

“DECADES” FINDING TOOL FOR PERIODICALS

User Instructions—**first draft**

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1. INTRODUCTION—ABOUT the FIELDS and DROP-DOWN MENUS

The *Periodicals Archive, Decades 1710-1920* is an Excel spreadsheet intended to replace an MS Word document called the “Decades List.” The “Decades List” includes periodicals spanning time periods that begin prior to 1930, organizing the periodicals by the decade in which SPL’s holdings begin. It helps staff locate periodicals by title and provides information about publication dates. The *Periodicals Archive, Decades 1710-1920* provides access points for SPL’s periodicals archive by collecting titles, dates, subjects, and publication places for these periodicals and providing searching capabilities in six fields.

The screen shot below shows the columns—fields—in the spreadsheet.

	B	E	F	G	H	I	J
1	PERIODICALS ARCHIVE, DECADES 1710-1920						
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
3	A.E.R.A.	1910, 1920, 1930	1910-32		transportation		
4	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69		library science		
5	A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71				
6	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69		library science		London, England (UK)

NOTE: Drop-down arrows at the top of each column open a menu revealing data.

- a) The **TITLE** field lists titles alphabetically. Articles introducing a title (‘The’, and ‘A’) are omitted, except in the case of some foreign language titles.
- b) The **DECADES** field lists all the decades in which a title is held by SPL. For example, issues of A.E.R.A. from the 1910s, 1920s, and 1930s are available.
- c) The **DATE RANGE** field lists the precise range of our holdings for a title. For example, the precise range of our holdings of A.E.R.A is 1910-1932. We

attempted to include dates for the entire run of a title, regardless of the medium (bound works, fiche, cards, or film) or the location of the holdings. While this field provides useful information, it is not yet set up for searching, as the dates are not entered in a consistent format.

- d) **SUBJECT 1 (place)** data is entered for periodicals if the bib record includes a geographic subject heading and/or a “place-topic” subject heading, and/or we decided that a periodical is *about a place*. Clicking on the drop-down arrow reveals the SUBJECT 1 menu, with “California; Northwest, Pacific” highlighted:

PERIODICALS ARCHIVE, DECADES 1710-1920						
TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
A.E.R.A.	1910, 1920, 1930	1910-32	(All) (Top 10...) (Custom...)	transportation		
A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69	Alaska Albania Armenia Asia; India Asia; United State	library science		
A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71	Australia British Columbia California; Northwest, Pacific			
Adelphi	1920, 1930	1922-31	Canada China Europe Great Britain LaConner, WA Montesano, WA New England New York, NY Nome, AK; Alaska			London, England (UK)
Adriatic Review	1910	1918-1919	Russia	ethnic groups	general interest; Albanian language periodicals	Boston, MA

Some periodicals have more than one subject heading for place, as in the highlighted example, “California; Northwest, Pacific.” Multiple places with the same scope (i.e., all regional or continental) are cited in order of importance as a subject. If the places have varying scope, the most specific place is listed first, followed by the next specific place, etc. (i.e., “California; Northwest, Pacific,” not the other way around). Thus (for example), all data strings including “Seattle” are together on the menu.

- e) The **SUBJECT 2 (topic)** field is the primary field for topical subject headings. The menu for this field is, well, huge. Clicking on the drop-down arrow reveals the menu, part of which is shown in the screen shot below. Notice especially that subject headings can be used in combination.

PERIODICALS ARCHIVE, DECADES 1710-1920						
TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
A.E.R.A.	1910, 1920, 1930	1910-32		books-reviews; reli botany building building maintenar building managem building; gardenin building; household business business; commerc business; commerc business; statisti business; women caricatures and car cement and concre cement and concre		
A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69				
A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71				
Adelphi	1920, 1930	1922-31				London, England (UK)

f) The **SUBJECT 3 (misc)** field is used for periodicals that have broad subjects or notable characteristics. Below is the complete list:

- current events
- current events; international relations
- French language periodicals
- general interest
- general interest; Albanian language periodicals
- general interest; current events
- German language periodicals
- international relations
- newspapers
- popular culture

g) The **Where published** field intends to note all periodicals published outside the United States, or in Alaska, Washington, Oregon, or California. Others of interest are noted as well. As with the other fields, the drop-down arrow reveals a list. Montesano, WA, is highlighted in the screen shot below:

