Gnomon
Bibliographische Datenbank

Internationales Informationssystem
für die
Klassische Altertumswissenschaft

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English Version
Instruction Manual
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Preface

This is the sixth update of the »Gnomon Bibliographical Database«; it represents a significant improvement in both technical matters and substance.

The user interface of the program is in German, but the core of the system, the thesaurus, is available also in English. The purpose of this manual is to give you some initial assistance and to provide information for the most important options of the program; in addition, you will find an extensive (German) help file within the program.

Special importance has been attached to topicality by processing publications of the years since 1997, in this edition more then 25.000 entries.

Despite all the care which has been taken, in dealing with such a comprehensive amount of data – more than 240.000 entries -, some mistakes are unavoidable. For that reason, I would like to request users of this information system to point out any mistakes or oversights, so that the next update may be corrected and improved.

For any further information about the program and its contents members of the department of Ancient History may be consulted (telephone: +49 – 8421 – 931506/931507 or +49-8421-931465; fax: +49-761-7073638; internet: 100270.3107@compuserve.com). The
address for letters with questions or comments is: Katholische Universität Eichstätt, Lehrstuhl für Alte Geschichte, Ostenstr. 26 – 28, D-85071 Eichstätt.

Between updates of this CD ROM you will find weekly supplements to the database and the latest version of this manual at http://www.gnomon.ku-eichstaett.de/.

Eichstätt, April 2000                  Jürgen Malitz
I. Introduction

The foundation of this edition of the »Gnomon Bibliographical Database«, as with the earlier editions, is »Gnomon. Kritische Zeitschrift für die gesamte klassische Altertumswissenschaft« (1, 1925, bis 71, 1999).

This collection of data comprises not only all the reviews, but also the »Personalnachrichten« (personal notes) and the obituaries. This collection is augmented by the inclusion of the quarterly bibliographic appendix to »Gnomon« from 1990 onwards. Thus a considerable portion of the scholarly new publications in the areas of Classical Philology, Ancient History, and Archaeology have been taken into account.

The processing of »Gnomon« and its appendix is supplemented with a retrograde and at least in part complete inclusion of a large number of periodicals. The number of entries for various journals is listed in the display of the cumulated thesaurus.

An essential part of this database is made out of the reviews, which lead by the form of their entry to the complete bibliography of the titles themselves.

The »Gnomon Bibliographical Database« is the enterprise of a modestly endowed chair at a very small university; thus it is unable to
compete with similar databases supported by large and generous institutions. This database offers, on the other hand, apart from the continuous collection of new bibliographical data, many informations which are not accessible using (e.g.) the »Année Philologique«, the »Database of Classical Bibliography«, or »Dyabola«. Worth mentioning are here the more than 8000 German dissertations (unpublished, or only privately published) and various holdings of the University Libary of Eichstaett University. These entries may be of special interest, as a result of the University’s acquisitions policy. These titles may be accessed also via their shelfmarks in accordance with the »Regensburger Systematik« (the Bavarian equivalent of the Library-of-Congress-System). In addition, the processing of some works of reference (LIMC, OCD, RAC, RE, RGG) may be useful, sometimes.

Last but not least the thesaurus of the »Gnomon Bibliographical Database has to be mentioned. This thesaurus allows for sophisticated searches which go far beyond other computerised bibliographies – within, nota bene, the framework of titles which have been included.
II. Installation

It is assumed that you have set up Windows 95, Windows 98, or Windows NT on your PC before installing the »Gnomon Bibliographical Database«

Place the CD in your CD drive and wait for the installation menu to appear automatically. If the installation menu does not appear after a minute or so, click on the »Start«-button, chose »Run« and then enter »X:\setup.exe«, where »X« is the drive letter of your CD drive.

On the installation screen you may choose between four different options:

- Program and data remain on the CD.
- Only the program (ca. 4 MB) will be copied to the hard disk.
- Both program and database (ca. 120 MB) will be copied to the hard disk. This option is for those who want very fast searches.
- Network installation (with SETUPWRK after the installation of program and database).

If you select another path than the one given by default, it will be created:

While the data are being copied to the hard disk the progress is shown with a bar:
The extensive online manual of the program will be installed automatically:

The copying of the bibliographic data (ca. 115 MB) may last a couple of minutes:

When the installation process is complete you see this screen:
After clicking on the »OK«-Button the installation process will be formally completed with the display of these icons:

It is recommended to create a link to your desktop:
After the very first start of the program you see the screen of the »Gnomon Bibliographical Database« without direct access to the database:

Go therefore to the menu line »Dokumentation« and click on the menu bar with the word »öffnen« („open“):
Select the file »gnomonma.4ld« with a doubleclick of your mouse:

From now on, the first screen of the »Gnomon Bibliographical Database« will look this way:
III. Starting and Leaving the Program

Starting the program.
After installation you have created a link to the program on your desktop:

![Gnomon Icon](image)

Doubleclick on the »Gnomon«-Icon. After a few seconds you will see the first screen of the »Gnomon Bibliographical Database«:
The templates are for quick and easy searches.

