



## Database Guide: Safari™ Books Online

### Search Tips

- Use quotation marks (“ ”) to search for exact phrases.
- For searches of two or more words, which have not been indicated to be a phrase, Safari will attempt to stem all the words and will then search for all words in a section. It will then look for combinations of the words in the book text.
- Safari™ uses stemming to find variant forms of a word, e.g. a search for network will retrieve networking, networks, networked, etc.
- Use quotation marks (“ “) around a single word to avoid stemming, e.g. “automator”
- Boolean & Proximity Operators are case sensitive and must be entered in capital letters, e.g. you must enter AND, rather than and

### Truncation and Wildcard Characters

Safari™ Books Online doesn't offer an explicit truncation symbol, however all words in a search, which have not been enclosed in quotation marks, will automatically be stemmed to find variants of a word.

There are no wildcard characters in Safari™ Books Online.

### Operators

Operators are case sensitive and **must** be entered in capital letters

**AND** This operator indicates that two or more search terms **must appear within 50 words of each other in the same section** of text in order to be considered for display in a search listing.

*Example:* unix AND linux

**ANDNOT** This operator indicates that search results will display a listing of sections where the words to the left of ANDNOT appear, excluding those sections that also include the words to the right of the ANDNOT.

*Example:* java ANDNOT xml

**OR** This operator indicates that you are searching for two or more search terms, but that they need not appear in the same section of a book.

*Example:* unix OR linux

**NEAR** This operator indicates that two or more search terms should be sought that must appear within the same sentence.

### Searchable Fields

Author	ISBN	Publisher	Book Title
Category	Year Published	Section Title	Short Cuts

## Author

*Available: Quick Search & Advanced Search*

Author names are typically listed in their natural form, i.e. first middle last.

Search for authors by entering their first and/or last name.

In Advanced Search select from the drop down menu "Author" and enter an Author name.

*Examples:*

Pogue  
David Pogue  
"Roger E. Sanders"

## Category

*Available: Browse & Advanced Search*

All books are assigned to at least one top level category and up to four sub categories. Safari Tech Books Online has 21 top level categories; Safari Business Books has 13 top level categories.

In Browse, top level categories can usually be opened up to show sub-categories, which may in turn be broken into several sub-sub-categories.

In Advanced Search you will get a list of categories to choose from.

Categories become available as *Results by Categories* in result lists, to allow breaking down of results easily.

*Examples:*

Operating Systems  
Operating Systems > Macintosh OS > Networking

## ISBN

*Available: Advanced Search*

This field will search the ISBN as shown on the overview page of the book. Books may have either 10 or 13 digit ISBNs or both. Some books might have both a print and web ISBN.

You can search with or without hypens; if you wish to use spaces instead of hyphens use quotation marks.

*Examples:*

9780596522940

978-0-596-52294-0  
"978 0 596 52294 0"

## Year Published

*Available: Advanced Search*

In Advanced Search you can enter a range of publication years as a range, before, after, and a specific year.

The publication year is shown as part of the exact date of publication in the book. This information can also be used for sorting results ascending and descending

*Example:*

from 2007 to 2008

## Publisher

*Available: Browse & Advanced Search*

You can browse for publishers, making use of a publisher list.

In Advanced Search select from the drop down menu "Publisher is" and select appropriate publisher from the second drop down list.

*Example:*

O'Reiley Media, Inc.

## Section Title

*Available: Advanced Search*

The smallest unit of content in Safari is a section, which is a defined portion of a book chapter. Some sections are quite short -- less than a screen page. Others are quite lengthy.

*Examples:*

"automator workflow"  
"applescript" AND "automator"

Book Title	Short Cuts
<p><i>Available: Quick Search &amp; Advanced Search</i></p> <p>The original title of the book.</p> <p><i>Examples:</i>            Ajax in Action            Learning Ruby            Strategic Staffing: A Comprehensive System...            Business Leadership: A Jossey-Bass Reader            ....            RailsSpace Ruby on Rails Tutorial</p>	<p><i>Available: Browse &amp; Advanced Search</i></p> <p>You can browse for Short Cuts, under the Browse Categories area.</p> <p>In Advanced Search select from the drop down menu "Short Cuts Content" and enter your desired search terms.</p> <p><i>Examples:</i>            Debugging Linux Systems            Microsoft Security Essentials Users Manual</p>

## What exactly is a book section?

Generally, a book section contains all relevant information presented within one part of a book chapter and represents several pages of content in the actual book.

## Browsing

Some institutions only have access to a subset of Safari™ Books Online, thus browsing can be a very powerful way of discovering what content you have access to.



From the Home screen of Safari™ look for the left search bar, where you will find a section called Browse by Category. If your institution has access to more than one Safari™ Books Online Collection, you might have to click Business Books or IT Books first. Clicking these entries will also show you how many books your institution has access to.

Use the top level categories to browse to a topic of interest. If there is a triangle next to the category, this indicates that there will be at least one sub-category. Continue to browse the categories, until you have reached the relevant category, then start browsing through the books.

## Printing Books

Safari™ Books Online doesn't support the printing of an entire book; however you can print one page at any time.

You will see the print button  on the left hand side of the book toolbar.

- Please note that while the Safari Terms of Service allows portions of books to be manually printed, there is no function within Safari to print all content from a book.
- Per the Safari Terms of Service, any content printed from Safari must be deleted or destroyed once the title is no longer in your subscription or you no longer have a Safari account.

## Linking to Content

The safest and most efficient way to link to a book or an individual section within a book is to go to the top right side of the book toolbar and click on the term URL . A pop-up dialogue box will appear, where you will find a durable URL for your book or book section.

## Adding Books to a Custom Collection

Customers who subscribe to a custom collection of Safari™ Books Online, will only have available their customized set of content for searching and viewing. If you would like to have access to a book not included in your institution's custom collection, please contact your library, as they might be able to add this book for you.

## 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)