1	PERIODICALS ARCHIVE, DECADES 1710-1920						
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
3	A.E.R.A.	1910, 1920, 1930	1910-32		transportation		Kirkland, WA LaConner, WA London, England (U Long Beach, CA Los Angeles, CA Manchester, Englan Minneapolis, MN
4	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69		library science		Montesano, WA Montreal, QC (Cana Munchen, Germany New Orleans, LA New York, NY Nome, AK Olympia, WA Ottawa, ON (Canad Palouse City, WA Paris, France Peking, China Philadelphia, PA Pleasantville, NY Boston, MA
5	A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71				
6	Adelphi	1920, 1930	1922-31				
7	Adriatic Review	1910	1918-1919	Albania	ethnic groups	general interest, Albanian language periodicals	
		1910, 1920,				international	

Drop-down menus

We have been using the arrows after the name at the top of each column (in cell 2) to open up drop-down menus. As described above, clicking on the drop-down arrows reveals an alphabetized menu listing all data entries for that field. Each entry is a distinct data “string” that has been assigned to one or more periodicals. These lists are useful for getting a sense of what choices are available for searching in each field.

For example, the screen shot below reveals the entire menu for the **SUBJECT 3 (misc)** field, also listed in section f above. (This is the only field with such a short list of data.) The first SUBJECT 3 data string on the list, “current events,” is highlighted. The second string on the list, “current events; international relations,” is only partly visible. Notice that “international relations” is also on the list.

1 PERIODICALS ARCHIVE, DECADES 1710-1920							
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
3	A.E.R.A.	1910, 1920, 1930	1910-32		transportation	(All) (Top 10...) (Custom...)	
4	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69		library science	current events current events; inter French language peri general interest general interest; Alba	
5	A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71			German language peri international relations newspapers popular culture (Blanks) (NonBlanks)	
6	Adelphi	1920, 1930	1922-31				London, England (UK)

- **TIP:** Subject headings and decades are assigned alone or in combination.
- **TIP:** Note (Custom...), just above “current events” in the screen shot above. This selection allows Custom Searching, with user-selected terms. While data “strings” can be used for searching, more thorough searches are conducted using a Custom Search, described in Section 2.

2. BASIC SEARCHING

The searching described here is done using the AutoFilter feature in Excel. We use the term “search” for all tasks using the AutoFilter feature. Filtering is enabled through Data->Filter->AutoFilter on the main menu at the top of the screen. A check next to AutoFilter indicates that filtering is enabled, as do the drop-down arrows discussed above. *Users should not have to enable AutoFilter, as this feature should always be enabled.*

Searching can done on any field (column), but is most useful for the **TITLE**, **DECADES**, **SUBJECT (1,2,3)** and **Where published** fields. These fields are colored. (The DATE RANGE field is provided for informational purposes. It is a white field with a gray heading.)

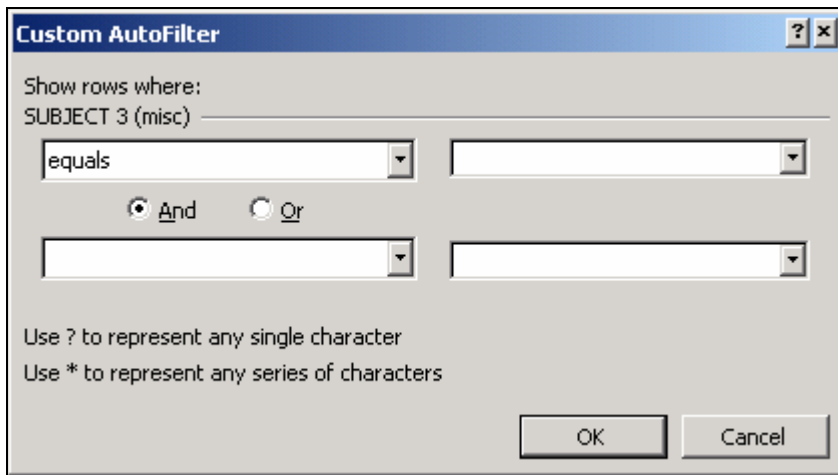
In the screen shot below, the **SUBJECT 3 (misc)** drop-down menu is visible with “current events” highlighted. Notice the list of subjects—each of these is a precise string of data corresponding to one or more periodicals. Choosing (clicking) an item on the list will retrieve a list of periodicals associated with that precise string of data. *The retrieved list of periodicals may not be complete, since only those periodicals with that exact string of data are retrieved.*

1	PERIODICALS ARCHIVE, DECADES 1710-1920						
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
3	A.E.R.A.	1910, 1920, 1930	1910-32		transportation	(All) (Top 10...) (Custom...)	
4	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69		library science	current events current events; inter French language peri general interest general interest; Alba	
5	A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71			general interest; curr German language peri international relations newspapers popular culture (Blanks) (NonBlanks)	London, England (UK)
6	Adelphi	1920, 1930	1922-31			general interest	

- **TIP:** Periodicals with current events as a subject can also be found under “current events; international relations” and “general interest; current events,” two subject headings also on this list. **To gather all periodicals with “current events” as a subject, users must conduct a Custom Search, using the “Custom” option on the same drop-down menu above.**

Note (Custom...), just above “current events” in the screen shot. Choosing (Custom...) allows Custom Searching, with user-selected search terms.