Here you select the free text search or the search with the thesaurus.

The results of your searches may be viewed here.

Access to the documents using the index listings or the alphabetical list of thesaurus terms.

***

Leaving the program.
Select the menu »Dokumentation« with the option »Programm beenden« („leaving the program“), or press Alt + F 4:
IV. Entry of Titles

In the entry of titles the German »RAK« rules (»Regeln für die alphabetische Katalogisierung«, „Rules for alphabetical catalogisation“) have been used as much as possible. Variations may occur because of the technical demands and parameters of a bibliographical information system. The Greek alphabet is transscribed.

The following fields are available:

Personen: Author. Also editors, institutions (»Körperschaften«) in any number, and additional entries – especially the authors of books which have been reviewed. Names are standardized as much as possible.

Jahr: Year. If there a two years given, for example in the »Classical Journal«, this will be entered in the form »1991-1992«.

Titel: Title and subtitle are not divided from each other, in contrast to the German »RAK« rules.

Textfeld: Text field. Indexed keywords taken from the titles, sometimes in translation; when reference works have been included, the keyword will be repeated here and, if necessary, expanded.

Abstract: The processing of abstracts has just begun; see (e. g.) the entries for »Classical Antiquity«, »Klio«, »REA«).

Ort: Place of publication. If necessary, any number of places, in the form which is given in the »Bibliographische Beilage« of »Gnomon«.
Verlag: *Publisher.* Details given in the »Bibliographische Beilage« are entered here completely.

Zeitschrift: *Periodical.* The full title of the periodical is given.

Sammelband: *Collection of articles,* anthologies, Festschriften, etc. In contrast to printed bibliographies, where space must be saved, the full title of the anthology is included for every article it contains, in order to make the individual items more accessible.

Reihentitel: *Series title.* This is given in the form of the »Bibliographische Beilage« as found there, even if abbreviated, e.g. »AbhGött« for „Abhandlungen der Göttinger Akademie der Wissenschaften“.

Band: *Volume.* In Roman or Arabic numerals.

Heft: *Number.* If relevant – for example the »Historische Zeitschrift«, whose annual volumes are published in three fascicles.

Seiten: *Pages.* For articles and contributions to collections, if possible, the first and last page are given, in the form: »1 – 15«. Insofar as the »Bibliographische Beilage« and the files of Eichstaett University Library have been made use of, you will find here supplementary information concerning illustrations and tables, as well as to the format, e.g.: »XV, 234 S. 14 Abb. 52 Taf. 1 Kte. 4°«.

Diss.-Verzeichnis: *The bibliography of German Dissertations* (»Hochschulschriftenverzeichnis«). The number
given to the dissertation in this »Hochschulschriftenverzeichnis« is added to ease identification. The type of numbering may be different from year to year, according to the system used in the year concerned.

Gnomon-Beilage: Gnomon bibliographical supplement. To ease identification for inter-library loans titles taken from the bibliographical supplement are since ca. 1997 identified by quotation of the supplement. »9704100« stands for page 100 of the 4th part of the 1997 supplement. Beginning with the year 2000 four digits are used for the year.

Universitätsbibliothek: Shelfmark of Eichstaett University Library. The shelfmarks are also part of the Thesaurus and may thus be used for searches in combination with other terms.

Art: Type of publication. Important only for the internal organisation of the information system, but sometimes useful also for searches. D = Dissertation unpublished, or only privately published; L = encyclopaedia entry, M = monograph, R = review; S = contribution to anthologies.

Deskriptoren: Descriptors. Here the relevant descriptors are listed which may be searched using the descriptor search.
V. Notes on Searches

The »Gnomon Bibliographical Database« may be used with different styles of searches.

**Templates:** templates („Suchmasken“) are the workhorses for most quick author searches or free text searches. See below, ch. IX and ch. XI.

**Descriptor search:** for a descriptor search there is a detailed thesaurus available See below, ch. X.

**Free text search:** with a free text search, you can search in all fields for words, parts of words or strings. See below, ch. XI.

**List search:** search in indexed fields. See below, ch. XII.
VI. Calling up Sample Searches

To make it easier to learn the use of the »Gnomon Bibliographical Database« all sample searches in this manual have been entered into the program as »sample tasks«, which may be called up and printed out.

