

Ways of access

- Find a **Table of Contents** for each volume in the menu located in the picture-logo on the left.
- Open **Search Indices** in order to search the print volumes' indices for your keywords.
- Open **BHL Go To** in order to search for a specific saint's vita by its **BHL-Number** (Bibliotheca Hagiographia Latina).

Search Interface / Search Options

- **Keyword:** Search the complete text corpus for your keyword or keyword combinations.
 - In order to search for **Greek keywords** click the **browse button** and enter your keyword in Latin letters into the search box. Select the appropri. Greek keyword from the list.
- **Title Keyword:** Search for your keywords only in the title of a text.
- **Saint:** Open the browse list to search in the alphabetical list of saints having a main text assigned within Acta Sanctorum. If you select more than 1 saint Acta Sanctorum will do an automatic OR-search.
- **Gender:** Limit your search to texts about either male or female saints. Combine it with any keyword or other criterion if needed.
- **Search in:** Limit your search to certain texts like calendars, comments, etc.
- **Limit to:** Limit your search to certain text genres like marginal comments, footnotes, editorial texts, titles only, etc.
- **Combine Search fields:** Enter keywords in different search boxes or select from the limiter-drop-down-fields. Acta Sanctorum will do an AND-search: a text has to match all selected criteria.
- **Browse:** Find a „browse-button“ next to each search box. It opens an alphabetical list of all words contained for this search field.

Use the browse lists in order to:

- look for the correct spelling and variants (endings) of your keyword. Enter the first letters of your keyword;
- search for keywords containing special characters like abbreviations, e.g.: (ae) in "Æadgarus" or "martyr". Open the browse list and enter „aeadgarus“ ("martyr"), select it and click **OK** to enter it into the search box in the main search interface;
- **Tip:** Browse lists select automatically the first word matching your entry. Make sure, you decheck the selection in case you want to select a word further down in the list.
- **Note:** In case you selected some words and want to scroll down to the next page of the list, click on **OK** first to enter your selection into the search interface, before you go back and scroll down the list.

Search Tips:

- ❑ All search boxes are case **insensitive**. All operators (see below) are case **insensitive**.
- ❑ To search on typographical variants, different endings and casus or word forms you can use:
 - the **truncation** symbol ***** at the end of a wordstem: **serpen*** finds serpens, serpentis, serpentaneus, etc.;
 - the **„browse list“**: click on „browse“ and open an alphabetical list for all keywords of a search field. Select all variants you can find;
 - the **wildcard** symbol **?** to replace zero or one character at the beginning, the end or within a word:
 - **?oseph????** finds Josephus, Ioseph, Joseph, Iosephum, Iosephorum; Iosepho, etc.
 - **loc?s** finds locus und locvs, etc.
 - **Ludmi??a** finds Ludmila, Ludmilla.
- ❑ To search on:
 - **phrases**: Just enter the phrase: **ego sum via**. **Note**: You can also truncate within a phrase.
 - **more than 1 unrelated keyword**: Use Boolean Operators **AND, OR, NOT**: *pater AND filius* finds texts containing both words somewhere in the text, *pater NOT filius* finds all texts containing *pater* but missing *filius*. *Pater OR filius* finds texts containing *pater*, but not *filius – filius*, but not *pater – pater as well as filius*.
 - **keywords related** to each other in a sentence or a motif use Proximity Operators **NEAR, FBY** (Followed by). By default both proximity operators find your keywords **within 10 words** of each other. To change this default, use a full stop followed by a number of your choice: *mort NEAR.5 martyr** finds texts in which *mort* and *martyr** appear within 5 words from each other.
 - Tip**: Search for a quotation you are not sure about the exact phrasing by using proximity operators. Repeat the search in case you get 0 results by replacing one of your used keywords to double check if you can find the quotation (this is due to technical issues, that guarantee an exact display of characters and text).
 - **keywords combined by different operators**: Prioritise which keyword should be connected by which operator using brackets: *(crucifi* OR crux)* NOT (?esu* OR christ*)*.
 - Note**: Proximity Operators have to be used within the brackets: *(via NEAR lux) OR (vita NEAR lux)*, **not**: *(via OR vita) NEAR lux*.

Where To Find Help

In North America:

- **Technical Support**
Phone: 800-889-3358
Email: tsupport@proquest.com
Web: <http://www.proquest.com/en-US/support>



Acta Sanctorum – Search Tips

- **Search Assistance**
Phone: 800-889-3358
Email: technicalsupport@proquest.com
Web: <http://proquest.com/techsupport>
- **Product Help**
Product help and downloadable guides:
<http://www.proquest.com/en-US/support/training/materials.shtml>

Outside of North America:

- **Technical Support**
Email: support@proquest.co.uk
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Telephone: +44 1223 271 496 (Outside of UK)
Web: <http://www.proquest.co.uk/en-UK/support>
- **Product Help**
Product help and downloadable guides:
<http://www.proquest.co.uk/en-UK/support/training/materials.shtml>