

## Search Tips

- Default searching uses AND to separate terms.
- Use quotation marks (“”) to search for exact phrases. Phrases with Boolean operators (AND, NOT, OR) require quote marks.  
*Example: “sex and the city”.*
- Use special characters and operators to focus queries.
- All searches are case-insensitive.

## Truncation and Wildcard Characters

- \* The asterisk (\*) matches any number of character(s), including none.  
*Example: enter\* will find enter, entering, entertain, entertainment, etc.*
- ? The question mark symbol (?) is used to replace any single character.  
*Example: la?er will find later, laser, laker, etc.*

Both the question mark and asterisk **may** be used to begin a word.

*Example: \*ight will find tonight, sight, Knight, etc.*

*?ight will find right, fight, sight, etc.*

You can use more than one wild card in a single search query.

*Example: rob?? will find robot, robin, robes, but not robert or robotic.*

*"rob?? \*" (with the quote marks) will return results containing Robot Chicken, etc.*

## Operators

Boolean and proximity operators are used to broaden and narrow your search.

**AND** Finds records that contain **all** the search terms. This type of search normally returns fewer results than if you searched for one of the terms on its own.

*Example: animation AND voice*

**NOT** Finds records that have the first search term, but **not** the second.

*Example: Shatner NOT Trek*

**OR** Finds **all** records which contain one or more of the terms entered. This retrieves more entries than searching one of the terms on its own.

*Example: documentary OR mockumentary*

**NEAR** Finds records containing terms that have a specified distance between each other, and are in any order.

*Example: evening NEAR Michael*



## Database Guide: The Paley Center Seminars

evening NEAR.3 Michael

**FBY** Finds records containing terms that have a specified distance between each other, and are in a specified order.

*Example:* evening FBY Michael

evening FBY.1 Michael

If you don't set a distance for NEAR and FBY, *The Paley Center Seminars* will list all items that contain the specified terms within 10 words of each other.

### Search Fields

You can search *The Paley Center Seminars* using a combination of the following search fields:

- Keyword
- Title
- Subject
- Moderator
- Participant
- Date

To conduct a search, either type the required search terms (individual words or phrases) into the relevant search boxes or select them from a browse index.

NOTE: Between search boxes, all terms are treated by default as if they were combined using the Boolean operator AND.

#### Keyword

You can use the Keyword field to search for any word or phrase contained in the record, including Title, Subject, Moderator, and Participant. In addition, the Keyword field also searches the full text of transcripts.

Type your search terms directly into the Keyword search box. Search terms may consist of either single words or phrases.

When searching in the Keyword field, you can use truncation to retrieve records containing variations on a term. If you choose to search for more than one term, you can also combine them using Boolean and proximity searching.

*Example:* comedy AND satire

#### Title

The Title field allows you to search for any word or phrase contained in the title of a seminar. To enter terms in the Title search box:

- browse a list of titles from which you can select items to transfer back to the search box;  
or
- type keywords directly into the Title search box.

If you choose to search for more than one title, you can combine them using Boolean searching.

When searching in the Title field, you can use truncation to retrieve records containing variations on a term. If you choose to search for more than

one term, you can also combine them using Boolean and proximity searching.

*Example:* sitcom OR comedy

## Subject

You can use the Subject field to search both the primary subjects of a seminar as well as the subjects assigned to the chapter within each seminar. To enter terms in the Subject search box:

- browse a list of subjects from which you can select items to transfer back to the search box;  
or
- type keywords directly into the Subject search box.

When searching in the Title field, you can use truncation to retrieve records containing variations on a term. If you choose to search for more than one term, you can also combine them using Boolean searching.

*Example:* acting

## Moderator

Use to find seminars moderated by a particular person. To enter terms in the Moderator search box:

- browse a list of moderators from which you can select items to transfer back to the search box;  
or
- type a name directly into the Moderator search box.

When searching in the Moderator field, you can use truncation to retrieve records containing variations on a name. If you choose to search for more than one name, you can also combine them using Boolean searching.

