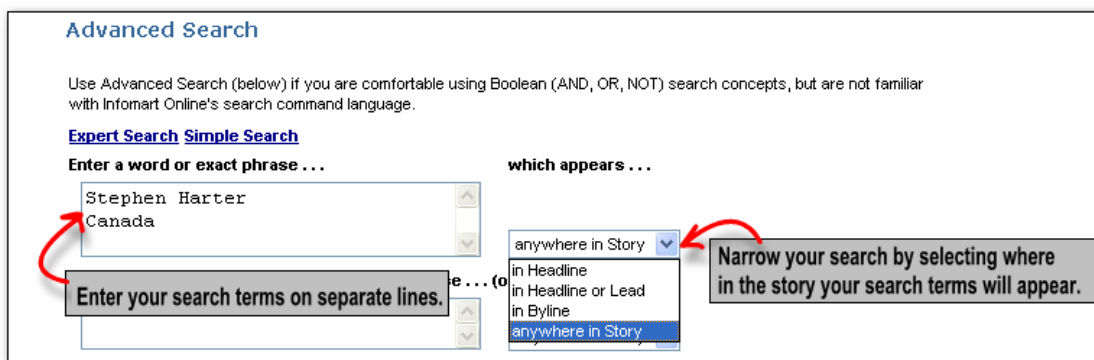
Advanced Searching

Advanced Search is located on the navigation menu, under the archives heading, on the left-side of your screen.

To use this search tool, simply click on the 'Advanced Search' link. Your screen will refresh to the 'Advanced Search' page.



Enter your main search terms or keywords in the 'Match stories that mention any of these phrases' box. Each of your term or phrases should be entered on a separate line. A phrase of two or more words will search for stories with those words in that exact order. Only those stories that match that order will be retrieved.



Use the drop-down menu to pinpoint where in the retrieved stories you would like your search terms to appear. Restricting your search to 'in Headline or Lead' will locate major articles on your topic.

If desired, enter additional search terms in the 'And require at least one mention of one of these' box. These are additional search concepts. At least one term entered here must also appear in all resulting stories. Again, use the pull-down menu to pinpoint where search terms will appear within the articles.

If desired, enter search terms which must not appear in the stories in the third text box; "But exclude any story that mentions one of these ..." Terms entered into this box are given precedence when combined with your other search terms. Avoid entering general terms that can be used in multiple contexts. Once more, use the pull-down menu to pinpoint where search terms will appear within stories.

To further narrow your search, use the drop-down 'Date Range' boxes to specify a time frame. In the first bulleted option, you can select from one of FPinfomart.ca's preset date options. In the second, specify an exact date range.

Selecting Sources

If there is only one particular source that you would like to scan, click on the drop-down menu to the right of the second field; 'Select a single source,' and choose the appropriate source.

In addition to selecting a single source, you can also select a 'Source Library.' A number of Preset Libraries have been created, which you can view by clicking on the drop-down menu located on the right of the 'Select a library of sources' field. If you have created your own 'Source Library,' you will be able to access this Library here. Please see the 'Creating Libraries' section of this manual on page 53 for more information.

If you wish to select multiple sources, choose the 'Show me the full list of databases' link, and click 'Search.'

The screen will refresh to the 'Select Sources' screen. Place a check mark next to all the sources you would like your archive search to scan. Click 'Search'

Your screen will refresh, and you will be presented with a list of the headlines and lead paragraphs of stories that match your search criteria. Your results are listed in reverse chronological order.