

American National Biography Online

COVERAGE

American National Biography Online covers biographical subjects who died before the end of 1995 and contains information on nearly 18,000 men and women. Each article contains a descriptive bibliography that is intended to guide readers as to where to look for further information. The database also offers hypertext links to other subjects covered within the database and also hypertext links to relevant websites. Articles on important subjects who have died since 1995 are being added in quarterly updates.

ACCESS

To access American National Biography, go to the Library Homepage at <http://www.ulst.ac.uk/library>

And click on **Electronic Information Services**. Click on American National Biography in the alphabetical sequence and click on ***Begin Search*** to access the database from a PC within the University of Ulster. The database is not available off campus.

SEARCHING

The database automatically opens in the Custom Search page, which offers two ways of finding articles, Quick Search By Name and Custom Search.

Quick Search By Name

This appears on the right-hand side of every page of American National Biography. Type all or part of a name in the text entry box and click on ***Quick Search by Name***. For a precise match enter the name in the format ***Last Name, First Name, e.g. Truman, Harry S.*** If you want to broaden the search out then you may want to search for part of name, entering **Roosevelt** will find subjects whose names contain Roosevelt either as a last name or a first name including a middle name.

Search Results

Search results appear on the right-hand side of the results screen and they include the article title, birth and death dates and any areas of renown. Click on the name of the subject to link to the article about the subject. If a camera icon appears the article includes an illustration.

The left-hand side of the results screen shows the search terms that you used and gives various options for modifying the search. for example you could chose to limit

your search to one of the special collections available as part of the database. If you want to start a new search remember to click on **Clear Search** first.

Tip: When you view an article some additional navigation buttons appear on the screen at the top of the article you are viewing. These buttons allow you to move around the ANB. Follow the link to **browse alphabetically** to see the articles which appear alphabetically before and after the article you are viewing, or click on return to go back to the **search results**.

Custom Search

Custom search allows you to search the full text of the ANB Online and to search in specific fields for example name, occupation, birth date and death date. The ? button to the right of each field will provide help with that particular field. A full-text search consists of all the words in the articles including captions and the bibliography. You can limit your search to just the article text or the bibliography by clicking on the check boxes to select or deselect an area to search in.

The Search by Name option in Custom Search is the same as for Quick Search by Name and you can also use wildcards and operators when searching by name. Other options available include restricting your search to articles that have illustrations or including links to other online resources.

Searching by Occupation/Realm of Renown

The subjects of the ANB Online are categorized according to occupation or realm of renown. It is possible to search by **General Area**, select from the **Occupation List** or **type in a term**.

General Area: Click the box labelled **General Areas** and select the category you want from the list, then click **search**.

Occupation List: Click on the hyperlink to the **complete list** and a new window will open. Use the headings to help you find the area you are interested in and you may be given further sub-categories to choose from. An alert box warns you that the Custom Search Screen is being updated, click **OK**, close the window and then click **search**. The results will contain a list of articles on subjects in the category you have chosen.

Searching by date

Use the date field to search for articles about subjects who were born or died on specific dates or within a range of dates. To search for a specific date enter it in both the left and right hand date boxes, you must supply a year but month and day are optional.

Search Tips

Use lower case letters to find all occurrence of a given word e.g. enter "seminole" to find both "Seminole" and "seminole"

Wildcards

Use an * to match 0 or more characters e.g. illustrate* will find illustrated, illustrator, illustrating etc

Use a **?** to match a single character e.g. illustrate? will find illustrates and illustrated.

Phrases

Put quotation marks around phrases so that all occurrences of that phrase are found e.g. "Brigham Young University".

Boolean Operators

Use **AND** to specify that both words must appear

Use **NEAR** between any two words to specify that they must appear within ten words of each other

Use **NOT** before a word to specify that it must not appear

Use **OR** between two words to specify that one or other or both must appear.

VIEW RESULTS

The **list of records** screen lists all records that match your search criteria. You can Go to a full record by clicking on the title to see full bibliographic information.

PRINTING OR EMAILING YOUR RESULTS

To print a copy of the article you are reading:

Click the print article button on the bottom left of the left frame on the screen and then click print on your browser. Close the window to return to the article on the screen.

To email a copy of the article, click the email article button on the bottom left of the left frame on the screen. A dialog box will ask for your email address and you can change the message subject if you wish.

HELP

There are help screens available at all stages of your search. Click on the word **HELP** at the top of the screen.

EXIT

To exit from the database click on logout at the top of the search screen.

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