In order to start one of these sample tasks, go from the basic menu (»Grundmenü«) to the search menu (»Recherchebereich«):

Select »Recherchieren« („searching“), then »Neue Recherche« („new search“) and after this »sichern« („saving“):
You will see the following screen:

Now click on »Sichern«, and then select the option »Suchauftrag laden« („loading sample task“):
You will see now all files with the extension *.ERG (which means »Ergebnis«, „result“):

Doubleclick now on the »Suche« (sample search) you would like to activate, or mark this sample search with the scroll bar and click on »OK«. The selected sample search will then be loaded and displayed in a window (here: **sample search no. 1**):
You start the search with the »starten«-Button.
VII. Selecting the Result Box

For your searches the three »Ergebnisspeicher« („result boxes“) A, B, and C are available. The results of your searches are kept here temporarily. The content of a result box is shown in the bottom line. The display of (e. g.) A = 115 shows that the result box »A« keeps at the moment 115 documents you have searched for:

Whatever you do – searching, viewing documents, printing results -, relates to the result box active at the moment.

You may change the result boxes any time, e. g. to keep the result of your next search apart from your latest result.

You can change the result box to display another result. Select from the menu »Ergebnis« („result“) the option »Ergebnis wechseln« („change result“) and click on the result box you would like to change to:
If you want to delete a result, select from the menu »Ergebnis« („result“) the option »Löschen« („delete“).
VIII. Limiting and Extending Results

You may limit or extend a result.

Select in the protocol window the menu »Ergebnis« („result“) and then the option »neu« („new“), or click on the icon. The next search will lead to a new result.

- Select in the protocol window the menu »recherchieren« („searching“) with the option »eingrenzen« („limit the result“), or click on the icon . Only those documents will be left which correspond to your new search criteria.

- Select in the protocol window the menu »recherchieren« („searching“) with the option »ausweitend« („extending the search“), or click on the icon . The documents found corresponding to your new search criteria will be added to the existing result.

You select the storing position for the search with the buttons A, B, or C.
IX. Author Search

Using author search you will find authors and co-authors (or editors and co-editors); in addition you will find reviews of publications by the author who is searched for, as well as »Personalnachrichten« from »Gnomon«, and, as the case may be, obituaries.

Author Search with the template.

With the template for author search you may search in any combination for any entry (1) in the database field for authors, and, in addition, (2) for the titles of works, (3) for the date of publication, and (4) for other words in other fields.

You call up the template with the button for »Personen/Titel« („persons, titles“):
All entries in the fields are optional. Every field in the template with entries is part of the search and linked by default with other fields by the search condition AND. Empty fields are irrelevant for the search.

**Person/KS:** Enter, e. g., „Strasburger, Hermann“. The full stop / period may be used as right truncation for first names or last names. (»KS« in this field means »Körperschaft«, „institution“). For the search, capitalization is irrelevant.

In principal, first names of authors should not be written out, rather you should give only the first letter of the first name, since bibliographic inclusion of the first names depends on the document available: the entry should therefore always be concluded with a full stop / period (.). Also, if you are not sure of the name of an author or editor, you can shorten the entry on the right side with a full stop / period. Searching for »Smith.« will find also »Smithers« and »Smithson«.
The search for „Strasburger, H.“ will lead you to all his publications, which have been entered into the database, to reviews of works of Hermann Strasburger, as well as to personal notes („Personalnachrichten“) in »Gnomon«, to discussions of his work („Würdigungen“), and to obituaries. [sample task no. 1].

**Begriff aus Titel:** Term in the title field. Here you can enter any word looked for in a title; several terms are divided by semicolon. The terms are linked by default with AND. A full stop / period may be used as truncation on the left and / or on the right side. [sample task no. 2: H. Strasburger AND Thukydides as title word].

Fields **Jahr** and **bis:** Year and range. Here you can enter any range of years. If you are looking for just one year of publication, you enter the year only in the field »Jahr«. [sample task no. 3: publications of Hermann Strasburger, 1932 to 1945].

**Volltext:** Full Text. Here you can enter terms which will be searched in all fields, divided by semicolon. The terms will be linked by default with AND.

If you activate the OR option („oder“), all documents will be found which contain at least one of the terms entered.
In definition: here you can determine other fields for the full text search apart from the title field.

***

Author search with the index list: s. below, ch. XII.
X. Descriptor Search in the Thesaurus

Using the descriptor search you can find documents on the basis of their description (or: keyword link) in the thesaurus. This is a list of keywords, which can be picked out, as desired, from an alphabetical list, or from a »hierarchical« list, which is staggered in different levels. This form of search is particularly fast. Even with future updates, offering a considerable larger number of documents, the access time for the »described« titles will not become slower.

The default language of the thesaurus is German, but it is possible to call up an English version using the menu »Anzeige« („display“) with the option »englisch«:

At present, the thesaurus contains over 5.500 keywords. Each user will presumably need a certain amount of time to become familiar with the system, the advantages of the thesaurus, and the various options of the descriptor search.