*Example:* Mitchell

## Participant

You can use the Participant field to find all the seminars in which a particular person participated. To enter terms in the Participant search box:

- browse a list of participants from which you can select items to transfer back to the search box;  
or
- type a name directly into the Participant search box.

When searching in the Participant field, you can use truncation to retrieve records containing variations on a name. If you choose to search for more than one name, you can also combine them using Boolean searching.

*Example:* Shatner

## Date

You can limit a search to seminars held on a specific date or in a range of dates. The default values appearing in the search boxes represent the date range for the seminars available.

Select the days and months using the drop-down boxes and type your desired years into the boxes next to From and To.

*Example:*

**Date** From 01 Jan 1998 To 31 Mar 1998

## Viewing Options

Each seminar in *The Paley Center Seminars* features a full-length video recording of the seminar with subtitles, searchable transcripts, seminar summaries, and chapter summaries. There are multiple ways to view both the video and textual elements for each seminar.



## Database Guide: The Paley Center Seminars

### **Viewing Video**

The embedded video player in the seminar record allows you to view the full-length seminar. Use the **tools in the video player toolbar** to control your viewing. Click the **Play button** to start the video. Click the **Pause button** to pause the video. When the video is running, click and drag the **pointer in the running time bar** to move forward or backward through the video.

Click the **volume control button** to access the volume level slider. Click and drag the **slider bar** to raise or lower the playback volume.

You can view the seminar in the smaller viewer, or you can expand it to fill your entire screen. To do this, click the **Full Screen View button**. Exit full screen view by hitting your **ESC key**. When you are watching the seminar in full screen view, you can bring up the **video player toolbar** by moving your mouse.

To view the subtitles, click on the **Show Captions button**. To turn them off, click the **Show Captions button** again.

### **Creating a Video Clip**

*The Paley Center Seminars* also provides the ability to create a custom clip of part of a full length seminar. Clips will save to your My Research account, where you can link to them using the Durable URL. In addition to creating a title for each of your clips, you also have the ability to add notes to them, highlighting anything you want to emphasize.

Click the **make clip tab** under the video player toolbar. Click and drag the blue **start and end markers** on the running time bar to select the times for your clip. Add a title and any notes you wish to make. Click the **save clip button** to add it to My Research. To exit without saving, click on the **make clip tab** again.

### **Viewing Transcripts**

A complete transcript of each seminar is available, both in HTML full text and PDF formats. To view the HTML full text transcript, click one of the **“View transcript”** or **“View full transcript”** links. When viewing the full text transcript, you can click the **“Download transcript – PDF”** link to view the transcript in PDF format.

## Downloading & Printing Options

Each seminar in *The Paley Center Seminars* features a full-length video recording of the seminar with subtitles, searchable transcripts, seminar summaries, and chapter summaries. There are multiple ways to download and/or print both the video and textual elements for each seminar.

### **Video**

Videos can be downloaded in two forms: a single file for the entire seminar or a file for each chapter of the video. To download the entire seminar, click the **“Download entire seminar”** link to the left of the embedded video player. Click the **“Download chapter”** link at the top of a chapter heading to download only that chapter. Both types of video download as a Windows Media File. Custom clips saved to your My Archive account cannot be downloaded.

### **Downloading Transcripts**

Clicking the **“Print view”** link in the left-hand toolbox will allow you to either print or save the entire full text transcript plus the citation and seminar summary. When viewing the full text transcript, you can click the **“Download transcript – PDF”** link to view the transcript in PDF format. You can **print** or **save** using the printer and disc icons (respectively) on your Adobe toolbar.



## Database Guide: The Paley Center Seminars

### Where to find help

#### Search our Support Center:

<http://www.proquest.com/support>

#### To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

#### By phone

**In North America:** 800-889-3358

**Outside North America:** 0880 220 710 (UK only)  
+44 1223 271 496 (Outside of UK)