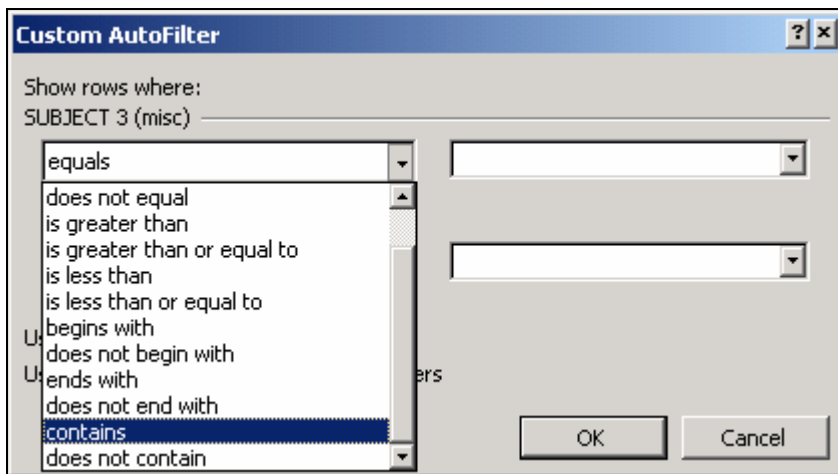
For example, let's search for periodicals about "current events" in the SUBJECT 3 field. Clicking on "Custom" opens up the dialog box below. Note that the field we are searching [SUBJECT 3 (misc)] is indicated.



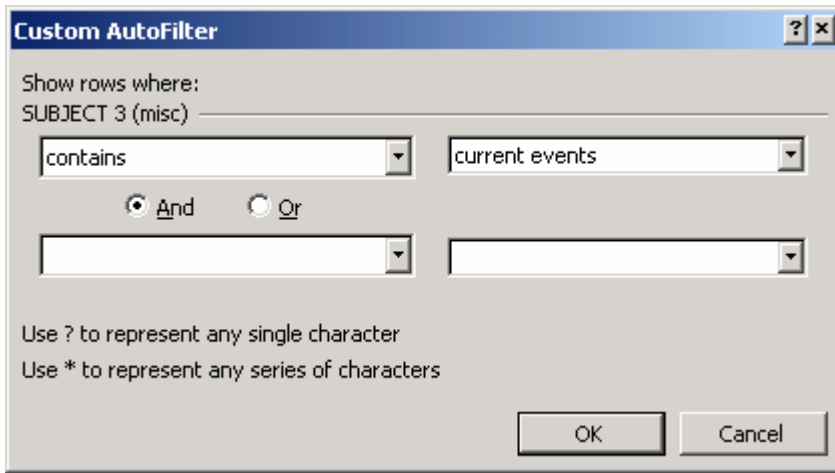
Users must choose an operating phrase ("equals" is currently displayed) and type a search term into the associated box to the right. **The most useful operating phrase for searching is "contains," selected from the drop-down menu associated with the box displaying "equals" in the screen shot.**

If two search terms are desired, the terms are combined using "And" or "Or." "Contains" must be selected for each of the two terms.

The screen shot below shows selection of the operating phrase "contains" and also displays other phrases:



When we choose “contains” and type “current events” in the associated box, the search box looks like this:



- **TIP:** Lowercase is sufficient for any search and partial strings will work. For example, typing “curr” in the box will retrieve the desired periodicals.

Click OK and retrieve the following list of periodicals, partially displayed in the screen shot below. All of them are assigned the subject heading “current events” alone or in combination with other subject headings in the SUBJECT 3 field.

