

## Instructions for the Voigts-Kurtz 2017 Search Program

This new search program differs significantly from the original program which lacked capability for refining search results. We hope you find it more useful.

**Note:** If a search term requires a **special character** not found on the keyboard, it may be copied from “Special Characters for Copy and Paste” section on the home page and pasted into the search box. Different browsers may handle copy and paste differently.

### I. First Search.

Select database to be searched: eTK, eVK2, eVK2 Bibliography, or Namelist (for name variants).

Enter search term in the First Search Term text box. This may be a word or string of words from any field. In the case of eTK or eVK2, fields include incipit, author, title, subject, city, library, TK number, eVK2 number, or any other portion of a manuscript record. For TK numbers note that letters identify separate entries as found in columns in the Thorndike and Kibre volume.

For exact word searches, enter a space before and after the word, e.g. [ blood ] to find references to [blood] but not necessarily [bloodletting]. Enter a leading space only, e.g. [ blood], to find exact words and prefixes. Enter a trailing space only, e.g. [blood ], to find exact words and suffixes. Spaces can be difficult to see in HTML. The Searchpath (described below) indicates leading and trailing spaces as part of the search term.

For word root searches, enter as few characters as possible without leading or trailing spaces so that the search results include all affixes, derivatives, and proper names. For example, a search of eTK for [sol] will produce references to [sol], [solis], and [solaris]; a search of eVK2 for [distill] will produce references to [distill], [distilled], and [distillation]; and a search of the eVK2 Bibliography for [Arn] will produce references to [Arnold], [Arnald] and [Arnau]. There will be subsequent opportunity to filter out unwanted results.

For word string searches, enter the exact spelling of the string without any leading or trailing spaces, e.g. [white wine].

No Password is required to use the Voigts-Kurtz Search Program when accessing through the website of the Medieval Academy of America.

### II. Output and Searchpath

The result of the first search displays a Next Search Term text box, Searchpath, search term, number of matches and records, and findings from the first search.

The Searchpath indicates database, first search term, and number of records containing that search term (in parenthesis). For example, [**Searchpath = eTK/stell(394)**] indicates that a search for [stell] in eTK turned up 394 records.

The number of matches and records indicates the number of fields and records that resulted from use of the first search term.

Each record that contains the search term is then displayed separated by a broken line. Each field that contains the search term is listed with the search term in bold followed by asterisks and the full record for that manuscript. This list of records is *a subset that can be further searched*.

### III. Multiple Searches

The Next Search Term text box from the previous search can be used to search the previous subset.

If the first search from eTK is [stell] (above), entering [fix] as the second search will search the first subset and yield records which contain both [stell] and [fix]. The result in this case will be [**Searchpath = eTK/stell(394)/fix(61)**] indicating that the 61 records from eTK then displayed contain both [stell] and [fix].

Entering [Vatican] as a third search will search the second subset and yield records which contain [stell], [fix], and [Vatican]. The result in this case will be [**Searchpath=eTK/stell(394)/fix(61)/Vatican(4)**] resulting in 4 records from eTK that contain [stell], [fix], and [Vatican].

*Nota bene* If a search for a Latin phrase returns fewer records than expected, try searching for one word at a time using the word root. For example, searching eTK for [benedictum sit nomen] returns 0 records, but searching for [benedict] then [sit] then [nomen] returns 2 records, one of which contains [nomen sit benedictum].

### IV. Eliminating Records

A minus sign [-] preceding a search term eliminates records containing that term from the previous subset. For example, searching eVK2 for [laud] yields 52 records and a Searchpath of [**Searchpath = eVK2/laud(52)**]. A second search of [-Laud Misc.] eliminates the Laud Misc. collection and yields 12 records with a searchpath of [**Searchpath = eVK/laud(52)/-Laud Misc. (12)**]. Note that the 12 refers to the number of records remaining *after* the elimination, *not* the number removed.

Use the minus sign with care because eliminated records are not displayed. For example, using a search term of [- OE ] removes records from an eVK2 subset where the language is Old English. However, entering [-oe] or [-OE] eliminates all records containing the letters [oe] or [OE].

To see what a minus search term will eliminate, enter the search term without the minus. This will indicate records that will be eliminated with the minus. Then click the backarrow and enter a minus sign [-] in front of the search term.

### V. Backarrow

The browser backarrow allows a return to a previous search.

When a search results in 0 records, further searching will never return a positive result because the subset is empty. It is possible, however, to use the backarrow to return to a previous search and enter a different search term. The Searchpath steps back with the backarrow and always shows the history of the search sequence.

The backarrow can be used as often as needed and eventually returns to the database selection page of the first search.