To make it easier to get used to the thesaurus as a whole you find the »hierarchical« thesaurus as PDF-file at http://gnomon.ku-eichstaett.de.
The main emphases of the thesaurus are Ancient History and Classical Philology, with Classical Archaeology in third place. A first selection of keywords was made using the so-called »Regensburger Systematik«, which happens to be the official filing system for Bavarian libraries, as well as using relevant classical reference works, such as the »Lexikon der Alten Welt« and »Der Kleine Pauly«. The names of classical authors have been latinized; if possible, the TLG author number has been added to Greek authors in the thesaurus.

***

You reach the descriptor search using the »Recherchieren«-Button:

***

Clicking on the arrow you open the dropdown list with the entries for the two search options available here:

Select »Thesaurus« with a mouse click:
Searching the hierarchical thesaurus will be explained here using the example of »Vergil« [sample task no. 4].

After calling up the thesaurus search you reach the query window. Here you select the descriptors, either one ore more, using the various operators:

With the button »alph. Liste« („alphabetical list“) you proceed to the alphabetical list of all descriptors, which are selected with a doubleclick of your mouse.

With the button »syst. Liste« („systematical list“) you reach the hierarchical list of descriptors, which are also selected with a doubleclick.

***
»Thesaurus kumuliert« („thesaurus cumulated“) switches between cumulation or de-cumulation of the thesaurus.

With the menu option »Anzeige« („display“) you can control the display of the various thesaurus levels. »Ebene nach oben« („level upwards“) leads within the hierarchical list one level upwards. If you use the alphabetical list, you change at once to the hierarchical display of the thesaurus by clicking on this option.

You search for a certain descriptor by clicking on the icon 📚. If the first characters are ambiguous, clicking on the icon 📚 will
lead you to the next string within the thesaurus containing these characters.

Vergil has been entered into the thesaurus as »Vergilius poeta«. The first characters of his name occur more than once in the thesaurus. Looking for *ver* leads to Plutarch’s essay »adversus Colotem«; *vergi* and then *vergil* give access to Vergina in Macedonia. *vergil* at last leads you to the »appendix Vergiliana«; only now you have reached the position of »Vergil« within the hierarchy of the thesaurus. Four more mouseclicks, navigating through various works of Vergil, guide you to the descriptor you actually searched for, »Vergilius poeta«. The number of documents assigned to this descriptor is displayed within the hierarchical thesaurus using the option »Thesaurus kumuliert« („cumulated thesaurus“):

![Systematische Liste](image)
Descriptors are selected with a doubleclick or by clicking on the icon ✓. If you select several descriptors at the same time, they are linked by default with the operator OR. With the button »Korr.« („correction“) you can delete the elements of your search or any wrong input, step by step, beginning with the last entry.

If a descriptor has a lower hierarchical level, you will find all titles which are assigned as titles of a subcategory (e. g. the the various works of Vergil) to a „higher“ descriptor (here: Vergilius poeta) only by making use of the „down“-operator:

![down icon]

When using the alphabetical list of descriptors, descriptors with additional (lower) levels are marked with a plus sign [sample task no. 5: searching for Vergilius using the »down«-operator]:

```
<table>
<thead>
<tr>
<th></th>
<th>2395 Vergilius Poeta</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1235 Aeneis</td>
</tr>
<tr>
<td></td>
<td>192 Eclogae Vergilii</td>
</tr>
<tr>
<td></td>
<td>237 Georgica Vergilii</td>
</tr>
<tr>
<td></td>
<td>56 Appendix Vergiliana</td>
</tr>
<tr>
<td></td>
<td>76 Commentatores Vergilii</td>
</tr>
<tr>
<td></td>
<td>7 Verrius Flaccus</td>
</tr>
<tr>
<td></td>
<td>40 Veterinariam Medicinam (ad) q. r.</td>
</tr>
</tbody>
</table>
```
Search results will be limited with the operator AND: **sample task no. 6**: Cicero UND Römische Geschichte 59 – 49 v. Chr. („Cicero AND Roman republic 59 – 49 B.C.“).

Search results will be extended using the operator OR. **Sample task no. 7**: Herodotus ODER Perserkriege ODER Persae Aeschyli ODER Xerxes („Herodotus OR Persian Wars OR Persae Aeschyli OR Xerxes“).

The descriptor search with the summarising of descriptors in brackets is especially valuable. In order to find all titles of »ZPE« from the years 1997 – 1999 try this procedure: first select the descriptor »Zeitschrift für Papyrologie und Epigraphik«, and then, activate the »und«-operator (AND). After this you click on the box with the right open bracket and search – and select – with a doubleclick the descriptors »1997« oder (OR) »1998« oder (OR) »1999«. To close the bracket for the years click on the box with the leftwards open bracket [**sample task no. 8**].