PERIODICALS ARCHIVE, DECADES 1710-1920							
	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
98	American Quarterly Review	1820, 1830	1827-37		literature; history; biography	general interest; current events	
116	American Whig Review	1840, 1850	1845-1852		literature; history; political science	general interest; current events	
117	Americanization	1910	1918-19			current events; international relations	
241	British Quarterly Review	1840, 1850, 1860, 1870, 1880	1845-86	Great Britain	literature; history; political science	current events	London, England (UK)
275	Canadian Magazine of Politics...	1890, 1900, 1910, 1920, 1930	1893-1939	Canada	literature; science; art	current events	Toronto, ON (Canada)
310	China Critic	1920, 1930	1929-33	China		current events	Shanghai, China
313	China Review	1920	1921-1924	China	economics	current events	New York, NY
315	China, the official... China Society of America	1920, 1930, 1940	1927-46	China	economics	current events	New York, NY
		1800, 1810, 1820, 1830					

- **TIP:** Always use the blue scroll bar at the far right side of the screen to be sure the entire list is visible.
- **TIP:** Print this page of results using a landscape layout (Print->Properties->Layout->Orientation/Landscape).
- **TIP:** The drop-down arrow turns blue when a search is being done on a field.
- **TIP:** After conducting a search in a field, *restore to the previous list* of periodicals by clicking on **(All)** in the drop-down menu in use. If only one field is used for a search (as in this example), clicking on **(All)** will return users to the full list of titles. As a courtesy to the next user, always return to the full list.

A quick way to retrieve a list of periodicals about current events is to click on “current events” in the SUBJECT 3 drop-down menu. The periodicals retrieved have the precise data string “current events” entered in the SUBJECT 3 field. This list is a subset of the periodicals retrieved using the Custom Search in the example above—that is, they are periodicals *only* about current events.

A cheat sheet of searching procedures is provided on page 17.

3. HOW CAN I FIND PERIODICALS from a PARTICULAR TIME PERIOD?

If periodicals published during a particular decade are desired, click on the drop-down arrow at the top of the **DECADES** column. Choose “Custom” to open up the dialog box. Using the drop-down menu in the upper left-hand box, scroll down and select “contains.” Then type a decade in the box to the right and click OK. (This type of search is illustrated in the “current events” example above.)

The search will retrieve all periodicals published in the chosen decade, including those also published in other decades.

If the desired decade is in the drop-down menu, selecting it (rather than choosing the “Custom” option as described) will retrieve those periodicals published *only* in that decade.

- **TIP:** If periodicals from two decades are desired, repeat this procedure for both search boxes, joined by “And” (for periodicals published during both decades) or joined by “Or” (for periodicals published in just one decade, or in the other decade, or in both decades).

For example, suppose a patron is interested in any periodicals published in both the 1860s and the 1870s. The Custom Search dialog box will look like this:

Clicking OK will retrieve a list of all periodicals in the database published in both 1860 and 1870, including those published in other decades.

- **TIP:** Typing “1860, 1870” in the top right box above will also retrieve all periodicals published in both 1860 and 1870 (and including those published in other decades). However, the proper format must be used, as this is a *precise string search*: four-number year, followed by a comma and then a space, and then the second four-number year. **We recommend a Custom Search using two “contains” and two terms joined by a Boolean operator (“And” or “Or”), rather than a search that uses a string of terms.** This rule of thumb ensures a complete retrieval set.

Clicking on “1860, 1870” in the drop-down menu in the DECADES field (see the screen shot below) will retrieve periodicals published *only* in the 1860s and 1870s.

1	PERIODICALS ARCHIVE, DECADES 1710-1920						
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
186	Baptist Quarterly	1860, 1870	1867-77		religion		
465	Every Saturday	1860, 1870	1866-74		literature	general interest	
517	Galaxy	1860, 1870	1866-78				
992	Our Young Folks	1860, 1870	1865-73				
	Quarterly Journal of Science	1860, 1870	1864-1879				
1151	Revue De Geologie (In French)	1860, 1870	1862-1875				
1194	Student (And Intellectual Observer)	1860, 1870	1869-1871				
1341	Weekly Echo (Olympia)	1860, 1870	1868-1873				
1466	Weekly Intelligencer	1860, 1870	1867-1876	Seattle, WA		newspapers	Seattle, WA
1540							

4. HOW CAN I FIND PERIODICALS about a PARTICULAR SUBJECT?

The search described here applies to the SUBJECT 2 and SUBJECT 3 fields. Searches for periodicals about a particular place are discussed in the next section.

Remember that the SUBJECT 3 (misc) field includes a short list of subject headings:

- current events
- current events; international relations
- French language periodicals
- general interest
- general interest; Albanian language periodicals
- general interest; current events
- German language periodicals
- international relations
- newspapers
- popular culture

This field is handy when searching for periodicals of general interest, for newspapers, and for foreign language periodicals. (The field will surely grow.) Some periodicals have data (subject headings) in both the SUBJECT 2 and the SUBJECT 3 fields; some have data in all three subject heading fields.

The SUBJECT 2 (topic) field contains a substantial list of subject headings. To get an idea, scroll through the list by clicking on the drop-down arrow at the top of the SUBJECT 2 column. All subject headings are also listed alphabetically in a Word document called ___ in the ___ folder on the ___-drive.

