

FULL-TEXT INDEX



A **full-text index** is a searchable database of **all text** in a paper or collection of papers.

To perform a search in this database one has to:

1 Define a search query, and list documents that match the query.

Search for a term or phrase.

The term can be a word, a word with wild-card characters (*,?), or any combination of letters, numbers, and symbols. You can use AND, OR, and NOT operators to build a Boolean expression (e.g. (fuzz* OR DSS) AND Zimmerman)

Refine a search.

Refine the search to the documents listed in the previous search. Press Ctrl (Windows. OS/2, UNIX) or Option (Macintosh). The button label will change from Search to Refine.

Search with paper info fields.

The paper info fields with available information are Title, Author and Keywords. You can **set your query preferences** to include the info fields.

Use search options

Word Stemming: finding words that share a word stem with the search word. (e.g. searching for calculate finds also calculating and calculated)

Sounds Like: finding words that begin with the same letter as a search word and that share some phonetic feature with it. (e.g. for Smith also finds Smyth and Smythe)

Thesaurus: finding words with meanings similar to the meaning of the search word (e.g. for reaction also finds response, behavior etc.).

When using one of the previous options it is advisable to use the:

Word Assistant: build a list of terms that will appear when the search of a document uses the Sounds Like, Word Stemming, or Thesaurus option to evaluate whether the option you are using is likely to be helpful in the search.

Match Case: finding only those documents that contain words with the same capitalization as the search word or phrase.

2 Choose documents to view from the list.



Search uses a circle icon to indicate relevance according to the query: the more dark the circle icon the more relevant the document (5 levels).

A search returns a list of indexed documents containing items that match your search query, displaying the list in the Search Results window.

3 View occurrences of the text in the documents.

Click the Search Next button



or the Search Previous button



to view the next or the previous occurrence of a match in the document respectively.