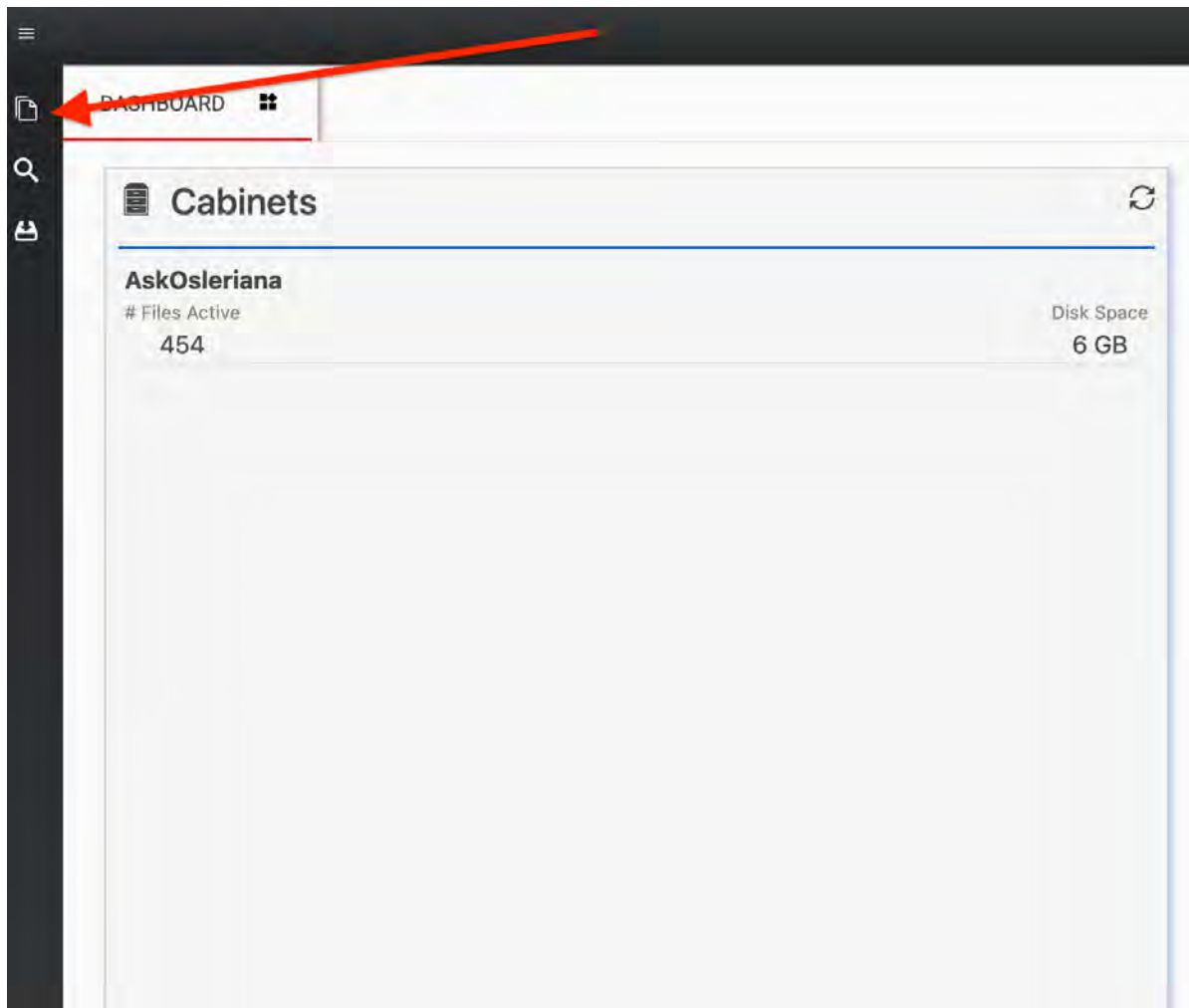




American Osler Society AskOsleriana Database

Guide to Searching

After you have logged into the database you are presented with a “dashboard” (Figure 1 below). At the left of the *dashboard* are several icons; click the icon for *files* (red arrow).