Let's try an example. Suppose a patron wants periodicals about both literature and art. Begin a search by opening the drop-down menu for the SUBJECT 2 field:

1 PERIODICALS ARCHIVE, DECADES 1710-1920							
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
3	A.E.R.A.	1910, 1920, 1930	1910-32		language-study an laundry		
4	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69		law enforcement library science library science; bibl literature		
5	A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71		literature; art		
6	Adelphi	1920, 1930	1922-31		literature; art; hist literature; art; hist literature; bibliogra literature; bibliogra literature; books-re literature; books-re literature; books-re		London, England (UK)
7	Adriatic Review	1910	1918-1919	Albania	literature; history; literature; history; ethnic groups	general interest; Albanian language periodicals	Boston, MA

Notice that “literature; art” is highlighted in blue in the above screen shot, but that literature and art also appear in the next two subject headings on the list. Since these headings appear more than once, a thorough search (retrieving all periodicals) requires a Custom Search, illustrated below:

Custom AutoFilter

Show rows where:
SUBJECT 2 (topic)

contains literature

And Or

contains art

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

TIP: A search using the *precise string* “literature; art”—including the semi-colon—only retrieves periodicals with that exact string entered in this field. Thus, it will not retrieve all periodicals with literature and art as a subject. Unlike decades, which are entered in chronological order, subject headings have a more complex hierarchy and the strings cannot be used for precise searches.

Thus, searches of the type illustrated in the screen shot below are not recommended.

Custom AutoFilter

Show rows where:
SUBJECT 2 (topic)

contains literature; art

And Or

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

Searches by subject are best conducted using a Custom Search. This requires using the operating phrase “contains” and entering one or two subject terms. And, remember that there are two subject fields that are optimally searched this way [SUBJECT 2 (topic) and SUBJECT 3 (misc)]. Searches using more than one field are described in Section 7.

5. HOW CAN I FIND PERIODICALS about a PARTICULAR PLACE?

Periodicals about particular places are given subject headings in the **SUBJECT 1 (place)** field.

Clicking on a place in the **SUBJECT 1 (place)** field will retrieve a list of periodicals that are about that place. The list of places is displayed by clicking on the drop-down arrow at the top of the SUBJECT 1 field, as with all other searches.

The screen shot below highlights the subject heading “California; Northwest, Pacific”:

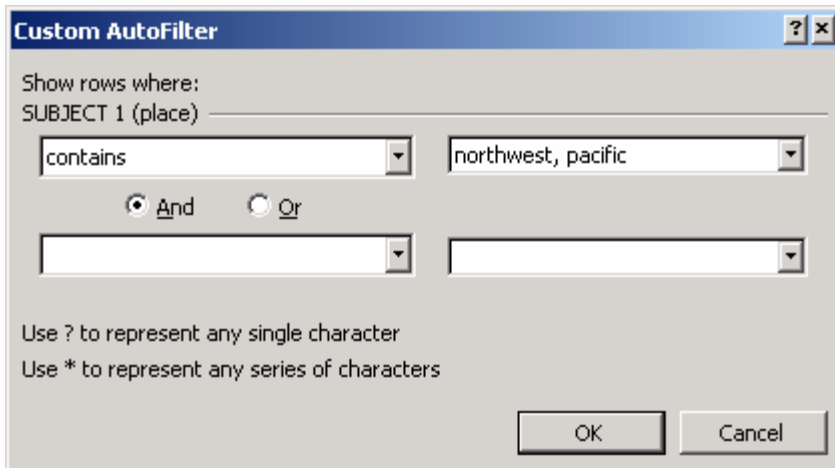
1 PERIODICALS ARCHIVE, DECADES 1710-1920							
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
3	A.E.R.A.	1910, 1920, 1930	1910-32	Albania	transportation		
4	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69	Armenia	library science		
5	A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71	Asia; India			
6	Adelphi	1920, 1930	1922-31	Asia; United States			London, England (UK)
7	Adriatic Review	1910	1918-1919	Australia	ethnic groups	general interest, Albanian language periodicals	Boston, MA

Skimming the drop-down menu reveals that Northwest, Pacific appears elsewhere on the list. Clicking on the highlighted heading retrieves all the periodicals with the precise string “California; Northwest, Pacific” entered in the SUBJECT 1 field, so the search does not retrieve all the periodicals about the Pacific Northwest.

Likewise, clicking on “Northwest, Pacific” does not retrieve all the periodicals about the Pacific Northwest, since those with subject headings “California; Northwest, Pacific,” “Seattle; Alaska; Northwest, Pacific” and “Seattle; Northwest, Pacific” are excluded.

