COVERED

ACCESS
To access Grovemusic, go to the library's homepage, and click on Electronic Information Services. Or, go directly to http://www.ulst.ac.uk/library/electronic Click on Grovemusic – The Grove Dictionary of Music Online.

SEARCHING
The search mode determines the results of your query. Three modes are available. Concept Search, Pattern search and Boolean search

Choose the search mode that is the most appropriate for your query. It is worth experimenting with different modes to find the results that most clearly match your needs.

Concept Search. This mode searches on a concept, matching any words that are synonymous or related in meaning or form (e.g. A search on 'state' will also match ‘province’, 'country' and ‘land’). To use concept searching, select the concept radio button. Type a word or words in the search box, then click on search or press return. To search for a phrase in concept mode, type double quotation marks around it e.g. a search on "gold medal"' (with double quotation marks) will find instances of both words together, exactly as typed, whereas a search on 'gold medal' (without any quotation marks) will find results that contain both words and either word. In the Search Results, articles containing both words will appear before those containing only one of the words. Note: Concept is the default mode for Article search and Full text searches

Pattern search. This search mode looks for words similar in spelling to those entered. Pattern mode is useful when searching for words with alternative spelling e.g. colour and color. To use pattern searching, select the pattern radio button. Type a word or words in the search box; then click on search or press return.

Boolean search. This mode searches only for exact matches for a word or a phrase (e.g. if you want 'Tavener' but not 'Taverner'). The search results are not ranked. Boolean mode is useful when you are searching for a common term that has many associations, since you can use Boolean operators (AND, ADJ, OR, NOT) to refine your search.

Other search options
Biographies Use to find people who were born or died on any date or particular place.

Bibliographies this is a full text search on bibliographical entries only. Search by author (using first initial and surname), book, exhibition or article title, or city and date of publication (not publisher). Omit all punctuation except apostrophes, or enclose terms in double quotation marks.

External image links Enter a term in one or more of the boxes to find links that match your criteria. Please note that this is a boolean search.

Contributors Enter a name or part of a name to find all articles written by a specific contributor.

Works-list Search by type, title and date of performance.

Captions Search for words in figure captions in printed dictionary.

Wildcard and Fuzzy searches Use wildcards to match a range of characters. “?” matches any single character (Sm?th will find Smith and Smyth). “*” matches any number of characters (mus* will find musorgsky.” “[]” matches any single character from within the brackets (Sm[i]th will find Smith or Smyth); specifying a numerical range using a hyphen will find numbers within that range (199[0-9] will match dates from 1990 to 1999).

Browse The browse icon at the top of the screen takes you to a number of options for browsing the A-Z lists featured on grovemusic.com.

Article A-Z – Article A-Z lists the headings of all the articles in the dictionary. Choose a letter to view the list of articles with headwords beginning with that letter. You can locate an article in two ways:
1. Click on the first letter of an article in the A-Z list at the top of the screen. Use the scroll bar and the arrows at the far right of the screen to move to the relevant page of the list.
2. In the Go to box in the top navigation bar type in the article you wish to find then hit return or click on Go to. Click on the article heading to view the article.

Index - Entries with Go to the right of them: Click on Go to take you to the main reference for that article. Moving the mouse over the Go icon it will highlight the article in which this entry appears. If there is more than one reference for an entry there will be further numeric icons (2, 3, 4 etc). Clicking on these will take you to subsequent references for that entry. Entries with + to the left of them: These entries have further sub-sections. Clicking on the + or on the entry itself will bring up a new window with all the sub-sections and their references displayed.

Results In concept and pattern modes, each result shows a percentage ranking, the article heading, and the first few lines of text. The percentage ranking reflects the number of times a word appears in an article. Note that a short biography the subject's name is often replaced by the pronoun 'He' or 'She', so the score for the biography will actually be lower than for another article. Results are displayed in groups of 25 per page. Click on the links at the bottom of the page to move to the previous, next, or other numbered pages of results. Use the ‘Refine your search’ button on the Search Results page to make your search more specific.

Ranking The search results are ranked from highest to lowest. Ranking takes a number of factors into account, such as the number of occurrences of the term, the presence of related terms, distances between terms and the ratio of terms to words in the document. When the search term includes more than one word, articles that
contain more than one of those words will appear first in the search results, even if they are not adjacent. A score of 80% is generally more likely to match your requirements than a score of 60%, but this is only a very rough guide, and it is worth scrolling through all the search results.

**Printing from a Windows PC**

- **Using Internet Explorer** Choose print from the 'File' menu OR right-click the mouse and choose 'print' OR press Control + P. You will get a dialog box from which you can choose the frames and layout you require. (If you choose the 'Print' icon from the toolbar, this will print whichever frame you are in but will not give you a dialog box to control or change your frame.) To print pop-up graphics (music examples or displayed work-lists), press Control+P. Remember to select the landscape format if appropriate to the graphic. **Note that as you only have one frame in 'view', the frame and layout options are greyed out.**

- **Using Netscape** Choose 'Print Frame' from the 'File' menu OR Choose the 'Print' icon from the toolbar OR Press Control + P. This will give you a print dialog box and print the frame you have selected. The 'File' menu also has a 'Print Preview' so you can see which frame you have selected. Remember to select the landscape format if appropriate to the graphic.

**Printing from an Apple Mac**

- **Using Internet Explorer** Choose “Print Frame” from the ‘File’ menu OR press Apple + P. Both will give you a print dialog box and print the frame you are in.

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