During descriptor searches it may sometimes be useful to supplement a more specialised descriptor with an also relevant, but more general descriptor (if there is one available): thus „Heraclitus TLG 0626“ OR „Presocratics for the years 1995 to 1999“ (**sample task no. 9**), or „Thucydides TLG 0003“ OR „Peloponnesian War for the years 1918 to 1933“ (**sample task no. 10**), or „Horatius“ OR „Roman literature, age of Augustus for the years 1933 to 1945“ (**sample task no. 11**).
The descriptor search using the down-operator is important for descriptors with many subcategories. See sample task no. 12: „Pauly-Wissowa“ AND (down) „Sciences and technology“ . The same search without the »down«-operator would lead to a very meagre result.

***

The alphabetical list of descriptors in the menu for indexed lists offers a simplified form of descriptor searches. See below, ch. XII.
XI. Free Text Search

No description and selection of keywords for the textfield will ever be able to take into account all aspects of some titles. The free text search is therefore an important aid in searching for more specialised names and terms which cannot be found using the thesaurus.

In contrast to the very fast descriptor search the free text search, which has to search sequentially through all 240,000 titles, will take somewhat more time (approximately 1 to 2 minutes).

***

Free text search with the template.

The template for the – simplified – free text search offers just one field for the words looked for, and the options for search operators.

You reach the template for the free text search clicking on the »Freitextsuche«-Button („free text search“).

At first the template for the author search will be displayed; by further clicking on the »OPAC«-button („online public access catalogue“) you reach the template for the »Freitextsuche« (free text search):
In the field »Suchwörter« („words looked for“) you enter the words. Any word-search should have a full stop / period entered both to the right and to the left of the string; without a period, for example, a string with quotation marks would not be found.

The question mark (?) as a „joker“ for any particular sign can be used in a query as often as you like.

If you enter more than one word, these words have to be divided by semicola, by blanks, or use of the »Enter«-key.

Using the operator »ODER« you extend your search; all documents will be found which contain at least one of the words searched for.
Using the operator »UND« you limit the search result; only those documents will be found, which contain all search words together.

By clicking on the »Starten«-Button you start the search. The documents found will be kept in the active search box.

Clicking on the icon  you reach the template again for a limiting or extending search. After the crossing off of irrelevant titles the corrected result can be adjusted using the icon.

***

For example, in order to supplement a search result for the Iliad with all publications featuring the name Achilleus within the title, search for the series of letters .achill. (sample task no. 13). After the conclusion of the search you will find not only entries about the Homeric Achilleus, but also various titles, from Greek mythology to Achilles Statius, from Statius to Goethe and W. H. Auden, and even to »gender studies«. Not every title will be relevant for your work, but you may be certain that you have not overlooked anything, at least within the titles included in the database. This result of more than 500 titles may then be limited to those documents that are really important for your question at hand.
**Free text search within a single field.**

The template makes no difference between the various fields of the database. For the free text search within a single field – or within more fields, but not all – there is the option of a free text search within specified fields available.

You reach this option from the basic menu by selecting as »Rechercheart« („search style“) the option »Volltext« („free text search“) and confirm this with the »recherchieren«-button; or you select in the menu »Recherchieren« the option »Volltext«.

Make sure that within the dialog box for the search (»Recherchebox«) the option »wortorientiert« („search for complete words, or parts of words“ is activated. Select the direction of your search (new, limiting, or extending), and select the result box (A, B, or C).

You have to determine in which field to search (»Suchfeld«). The first unambiguous letters of a fieldname are enough to select the field: thus *ti* for Titel („Title“), *te* for Textfeld („text field“), *sa* for Sammelband („collection of articles“), *reihen* for Reihentitel („series title“), *ze* for Zeitschrift („periodical“), *verl* for Verlag („publisher“), *ort* for Ort („place of publication“). The word searched for will then be shown,
together with the field you have selected, in the window displaying the search task. You may delete any wrong input with the »Korr«-button.

You start the search with the »Enter«-key or with the »starten«-button. After completion of the search the first document found will be displayed; the word (or term) you looked for is emphasised on screen with a yellow bar. After switching over to the display of results (»Ergebnisanzeige«) you may scroll through all the documents found.

***

Free text search with a filtered field.
The free text search with direct selection of fields will be your choice in most cases. The filtering of fields is an alternative. For example, search for the contents of volume 126 of the »Zeitschrift für Papyrologie und Epigraphik« (ZPE) (sample task no. 14).