In order to retrieve *all periodicals* about the Pacific Northwest, conduct the Custom Search illustrated in the screen shot below:

- **TIP:** We typed “Northwest, Pacific,” but using the search term “nor” is sufficient to retrieve periodicals about the Pacific Northwest.

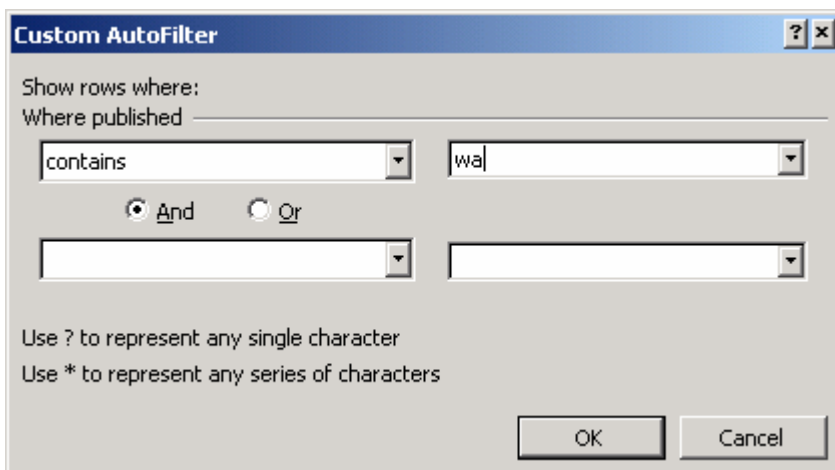


6. HOW CAN I FIND PERIODICALS PUBLISHED IN a specific PLACE?

This type of search is conducted by opening the drop-down menu at the top of the **Where published** column. While not all periodicals have an entry in this field, those published outside the United States or in the Pacific Northwest states (Washington, Oregon, and California) have been entered. Choosing from the menu will retrieve a list of periodicals published in the location selected. For example, choosing “Seattle” from the menu retrieves a list of all periodicals in the database published in Seattle (assuming all the data has been entered!).

Because states, provinces, and countries (except the United States) are also listed, users can peruse the list to find abbreviations (should they exist) and then use Custom Search to find periodicals published in a state, province, or country.

For example, the search illustrated in the screen shot below will retrieve all periodicals published in Washington State:



7. HOW CAN I SEARCH USING MORE THAN ONE FIELD (complex searches)?

Searches can be refined or limited by using more than one field in a search. Two examples are provided below.

Example 1: Suppose a patron wants to know if we have any periodicals *published in Seattle* in the *late 19th century*. The italicized phrases can be searched in the **Where published** field (*Seattle*) and the **DECADES** field (*late 19th century*—we have to choose one or two decades). We can start with either field and then refine the search using the other field.

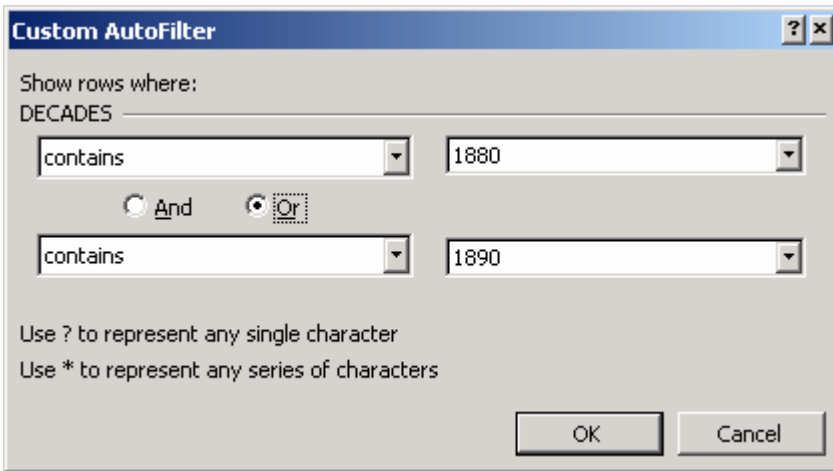
For example, by clicking on “Seattle” in the **Where published** field, a list of periodicals is retrieved. (“Seattle” is highlighted in the screen shot below.)

