



Database Guide: Digital National Security Archive (DNSA)

Search Tips

Default phrase search uses AND to separate terms. To search for exact phrases use quote marks around the phrase. Phrases with Boolean operators (AND, NOT, OR) require quote marks.

Example: "foreign policy"

Truncation and Wildcard Characters

* The asterisk (*) is used as a right-handed truncation. It will find variations of a word ending.

Example: Searching for **work*** will find work, works, working, worker, workman, workmen

? The question mark symbol (?) is used to replace any single letter in a word.

Example: Searching for **?sama** will find Osama and Usama.

If you are performing a phrase search, you may only use wildcard operators in the last word in the phrase.

Operators

Boolean operators are used to broaden and narrow your search. (Operators are not case sensitive.)

AND Finds records that contain **all** the search terms. This type of search normally returns fewer results than if you searched for one of the terms on its own.

Example: terrorism AND iran

NOT Finds records that have the first search term, but **not** the second.

Example: immigration NOT Mexico

OR Finds records that contain **any** of the search terms. This type of search normally returns more results than if you searched for one of the terms on its own.

Example: Army OR Navy

Selecting Search Terms from a List

The **Document Type(s)** and **Classification(s)** fields on the Search Documents page include a link to a browsable list of available terms. You must use the browsable list to select the terms you wish to include in your search or to remove them subsequently.

Note that the lists are subscription-sensitive and will therefore display only document types or classifications that appear in the collections your institution has purchased.

Using the list to select terms

1. Scroll through the list to locate the term(s) you wish to include in your search.
2. Click the checkbox(es) next to the relevant term(s).
3. Click the **Select** button to transfer them back to the relevant search box.



Database Guide: Digital National Security Archive (DNSA)

Using the list to remove terms

1. Scroll through the list to locate the term(s) you wish to remove.
2. Click the checkbox(es) next to the relevant term(s) to uncheck them.
or
Click the **Clear selections** link to uncheck all selected terms.
3. Click the **Select** button to return to the Search page.
The relevant terms will be removed from the search box.

Alternatively, you can use the **Clear search** link to reset the entire search form.

Quick Search

Enter search term or phrase to search all across all fields in the document records and supplementary material (Bibliography, Glossary, and Chronology) records.

Documents Search

Each field in **Search Documents** searches in the index created by the National Security Archive. The full text of each document is not searchable. In-depth indexing offers precise access to every document in the set. The index provides document-level access to subjects, individuals and organizations. Important transactions within each document are indexed individually using a controlled subject vocabulary.

- **Keyword(s)** to search all fields of DNSA document records
- **Name(s)/Organization(s)** that are mentioned in the documents
- **Subjects** (natural language from the documents)
- **Title keyword(s)**
- choose one or more **Classification(s)** from the list
- choose one or more **Document Type(s)** from the list
- **From:** organization or person who created or distributed the document
- **To:** organization or person designated to receive the document
- **Participant(s):** person or persons who participated in the Kissinger Telephone Conversations
- **Date:** date document was written or created, or if the original document was not dated it's based on a date estimated by the NSA (estimated dates are preceded by c. for circa)
- restrict search to items from a particular **Collection(s)** (click link for More Information... to see Collections Guide page for the collection.)
- **Doc/Cable number(s)** to retrieve documents by its reference number assigned at creation or during the course of its use (must use preset prefix assigned by the NSA as shown in Help contents)
- **DNSA Item Number(s)** to search using unique identifier assigned to each document with a 2-letter prefix followed by a 5-digit number. The 2-letter prefix designated by NSA is an acronym for the collection the document is in. The documents were designated a 5-digit number by NSA in consecutive order. (See Help link for a list of 2-letter prefixes.)

Bibliography Search

The **Search Bibliography** page allows you to search for items in the bibliography of books and articles that served as sources for the formulation of Freedom of Information Act requests and as background for



Database Guide: Digital National Security Archive (DNSA)

National Security Archive staff. The listing is offered as an aid to further research, not as a comprehensive subject bibliography.

To search the bibliography:

1. Type the word or words you wish to look for in the **Keyword(s)** search box. You can also use Boolean or wildcard searching.
2. Search may be restricted to a particular collection or collections by clicking the checkbox(es) (note that the list of collections is subscription-sensitive and will therefore display only collections that your institution has purchased). Click link for More Information... to see Collections Guide page for the collection.

Chronology Search

The **Search Chronology** page allows you to search a chronology that provides summaries of important historical events pertaining to the collections in **DNSA**. This contextual information offers a concise, sequential historical complement to the documents in the database.

