

Western Mail, Wales on Sunday, South Wales Echo

Full reports, from August 1995 to 1998, of all Welsh, UK and foreign news are provided, together with coverage of business and finance, Welsh art and culture, sport, health, education and the media. Articles originally published in Welsh are reproduced in Welsh.

Getting Started

Log on to the University network and load *Internet Explorer*.

From the Cardiff University Home Page, click on **Learning and Teaching**, followed by **Electronic Library**, then **Databases**. Click on the letter **W**. Scroll down to **Western Mail, Wales on Sunday and South Wales Echo**, and click on the year you require.

Searching the Western Mail

There are three different methods of searching: **Find**, **Search** or **Retrieve**. Choose between them, using the Mode panel at the bottom left-hand corner of the Query window.

Find Mode

The Find query will search all the sections (or fields) of the record, e.g. headline, byline, publication or date, for your keywords and is useful for a quick search on the whole database.

Click on **Find (record)**

Type your keywords in the **Query** box at the top of the screen and click on the Articles button (marked 'A') in the top left-hand corner of the screen.

The first article in the list will be displayed. Scroll down the screen to view the whole article.

The box to the left of the screen indicates the total number of articles. Press the <, <<, >> and >

buttons to go to the previous, first, last and next articles.

Press the ✓ button to mark the article for printing. Press the button with the red spot to highlight your keyword(s) in the text.

To leave the articles press the ? or the **new search button** in the top left-hand corner of the screen.

Search mode

This mode enables you to refine your search by specifying the section you wish to search, e.g. headline, text of the article, date or publication.

Click on the name of the section you wish to search. Click in the box to the right of the name and type in your keyword(s).

Select the article button to retrieve the articles.

Select the **OR** field box to widen your search or the **AND** field box to narrow your search.

You may also use the **AND** or **OR** connectors with your keywords within the query box.

Retrieve mode

This mode specifies records by their database reference number. Use this facility to print groups of records that you have previously marked in the Article lists.

Search hints

Words adjacent in the text e.g. names:

Use an underscore (_) between the keywords e.g. Ron_Davies

Whole Words:

Press **Match Whole Word** to search only for the specific keyword e.g. a search on 'sport' will only look for the word 'sport'. If Match Whole Word is not chosen, the search on 'sport' will also find 'sports', 'sportsman', 'sportsmanship'.

Headlines

Press **Show Headlines** to retrieve a list of the headlines of the articles relating to your search. Click on a chosen headline, or select them all, and then press the **Articles** button to display the article.

Date ranges

To enter a range of dates type DD/MM/YY[space]DD/MM/YY
e.g. 31/08/95 30/09/95.

Wild cards

Wild cards may be used within a word or at the end of a word as follows:
? will substitute for one letter e.g. 'wom?n' will find 'woman' or 'women'.
* will substitute for any number of letters e.g. 'pollut*' will find 'pollute', 'polluter', 'pollution'.

To print articles

To print individual articles, go to the File menu and press **Print Record**.
To print a range of articles, mark them as you view them in full text and then go to the **Retrieve Mode**. Highlight the article numbers you wish to print and press the **Print Selected** button.

To download or save articles

To save individual articles, go to the **File** menu and select **Save Record**.
Type in your file name, e.g. a:\rugby.doc
Select **Save the Article**.

It is not possible to save articles to a file from the headlines. You need to save each article individually from the full text.

Leaving the database

To leave the database, close Internet Explorer by going to **File** and **Close**. If you want to return to the Cardiff Home Page, click on the **Home** button.

To get help

Press the **Help** button and then the **Help Contents** button.

Either click on the appropriate item in the Contents list or click on the **Search** button and type your query in the search box.

*For further information and assistance contact the Bute Library
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