1	PERIODICALS ARCHIVE, DECADES 1710-1920						
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
3	A.E.R.A.	1910, 1920, 1930	1910-32		transportation		Philadelphia, PA Pleasantville, NY Portland, OR Pullman, WA Renton, WA Richmond, VA Salem, OR San Francisco, CA San Pedro, CA Seattle, WA
4	A.L.A. Bulletin	1900, 1910, 1920, 1930, 1940, 1950, 1960	1907-69		library science		Shanghai, China Snohomish, WA Spokane, WA St. Paul, MN Sydney, Australia Tacoma (New Tacoma), WA Tacoma, WA Toppenish, WA Toronto, ON (Canada) Tulsa, OK Washburn, WI
5	A.O.U.W. Emblem	1910, 1920, 1930, 1940, 1950, 1960, 1970	1916-71				
6	Adelphi	1920, 1930	1922-31				
7	Adriatic Review	1910	1918-1919	Albania	ethnic groups	general interest, Albanian language periodicals	

We will conduct a second search using the drop-down list for the DECADES column in order to find periodicals in the relevant time period. In the screen shot below, the string “1860, 1870” is highlighted, but “1880, 1890” and “1890, 1900” are also on the list. The best strategy for this search is to choose two decades and do a Custom Search.

1	PERIODICALS ARCHIVE, DECADES 1710-1920						
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
11	Alaska And Northwest Mining Journal	(All) (Top 10...) (Custom...) 1860 1880	1913-21	Seattle, WA; Alaska; Northwest, Pacific	mines and mineral resources		Seattle, WA
12	Alaska And Northwest Quarterly	1890 1900	1899	Seattle, WA; Alaska			Seattle, WA
16	Alaska-Yukon Gazetteer	1910 1920	1907-1908; 1911-1912	Alaska			Seattle, WA
32	American Citizen	1860, 1870 1880, 1890	1918	Seattle, WA		newspapers	Seattle, WA
112	American Veteran	1890, 1900 1890, 1900, 1910 1890, 1900, 1910	1920-22		military art and science; veterans		Seattle, WA
127	Apartment Operators Journal	1900, 1910 1900, 1910, 1920 1900, 1910, 1920	1928-36		housing; management		Seattle, WA
130	Apparel Criterion	1910, 1920	1917-23	Northwest, Pacific	clothing trade; retail trade		Seattle, WA

A Custom Search for periodicals published in the 1880s and 1890s is illustrated in the screen shot below. Notice that “Or” has been selected as the Boolean operator; using Or will retrieve periodicals published in the 1880s, the 1890s, or in both decades.



The periodicals listed below were published in Seattle in either or both decades. Notice that the periodicals were published in other decades as well. (Selecting “1880, 1890” from the drop-down menu retrieves periodicals published *only* in those decades.)

PERIODICALS ARCHIVE, DECADES 1710-1920						
TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
Herald	1890, 1900	1899-1900	Seattle, WA		newspapers	Seattle, WA
Northwest Journal Of Education	1890, 1900, 1910, 1920	1895-1921	Washington State	education		Seattle, WA
Pacific Magazine	1880, 1890	1889-92	Seattle, WA; Washington State			Seattle, WA
Seattle Daily Times	1890, 1900, 1910, 1920, 1930, 1940, 1950, 1960	1895-1966	Seattle, WA		newspapers	Seattle, WA
Seattle Press	1880, 1890	1886-1891	Seattle, WA			Seattle, WA
Seattle Star	1890, 1900, 1910, 1920, 1930, 1940	1899-1947	Seattle, WA		newspapers	Seattle, WA
Seattle Telegraph	1880, 1890	1889; 1890-1894	Seattle, WA			Seattle, WA

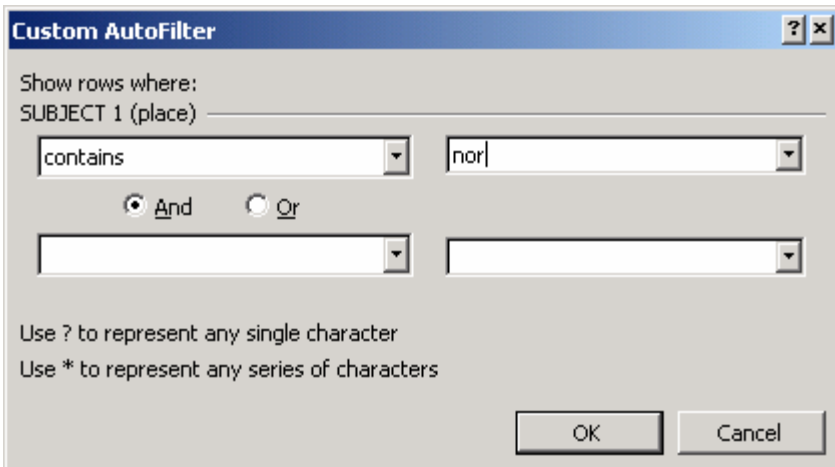
Thus, we have retrieved a list of periodicals published in Seattle (the first search) refined by a search for periodicals published in the 1880s, the 1890s, or both (the second search).