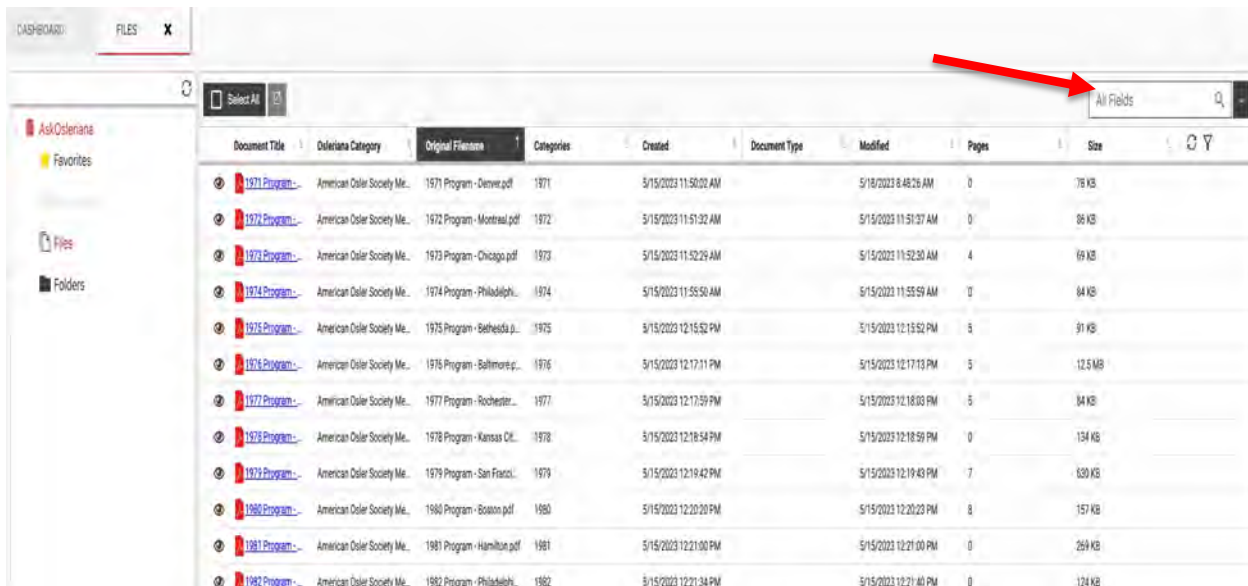


Figure 2: Initial Files Screen with Global Search Box

This will take you to a list of all of the files in the database (Figure 2). To the upper right of the screen is a search box (red arrow) into which you can insert a search term. There is a black arrow that will give you a drop-down menu that allows searching in *All fields*, in *All Fields+Document Text* and other options. Select the one you wish to use after you have entered your search term and press ENTER on your keyboard. The documents returned will be displayed in a list, the columns of which will indicate information about the individual files. Figure 3 shows the results of such an *All fields* search with the search term Pierach.



Figure 3: Results of an All-Fields Search from the Files Screen

More refined searches can be done using the **search icon** from the files page (Figure 4, red arrow). Clicking this icon will take you to the search page (Figure 5).

