

## Infomart.ca Expert Quick Reference

### Customer Service / Help

1-800-661-7678 or by email at [helpdesk@infomart.ca](mailto:helpdesk@infomart.ca)

Extensive documentation is available at [FPinfomart.ca/Help](http://FPinfomart.ca/Help) on a wide variety of topics.

### General Information – Search Items

All search terms (both single words and phrases) must be in “quotes.”

#### Boolean

##### **AND**

Use AND to connect terms or phrases when all terms must be present in the articles retrieved. AND narrows your search. (e.g. “Alberta” and “trade”)

##### **OR**

Use Or to join synonymous terms when at least one of the terms must be present. OR broadens your search. (eg. “wheat” or “oats” or “barley”)

##### **ANDNOT**

Use ANDNOT to exclude terms from your research. ANDNOT narrows your search by eliminating all documents that contain the term following ANDNOT. (e.g. “what” andnot “Alberta”)

#### Wildcard/Truncation

\*

The wildcard symbol (\*) represents a character string, composed of ‘zero to infinite number’ of characters. (e.g. “micro\*” retrieves a range of words: micro, microscope, microcomputer, Microsoft and hyphenated phrases such as micro- organisms; “wom\*n”, retrieves woman or women).

DO NOT use the wildcard symbol at the start of any word. (e.g. “\*gate” is forbidden).

#### Frequency

##### **COUNT**

A word or phrase will only be retrieved if it occurs **at least** the indicated number of times.

Count (“west Nile virus”) > 5

Locates stories that mention West Nile Virus at least 5 times

## Proximity

### **NEAR**

NEAR is used to specify the maximum number of words separating terms. Terms can be in any order. The number of words between terms can be integer.

```
near(term1,term2, n=x)  
near ("bank", "merger", n=8)
```

Retrieves any story where the word "bank is no further than 8 words away from the word "merger".

### **ONEAR** (ordered near)

Terms must occur within a given number of words of each other, in the exact order specified.

```
onear (term1, term2, n=x)  
onear ("Pierre", "Trudeau", n=3)
```

Will retrieve all variations of this name Pierre Trudeau, Pierre E. Trudeau, and Pierre Elliott Trudeau. TIP: ONEAR is a good choice for searching names, when you're uncertain if an individual was mentioned with or without a middle name or middle initial.

## Field Searching

In Expert Search, it is possible to specify that search terms appear (or do not appear) in specific fields as a way of narrowing search results.

The format for entering a field search is:

```
field:term (e.g. title:ibm) or (byline:"john smith")
```

The exception to this rule is the length field, which is the number of words in the story. This field is generally used to limit searches by articles that are longer than or less than a certain number of words (or both) in this format.

```
length:range(500,max)  
length:range(250,1000)
```

If two or more words are searched for in one search phrase (using quotation marks), only stories with those exact words in that exact order will be pulled. Searches are not case sensitive.

## Field Searching Examples

(title:apprentice\* or lead:apprentice\*) ANDNOT content:trump

Retrieves stories with the word apprentice (or apprentices, apprenticeship, etc) in the headline or lead paragraph but excludes any stories with the word trump anywhere in the text.

(title:"todd bertuzzi" or lead:"todd bertuzzi") ANDNOT section:sports

Retrieves stories with todd next to bertuzzi (in that order) but excludes stories from the sports section.

(title:"paul martin" or lead:"paul martin") AND (source:cp or source:"Canadian press")

Retrieves stories with paul next to martin (in that order) in the headline or lead paragraph but only ones that list CP or Canadian Press in the source field.

(title:"royal bank" or lead:"royal bank") AND length:range(100,1001)

Retrieves stories with royal bank in the headline or lead paragraph that have between 100 and 1000 words.

disney and itype:cartoon

Retrieves stories that have a cartoon illustration and also the word Disney somewhere in the text

stotype:recipe and content:fish

Retrieves stories indexed as recipes with the word fish somewhere in the headline, lead, text, byline, etc. (see Fields list below for full description of the "Content" field).

pubname:"calgary herald" AND section:"entertainment"

Retrieves all stories in the Calgary Herald's Entertainment section

|   |
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| For additional examples, please see <a href="http://www.fpinformart.ca/help/topic/archives/examples/">http://www.fpinformart.ca/help/topic/archives/examples/</a> |
|---|

## Searchable Fields

Title – the headline or title of the story.

Lead – the headline and the first 500 characters of body text.

Content – the full text of the story, title, body, dateline, corrections, illus, byline, column, and notes.

Byline: the writer's name.

Pubname: name of the publication or source where this story was published.

Dateline: where the story originated

Source: the course of information

Section: the section of the paper the story appears in.

Page: the page number the story appears on.

Edition: indicates a specific edition of the paper

Column: title of a regular column

Note: editorial notes, including name of a series

Illus: the description of the illustration

Stotype: story type (see below for list)

Correct: corrections to the original story

Length: number of words in the story

## Common Storytypes (Stotype)

- News
- Brief
- Advice
- Analysis
- Business
- Caption
- Chronology
- Column
- Correction
- Crime
- Editorial
- Excerpt
- Feature
- Glossary
- Interview
- Letter
- Opinion
- Profile
- Review
- Recipe
- Series
- Special Report
- Sports
- Statistics

## General Guidelines and Tips

- Multi-word search terms must be enclosed in quotes.
- "little women"
- "bank of montreal"
- "company spokesman"
- To locate major articles on a topic, limit your search terms to the headline or lead paragraph.
- Searching head:(toronto and olympics) will search for the words Toronto and Olympics in either the headline or the lead paragraph.
- Type variable spellings where applicable, to optimize search results.
- labor or labour
- healthcare or "health care"
- Search terms are not case sensitive. Searching for "apple" retrieves apple the fruit, Apple the computer company, or perhaps popular expressions, euphemisms or slang such as 'The Big Apple'.
- Use qualifying words or phrases to render search queries as specific as possible.
- "apple computer" and software
- "y2k bug" and "legacy software"
- Treat numbers as you would letters, inputting variables as required.
- y2k
- "bill c-51" or "bill c51"