Go to the menu for the free text search and enter as first search word »Papyrologie«:
Then you deactivate in the window for the field selection all fields with the icon ❌. After this you select the field »Zeitschrift« with a doubleclick. This single field will be marked then with a yellow hook:

<table>
<thead>
<tr>
<th>Abstract</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Zeitschrift</td>
<td></td>
</tr>
<tr>
<td>Sammelband</td>
<td></td>
</tr>
</tbody>
</table>

After clicking on the »Enter«-button the first search task will be shown in the window displaying the search tasks:

**Volltext-Recherche**

| papyrologie in: Zeitschrift |

Now click on the »UND«-button and enter »126« as search term. In the window for the selection of fields you deactivate again all fields with the icon ❌. Now you select the field for »Band« („volume“) with a doubleclick. Click again on the »enter«-button to complete this query. You start the search with the »Enter«-key or with the »Start«-button:

**Volltext-Recherche**

<table>
<thead>
<tr>
<th>papyrologie in: Zeitschrift</th>
</tr>
</thead>
<tbody>
<tr>
<td>und</td>
</tr>
</tbody>
</table>

***
The string search.
Searching for a string is different from searching for a word, or a part of a word.; the string search will find any combination of letters, even if they don’t form a word; capital letters are treated different from small letters, if desired. You may search for any sort of characters, for punctuation marks and even blanks preceeding ofr following a string. „Umlaute“ (vowel mutations) are treated as single characters: A is different from Ä.

If you activate the definition „A = a“, the program will make no distinction between »Great« and »great«;

The second definition „A <> a“ makes a distinction between small and capital letters. An example is the search for »the Great« (sample task no. 15).

***

Operators, truncation marks, wildcards.
In the search box you find the buttons for the selection of operators. With these operators you may link several words searched for. See also above, the remarks about the template search. p. **.
UND (AND): links words with limiting search conditions.

ODER OR) links words with extending search conditions.

NICHT (NOT) denies a search conditions. A search task with the condition »NOT Athens« will find all documents that do not contain the word „Athens“. With a query task like „Democracy AND NOT Athens“ you will find, then, all titles which contain the word „Democracy“, but not the word „Athens“. [sample task no. 16].

With the buttons for brackets you bind together search terms, which themselves are search terms combined with operatores. Terms put in brackets may then be linked with similar combined terms. Thus the search for (Platon OR Aristoteles) AND Athens will find all documents, which contain either Platon or Aristoteles and, at the same time, Athens. [sample task no. 17]. And another, more longwinded example: search for all titles, which contain the words »Spästantike« OR »Later Roman Empire« OR »Antiquité tardive« OR »antiquità tarda« (sample task no. 18).

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Search terms are shortened with a full stop / period. With a full stop / period you replace a varying number of letters at the beginng, at the end, or in the middle of a word searched for.
The question mark (?) may be used as joker sign; it replaces exactly one character.

Some examples:

\textit{Demokrat.} finds „Demokratie“, „Demokratien“, „Demokratisierung“, „Demokratia“, etc.

\textit{Democra.} finds „Democracy“, „démocratie“, „democrazia“, „democratic“, etc.

\textit{Demo?ra.} finds all these words. \textbf{(sample task no. 19)}.

\textit{Demo.rat.} finds in addition „Demostratos“ und „demonstrativ“.

\textit{.Demokrat.} finds also „undemokratisch“ and „antidemokratisch“.
XII. List search

For the search in indexed fields the fields for authors and the textfield are available; in addition, there is the alphabetical list of all descriptors.

In the menu box »Mit welcher alphabetischen Liste möchten Sie arbeiten ?« („Which alphabetical list do you want to use ?“) you click on the arrow of the dropdown-list and select then the list (here: »Personen«, the alphabetical list of authors):

This list contains all entries in alphabetical order. In the parallel window you see all documents belonging to the index entry:
Changing between index lists.
To change backwards or forward between index lists, you click in the window of the selected list on the icons with the arrows:

-changing between index lists and descriptor list.
If you are using an index list, you click on the icon , or you select the menu »Liste« with the option »Deskriptoren«. If you are using the descriptor list, you click on the same icon to reach the index list you have used before, or you select the menu »Liste«.

Cumulating and de-cumulating index lists.
To cumulate an index list, you select in the menu »Liste« the option »Index kumulieren«; entries with the same wording will then be integrated into one single entry.
In front of the entries the number of cumulated entries is displayed. You may deactivate the cumulation any time:

**Combined display of documents and index list.**
The documents assigned to the index entry for authors and the textfield are shown together with the index list. If you move the cursor across the list, the display of documents will change accordingly. If you select one of the index entries with F 9, you will get the display of all documents belonging to this entry. The Icons allow you to scroll backwards and forward within the result.

Using the de-cumulated list, you will see, of course, just one document for each entry.

Within the alphabetical list of descriptors the parallel display of documents is not possible. If you want to see all documents assigned to a descriptor in the list at once, you have to click on the descriptor and to press F 9; all documents will be quickly searched and displayed in the result window.
Author search using the index list.
After the selection of the index list for »Personen« („authors“) you see the head of the alphabetical list. You reach the entry of the author you are looking for by entering the name (or just the first part of the name) on the keyboard. The entry box appears, and the cursor will be on the first entry which begins with the letters entered. If you enter more letters, the cursor will jump again on the first corresponding entry. When the right entry has been found, you leave the box with »OK« or the »Enter«-key.