To search the chronology:

1. Type the word or words you wish to look for in the **Keyword(s)** search box. You can also use Boolean or wildcard searching.
2. The search may be limited by date, click the arrow(s) next to the **Month** and **Day** fields and choose the month/day you wish to search from/to from the drop-down lists, and enter a year you wish to search for into the **Year** search box(es).
3. The search may be restricted to a particular collection or collections by clicking the checkbox(es) (note that the list of collections is subscription-sensitive and will therefore display only collections that the institution has purchased). Click link for More Information... to see Collections Guide page for the collection.

Glossary Search

During the cataloging, indexing, and analysis of collections in **DNSA**, a large number of individuals, special terms, and acronyms were recognized as significant for understanding issues discussed in the documents. Basic descriptive information about the most important of them, and their specific relationship to the documents, has been reproduced in the glossary.

To search the glossary:

1. Type the word or words you wish to look for in the **Glossary term(s)** search box. You can also use Boolean or wildcard searching.
2. If required, restrict your search to a particular collection or collections by clicking the checkbox(es) (note that the list of collections is subscription-sensitive and will therefore display only collections that your institution has purchased). You can view any supplementary material or further information for a particular collection by clicking the 'More information...' link below the collection name.

Working with Results & My Archive

All search pages in DNSA have a links in the top right hand corner to view the *Marked list* and *Saved searches*.

Marked List

- The Marked List has a link to document records and glossary records.
- Bibliography and Chronology records are not currently able to be marked. If you wish to save a list of these types of records you may create a Saved Search.
- Glossary records or Document records in the Marked List must be selected or checked before clicking the email, print view, remove or save links on the right hand side of the page. You may only view and work with one type of record at a time.

Email/Print View/Download/Delete/Save Records

- **Email:** Records must be selected on Marked List before clicking email link. Citation records ONLY may be emailed in Plain text or in tagged Format compatible with RefWorks, ProCite, Reference Manager, and EndNote (no full-text documents may be emailed from *DNSA*).
- **Print View:** Records must be selected on Marked List before clicking Print View link. After clicking Print View link, the page will load a clean print-out version of the full records. Select Small text or Large text for print out as appropriate. Click the **Print this Page** link to print the page. Click link to *Return to Marked List*.
- **Download:** Only available for Document Records. Records must be selected before clicking the Download link. You may download/save the full records in plain text or format compatible with *RefWorks, ProCite, Reference Manager* or *EndNote*. Records will be saved as a .txt file. Alternatively, records may be directly exported into *RefWorks, ProCite, Reference Manager* or *EndNote* by clicking the appropriate link.
- **Remove:** Records must be selected before clicking the Remove link. This will remove records from the Marked List.
- **Save:** Records must be selected before clicking the Save link. Clicking this link will take you to the My Archive login page if they're not already logged into you personal My Archive Account. Otherwise, it will automatically save the selected records to your My Archive account.

Search History

Shows a link to the number of searches conducted in each of Quick Search, Search Documents, Search Bibliography, Search Chronology, and Search Glossary. Click the link to the number to view a list of the searches.

Each Search History page has the number of records/entries found for each search and the option to click the link, under the heading Search terms, to view the results list.

Each Search on the Search History page also has a link to *Save to My Archive* and *Modify Search*.



Database Guide: Digital National Security Archive (DNSA)

- **Save to My Archive:** After clicking this link you will be asked to create a name for your search. Then after clicking Save, you will be taken to the My Archive login, if you've not previously logged into your My Archive account during this DNSA session. New users to My Archive may click the Create a Profile link to create their personal, easy-to-remember username and password. Otherwise you may enter your username and password to access your my Archive account and save the search on your account.
- **Modify Search:** Clicking this link will populate the appropriate search page with your search terms so that you may refine the search.

My Archive

All individual users of DNSA may create their own password-protected account of stored information for future use.

The My Archive home page has links to:

- **View Saved Records:** clicking this link will display a page with a link to view saved document records and glossary records. In a list of saved records, you can click the link to the record to view it in DNSA. You may also select the record(s) to email, print, download, or print it. Additionally, you may take research notes or add additional information about the record by clicking the **Add note** link. Remember to Save the note and the notes will show up in the list with the saved record.
- **View Saved Searches:** clicking this link will display a page with a link for each of document searches, bibliography searches, chronology searches and glossary searches. On each saved search page, you may click a link to the name of the search and it will retrieve your results list. You may also modify the search, delete the search or add notes by clicking the appropriate link under the saved search link.
- **Modify Profile:** to make changes or delete your profile. ProQuest will send you a reminder email if you have registered an email in your profile and haven't logged into your account for almost 6 months. Then if you still haven't logged in after 6 months your account will be deleted.

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)