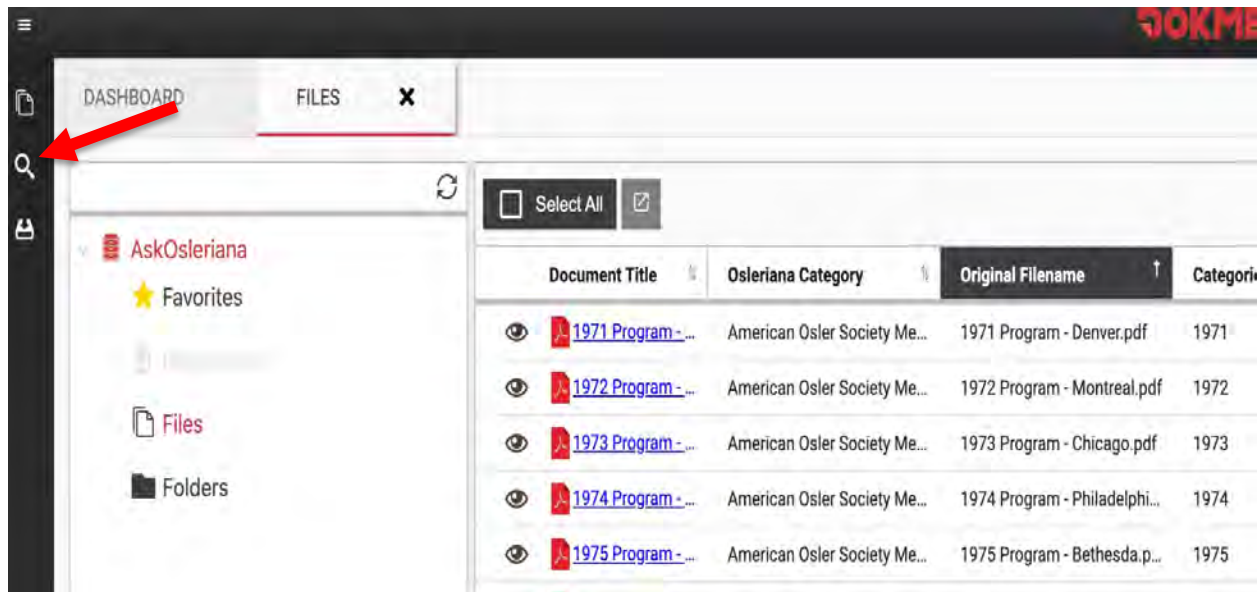


Figure 4: Files Screen Showing Search Icon to the Right

From the search page you can choose the **field** to search from the dropdown menu, the **operator** (e.g. *contains*, *=*, etc), the **search term**, and a **Boolean operator**. When you select a Boolean operator, a line appears on the right with the *and/or* choices. In addition, you can add additional search terms by clicking the **+ Add** field at the bottom.

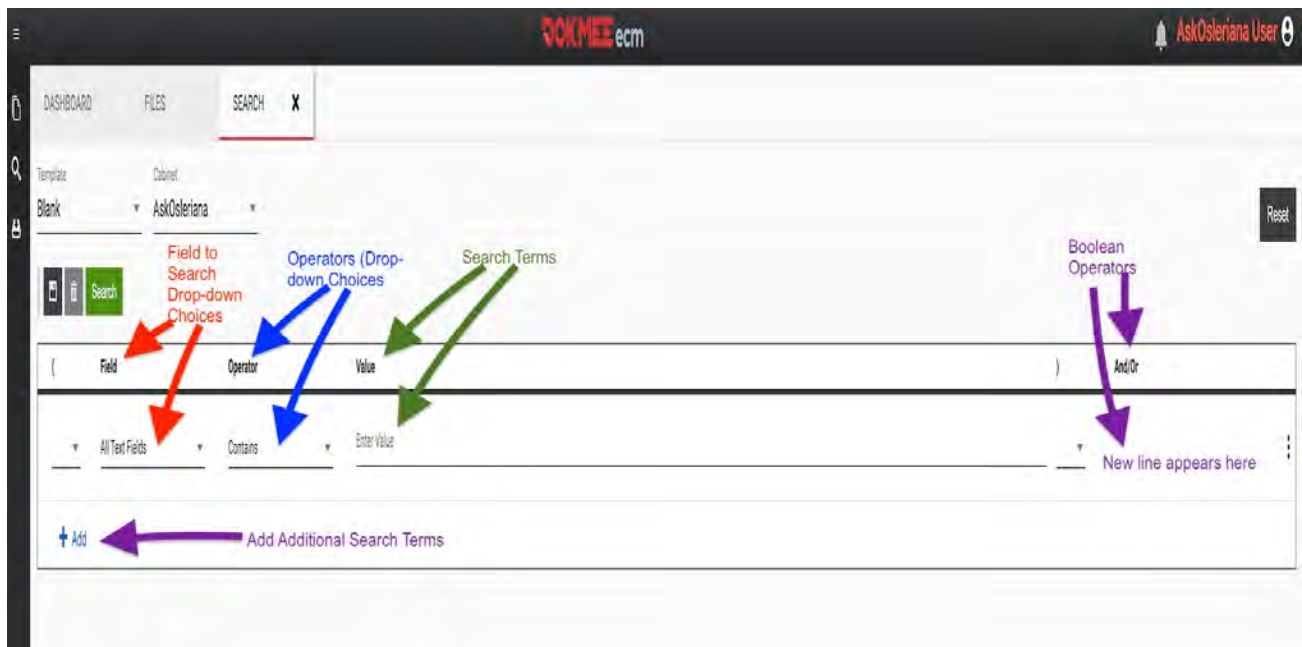


Figure 5: Detailed Search Screen



Figure 6 is an example of a search with two separate parameters. We are looking for a file with a title that contains the name *Pierach* **and** we are looking specifically for a PowerPoint file. Thus we want the first parameter to search the filename for any title *containing* the word *Pierach*; we want the Boolean operator to be *and* because both conditions need to be true; and we want the filetype to be, exactly (or *equals* =) ppt.



Figure 6

On the next page, Figure 7 shows the results of this search.



Figure 7: Search Results

From this or any other search screen, users may click on the file itself to read or download it. Please be aware that large files may take a short while to load.

Audio and Image Files

While audio files cannot be searched for *content*, they can be searched for using the strategy illustrated in figures 6 and 7. One can search a *speaker's last name* and then add a second term for the *file type* as MP3, since all audio files are in that format.

Similarly, image files cannot be searched for content, but they may be searched by file names or by file type. In this case, images may be *TIFF, jpeg, jpg, or png*. To search for all image types you would use 4 file-type searches all connected by the Boolean operator *or*.