- **TIP:** Using the Boolean operator “And” for the second search will retrieve a subset of the list above: periodicals published only in both the 1880s and the 1890s.
- **TIP:** To return to the full list of titles, users have to select **(All)** from each of the two fields used in the search. Blue drop-down arrows indicate the field(s) in use. This process can be done in any order, but both fields have

to be restored. This “reverses” the search process and prepares the database for the next search.

Example 2: Suppose a patron is interested in periodicals about *commerce* in the *Pacific Northwest*. This search uses the **SUBJECT 2 (topic)** field (*commerce*) and the **SUBJECT 1 (place)** field (*Northwest, Pacific*). We can start the search in either field.

Starting with the SUBJECT 1 field, choose “Custom” in the drop-down menu to bring up the dialog box, scroll down to “contains” in the upper left box, and type in “Northwest, Pacific” (typing “nor” is sufficient) in the associated box.



In the resulting list of periodicals about the Pacific Northwest, go over to the SUBJECT 2 field and choose “Custom” from the drop-down menu. Again select “contains” and type “commerce” (“comm” is sufficient) in the associated box. The set of retrieved periodicals is illustrated in the screen shot below:

1	PERIODICALS ARCHIVE, DECADES 1710-1920						
2	TITLE	DECADES	DATE RANGE	SUBJECT 1 (place)	SUBJECT 2 (topic)	SUBJECT 3 (misc)	Where published
1005	Pacific and Alaskan Review	1920	1921-1922	Seattle, WA; Alaska; Northwest, Pacific	commerce; mines and mineral resources		Seattle, WA
1014	Pacific Commerce	1920	1925	Seattle, WA; Northwest, Pacific	commerce		Seattle, WA
1027	Pacific Northwest Commerce, Official Monthly...	1900, 1910	1909-1911	Northwest, Pacific	commerce		Seattle, WA
1189	Railway And Marine News	1900, 1910, 1920, 1930	1909-37	Northwest, Pacific	commerce		Seattle, WA
1540							

- **TIP:** For quick results, users can first select “Northwest, Pacific” from the menu for the SUBJECT 1 field and then select “commerce” from the menu for the SUBJECT 2 field. This is a *precise string* search, retrieving a subset of the list above. Remember, Custom Searches are the widest, most thorough searches.

8. SEARCHING CHEAT SHEET

1. *Select a field to search*—TITLE, DECADES, SUBJECT 1 (place), SUBJECT 2 (topic), SUBJECT 3 (misc), or Where published—and open the searching menu by clicking on the drop-down arrow at the top of the field.
2. *Examine the menu* to get an idea of the terms in the database. The data strings are alphabetized. Any word or abbreviation on the list can be used as a search term. Capitalization is not necessary and truncations can be used with caution (i.e., “sea” for Seattle). Terms (data) are assigned to periodicals alone or in combination, except in the Where published field.
3. *Select (Custom...)* from the menu to open a dialog box and start a Custom Search. Using the drop-down menus on the left side of the dialog box, scroll down and select “contains.” Type a term in the associated right-hand box. Either one or two terms can be used; “contains” must be selected for each term.
4. *Choose either “And” or “Or” as a Boolean operator.* “And” retrieves periodicals with both terms entered in the field. “Or” retrieves periodicals with one, or the other, or both terms entered in the field.
5. *Click OK* and a list of periodicals will be retrieved.
6. *To search in more than one field*, conduct a Custom Search on the results list retrieved in Step 5. Open up the drop-down menu on the desired field, examine it, and select (**Custom...**). In the dialog box, choose “contains” from one or both of the left side drop-down menus and type a term in the associated right-hand box. Click OK and retrieve a list of periodicals.
7. *Print* the retrieved list of periodicals in landscape layout. In the Print dialog box, click on Properties. Select the Layout tab and be sure that the Landscape button (under Orientation) is selected.
8. *Restore to the full list of periodicals* by selecting (**All**) from each blue-arrowed drop-down menu, leaving the database ready for the next user. If a search was conducted on more than one field, (**All**) must be selected from the menu associated with each one of the fields. (Blue drop-down arrows indicate the field(s) in use.)
9. **We recommend using a Custom Search for all fields except the Where published field.** Because publication places are not assigned in combination (each title has only one assigned place of publication), selecting a place from the list in the drop-down menu will retrieve all periodicals published in that place (assuming this data has been entered for a particular periodical).