Using the keys »Pos1« (»Home«) or »Ende« you can move within the alphabetical list to the next letter backwards or forwards.

Text field search using the index list.
Keywords for relevant titles which would have been difficult to include in the thesaurus have been added as entries in the »Textfeld« (text field) for the title in question. This means that the content has
been indexed more explicitly, allowing also an accelerated search using this index.

Keywords are taken literally from the titles (in this case they could, of course, also be found using the free text search in the title field). Foreign terms are translated if this seems useful; many German terms are translated into English. The lemmata of works of reference are repeated in the textfield and, if necessary, they are expanded. The »Textfeld« can thus be used as some sort of meta-encyclopaedia for the numerous encyclopaedia entries which have been, and will be, included.

In the menu box »Mit welcher alphabetischen Liste möchten Sie arbeiten ?« („Which alphabetical list do you want to use ?“) you click on the arrow of the dropdown-list and select the list (here: »Index Textfeld«, the alphabetical list of entries for the text field).

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**Descriptor search using the index list.**

In the menu box »Mit welcher alphabetischen Liste möchten Sie arbeiten ?« („Which alphabetical list do you want to use ?“) you click on the arrow of the dropdown-list and select the list (here: »Thesaurus«).
You reach, then, the alphabetical list of all descriptors. If you want to cumulate the list, select the option »Thesaurus kumuliert« in the menu »Thesaurus«, or press the keys Ctrl + F 8. In front of each descriptor you see the number of documents assigned to this descriptor.

You find a descriptor in this list with the help of any significant combination of letters; The position of these letters at the beginning, in the middle, or the end of the descriptor is unimportant. Click on the icon or press the F 5 key. Enter in the dialog box the letters, which are in any way part of the descriptor.
Confirm your selection with »OK« or with the »Enter«-key. The cursor will jump to the first descriptor which contains the letters you have entered. When the first result doesn’t yield the right result, click on the on the icon , or press Ctrl + F 5. The cursor will now jump to the next descriptor with the combination of letters you have entered. Repeat this, until you have found the descriptor of your choice.
XIII. Display and Sorting of Search Results

To display documents on screen, you use the »Dokumentenanzeige« („display of documents“); by default you will see only the fields actually used for any entry, and not every field defined for the database in general:

<table>
<thead>
<tr>
<th>Ergebnis</th>
<th>recherchieren</th>
<th>Hilfe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ergebnis wechseln</td>
<td>drucken</td>
<td>F8</td>
</tr>
<tr>
<td>nachträgliche Dybietenkontrolle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sortieren wie gesehen</td>
<td>sortieren nach</td>
<td>Alt+F3</td>
</tr>
<tr>
<td>Recherche rückgängig</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ergebnis kopieren nach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>besuchen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bereinigen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mengenoperation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▶ nur Felder mit Inhalt zeigen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standardliste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verf./KS/Jahr-Titel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jahr (abwärts), Autor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jahr, Autor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▶</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Using the icon for the change between the various styles of display you may call up other document display styles than the standard style:

All search results in a result box are displayed at first in a random list, with no sort option applied. With large results, a sort operation according to some preferred criteria is obviously useful.
When sorting results, you have the choice between the standard sorting according to (1.) author, (2.) year, (3.) title, the sorting (1.) »Jahr aufwärts« („year up, ascending sort order), (2.) author, (3.) title«, and (1.) »Jahr abwärts« („year down, descending sort order“), (2.) author, (3.) title«.

To sort your result, display the documents and click on the icon for the standard sorting, or select from the menu »Ergebnis« („result“) the option »sortieren nach« („sorting criteria“); here you can select the other two sorting styles just mentioned.

Pressing the keys F 5 (next document) or F 6 (previous document you can scroll through your list of documents.

Some large results will be rather unwieldy; it may be useful, then, to skip a certain number of documents within the result.

When displaying the result, click on the icon , or select from
the menu »bearbeiten« the option »im Ergebnis springen« („leaping the result“).

Enter in the field »Position« the number of the document you want to leap to, counting either absolutely or relatively. You should select »absolut«, if you want to leap to the (e. g.) eighth document of the result as a whole; select »relativ«, if you want to leap forward eight more documents, counted from the document just on display. Clicking on the »erstes«-button („first document“) you leap to the first document of the result, with the »letztes«-Button („last document“). Confirm your selection with »OK«, or press the »Enter«-key.
XIV. Printing of Results

Printing of whole results.
Display the documents of your result (»Dokumentenanzeige«. Click on the icon , or press F 8, or select from the menu »Ergebnis« („result“) the option »drucken« („printing“):

After this, you see the dialog box for the various print options, together with the »Druckformate« („print styles“) prepared for the »Gnomon Bibliographical Database«. These print styles with their different sorting criteria are independent from the sorting criteria used for the display of documents on screen.
Print options.

