

Each CD-ROM contains the full text of the daily copies of the newspaper for one year. They are useful for news reports, letters, editorials, book reviews and a wealth of other information. The database covers the years from 1984 to 1998.

Getting started

Go to the Information Services Electronic Resources web pages at www.cardiff.ac.uk/insrv/eresources and click on **Databases**. Click on the letter **C**, scroll down to **Corriere della Sera** and click on the link for the year you want.

The Search Screen

The main **Ricerca** (Search) screen is divided into ten text boxes into which you type your search terms. To search, either type directly into the text box or, where appropriate, click onto the arrow button and select from an index of search terms. You can search in individual fields or combine several boxes by selecting the **AND** or **OR** facility at the bottom of the search screen.

Searching

Enter your search term(s) in the text boxes on the **Ricerca** screen. The main boxes are:

- **Titolo** (Title): searches all article headlines for your term(s).
- **Testo** (Text): searches for your entered term(s) anywhere within the newspaper articles.

Type your term(s) in the text box(es) and press Enter to search.

For example, using the 1998 CD-ROM edition, enter *politica* in the **Titolo** box and in the **Testo** box type *mani pulite*. At the bottom of the screen chose either **AND** or **OR** to combine your search terms: by default, terms are automatically linked by **AND**. Press Enter to search. In the right

column the total number of articles containing each term is displayed and at the bottom the number of articles for the combined search (**Articoli trovati**). To change AND to OR, click on the arrow button and select OR.

- Link textboxes by **AND** to search for articles containing *all* search terms or phrases. For example: *Politica AND Mani Pulite* = 32 articles.
- Link textboxes by **OR** to search for articles containing at least one of the terms or phrases cited in the search screen. For example: *Politica OR Mani Pulite* = 1430 articles.

Refining or Broadening Searches

The remaining eight text boxes in the search screen enable you to broaden or refine your searches. Either type directly into the selected text box or click on the corresponding arrow button:

- **Data** (Date): type the date range (dd/mm) in the textbox or click on the arrow button and enter the date range and **Confirm**, **Delete** or **List** dates.
- **Pagina** (Page): enter in the text box the page numbers you wish to search **Da** (From) and **A** (To), then **Confirm** or **Delete** your selection, or **List** options.

For the other text boxes click on the arrow button to show the indexes and use the arrow keys - and $\bar{\quad}$ to highlight terms from the list. Press Enter to select a term. Click on **OK** to confirm and return to the search screen.

You may also click on **AND**, **NOT**, **OR** and **()** to include or exclude further terms from your search.

For example:

- **Genere** (Type) states all types of article contained within the paper. For example an interview, a review, a comment or a letter.
- **Autore** (Author) lists all those who have written for the paper during the selected year.
- **Personaggi** (Person) lists all people who have been mentioned within the paper during the selected year.
- **Società** (Company) lists all companies mentioned.
- **Località** (Locality) lists all regions, cities, towns and villages mentioned.

To clear a textbox, click in the box, then click on the **Cancella** (Cancel) button on the toolbar. To clear all textboxes and begin a new search click on the **Azzera** (Delete) button on the toolbar.

Viewing Articles

After entering each search term press Enter and the number of articles containing your terms will appear in the right column of the screen. Click on the **Articolo** (Article) button on the toolbar to view. The first article will now be displayed. Use the - and = keys to scroll through the article. Use the **Parola** buttons to see the search terms in each article. Use **Indietro** and **Avanti** (Back and Forward) to view the previous or next article. To search for a word in the article's text, click on **Cerca** (Search) then enter your term and click on **OK**. To return to the search screen, click on the **X** in the top right corner of the active window.

Selecting Articles

To select and mark articles without having to view them in full, click on the **Indice** (Index) button. All articles found will be listed. Click in the far left column to select which articles to view. A red tick will appear against the articles selected. Click in the column again to deselect. Click on **Articolo** to view all selected articles.

Printing

To print, view the designated article and click on **Stampa** (Print) on the **Articolo** window toolbar. To select your printer click on **Stampanti**. You may choose to print the **Corrente** (Current) article, **Serie de Articoli** (Series of articles) or

Articoli Marcati (Marked articles) selected from the Indice list. To print a select number of articles click on **Ridotta** (Reduce) and select the relevant option. Enter the article numbers you wish to print in the **Da** (From) and **A** (To) boxes. Click on **OK** to print or **Annulla** to cancel.

Help Topics

Click on **Aiuto** (Help) at the top of the screen and select **Sommario** (Summary) for an index of help topics. Click on the term you need help with.

Leaving the Database

To leave the database click on the **Uscita** button on the main toolbar and then on **Yes**.

Other Sources for Corriere della Sera

Current issues of **Corriere della Sera** are available on **Lexis-Nexis Executive**. Access it via the Databases page at www.cardiff.ac.uk/insrv/eresources.

The web site for **Corriere della Sera** is at www.corriere.it.

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