- **Auf Windows-Drucker.** Use Windows printer. The output will be directed to your standard Windows printer. You may change printer settings using the »einrichten«-Button („install printer“) in the dialog box.

- **In ein Bildschirmfenster.** Print to screen. The documents will be printed to the screen with exactly the same formatting as on the printer, according to the print style selected.

- **In die Zwischenablage.** To the clipboard. The output will be transferred to the clipboard. From there you can import your result to other Windows programs.

- **Nach Winword mit der Option »formatiert«:** To Word for Windows (or Word 97, etc.), formatted. The output will be imported into a Word file as RTF-file; you must have started Word before and opened a file to receive the output.
Nach Winword ohne die Option »formatiert«: To Word for Windows (or Word 97, etc.), not formatted. The output will be imported as plain text.

Auf Datei. Print to disk. Drive, path, and name of the file have to be entered. You may chose between different formats. DOS-Datei („DOS file“) for all DOS programs; ANSI – Datei („ANSI file“) for all Windows programs, RTF-Datei („RTF file“) for a file formatted with »Rich Text Format«. The option »Zeile = Absatz« takes care that every line of the file is closed with a line feed.

Further print options.

• Alle Seiten drucken („print all pages“).
• Ausschnitt drucken („print a selection“): prints only the pages ranging from page x to page y.
• Alle (...) Seiten segmentieren („segmenting every x pages“). This is a way to accelerate large printjobs. The entry (e. g.) »20« would send every twenty pages a new printjob to the printer.
Selective printing (»Einzeldruck«).
With the option for selective printing you can print single documents, e. g. the document just on display. Before, you have to select a print style, which will remain the default until the next change of print style. You call up selective printing with the icon.

The dialog box for selective printing appears:

- **In die Zwischenablage.** To the clipboard. The output will be transferred to the clipboard. From there you can import your result to other Windows programs.
- **Nach WinWord.** Print to Word for Windows (or Word 97, etc.), formatted. The output will be imported into Word as RTF-file; you must have started Word before and opened a file to receive the output.
After selecting the options, click on the icon for selective printing, or press ALT + F 7, or select from the menu »bearbeiten« the option »Einzeldruck«. The document will now be printed in the style you have selected.

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The »Gnomon« printing formats.

Eight different printing formats are available.

Simple alphabetical list:


Numbered alphabetical list:


Deutscher Taschenbuchverlag. 9-29.


Alphabetical list with descriptors:


Sorted list (year ascending, author, title):

Sorted list (year descending, author, title):


Register list, short version:

**Schmitthenner, Walter**


1979 *Rome and India: Aspects of Universal History during the Principate.*

1981 *Kennt die hellenistisch-römische Antike eine »Judenfrage«?*

1983 *Die Zeit Vergils.*

1985 *Studentenschaft und Studentenvereinigungen nach 1945.*

1985 *Caesar Augustus. Erfolg in der Geschichte.*

1991 *Zur Geschichte des althistorischen Seminars der Universität Freiburg anläßlich seines hundertjährigen Bestehens.*
Every printout in this style is being prepared by the program with the help of an internal primary register. You must delete this primary register before proceeding with another printout in this style.

Register list (long version):

**Schmitthenner, Walter**


Every printout in this style is being prepared by the program with the help of an internal primary register. You must delete this primary register before proceeding with another printout in this style.
Thesaurus list (descriptors, alphabetical):

**Antisemitismus**

**Augustus (27 v.Chr. - 14 n.Chr.)**

**Augustus (Res Gestae)**

**Die Zeit des Nationalsozialismus**

**Die Zeit seit 1945**

**Die Zeit von 1800 - 1914**

**Die Zeit von 1914 - 1945**

**Gymnasium**
Indien & Rom

Limesforschungen

Römische Republik, 44 - 31 v.Chr.

Römische Republik, 49 - 44 v.Chr.

Römische Republik, 59 - 49 v.Chr.

Römische Republik, 78 - 59 v.Chr.

Vergilius Poeta
XV. Saving and Storing of Results

Saving a result.
Display the result you want to save and select from the menu »Sichern« the option »Ergebnis sichern« („saving the result“):

Assign a name to the file which will store the result („Ergebnisdatei“), here „Homer“:

You may overwrite any existing result file with the same file name, e. g. when storing an extended result.
Loading a result.
Select the menu »Sichern« with the option »Ergebnis laden« and change, if desired, to another than the actual result box:

Select the result file with a doubleclick of your mouse or with »OK«. The result will be loaded and displayed at once: