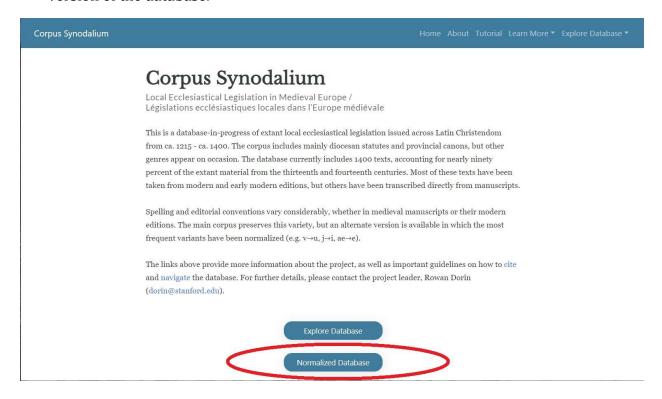
Tutorial - Word Search

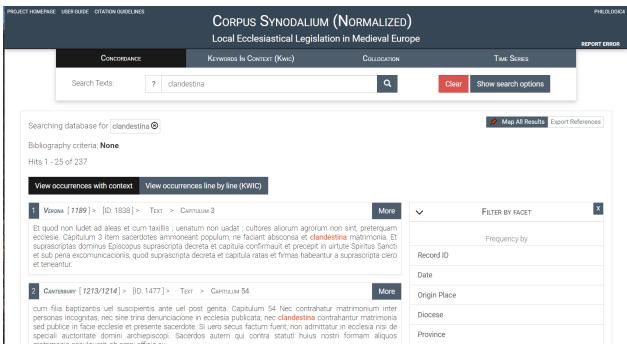
1. Start by opening the online database. Note: to reduce the challenges posed by orthographic variants (e.g. *v/u, j/i, ae/e*), it is usually best to use the 'Normalized' version of the database.



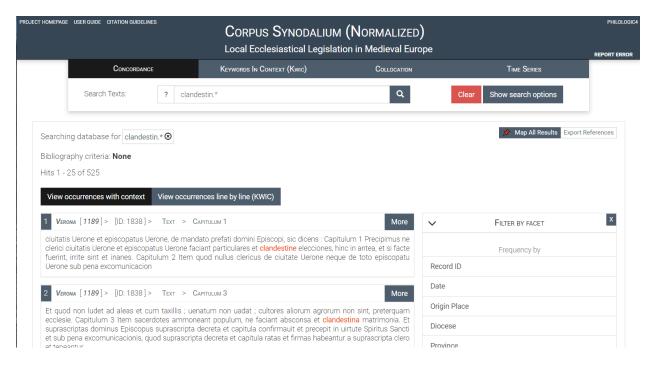
2. Start entering a search term in the search field. If you pause for a moment while typing, a list of possible search terms will appear.



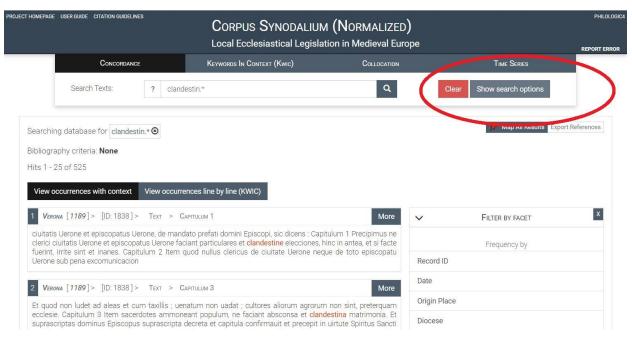
3. To run the search, click the looking glass icon to the right of the search field. All instances of this exact word form will appear as results below, with the search term highlighted in red.



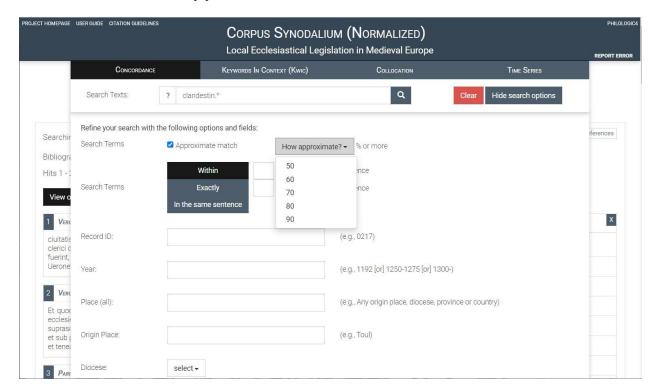
4. Since most of the database texts are written in Latin, and Latin is an inflected language, it helps to search according to word stems. The easiest way to do this is to enter the word stem, followed by the characters .* (e.g. clandestin.*).



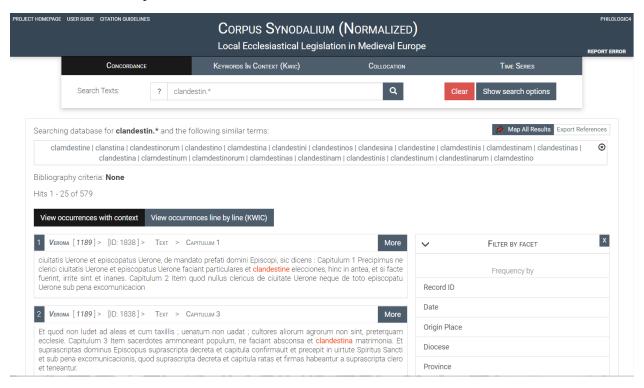
5. There is another helpful way of making sure that the search results include all variant forms of a word, which can be accessed by clicking the button 'Show search options' to the right of the search field.



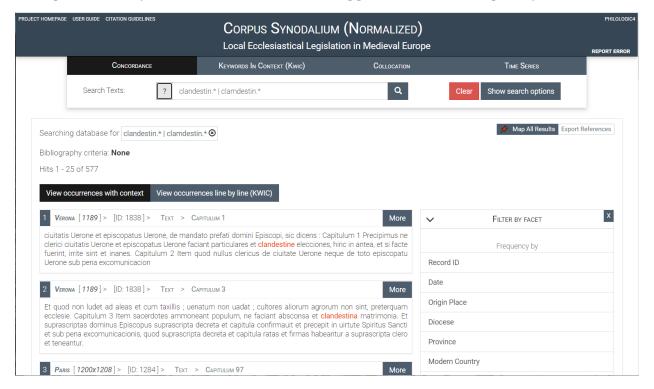
Checking the box for 'Approximate match' will bring up a pop-up menu, where you can determine how narrowly you want to search.



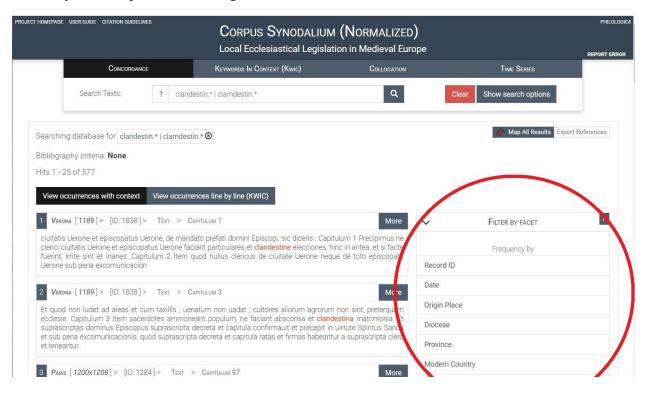
An 80% approximation for *clandestin*.* reveals that many texts use a variant spelling of *'clandestina'* in place of *'clandestina'*.

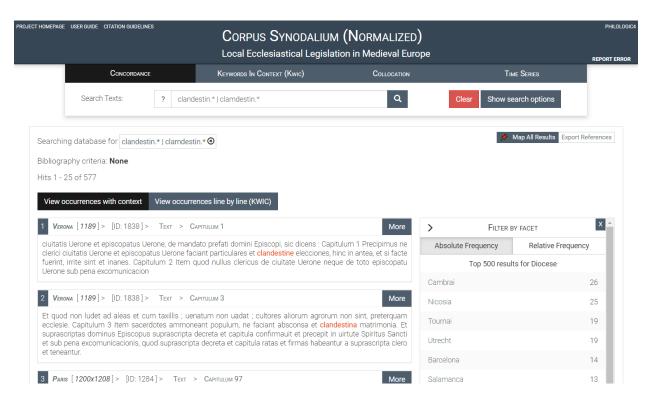


Armed with this knowledge, let's redo the original search to include both the forms clandestin.* and clamdestin.*. Use a vertical slash "|" between the two forms to represent OR. (Be sure to also uncheck the "Approximate match" option!)



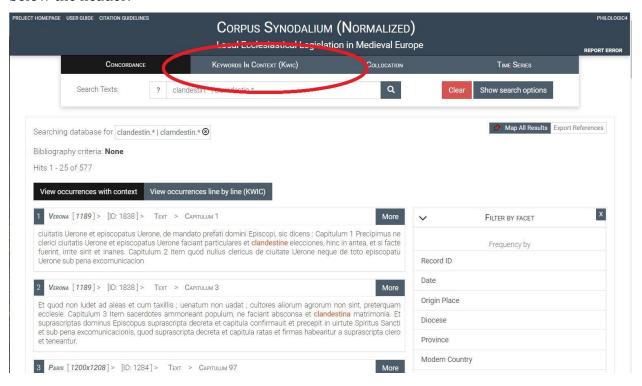
6. To see the distribution of results according to a place or classification type, use the 'Filter by Facet' options to the right of the search results.

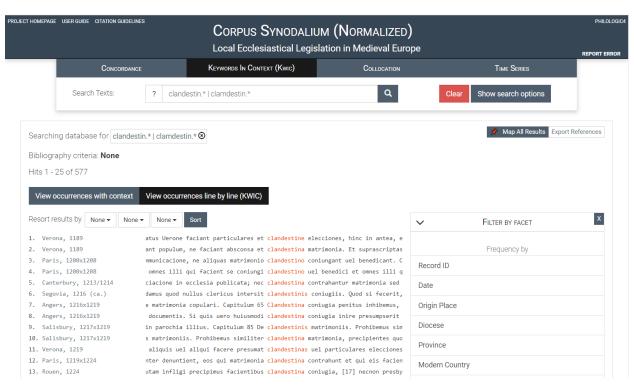




Clicking on any of the facet results (e.g. 'Cambrai) will limit your search accordingly.

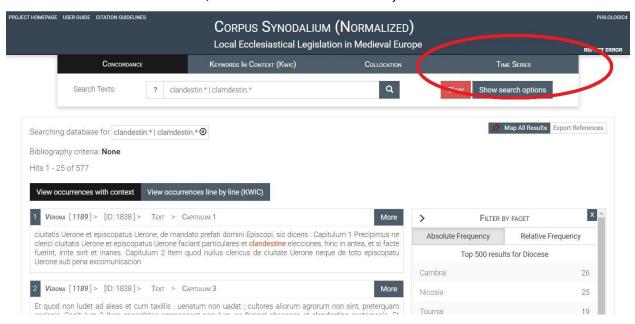
7. To compare many results quickly, click the "Keywords in Context (KWIC)" tab just below the header.



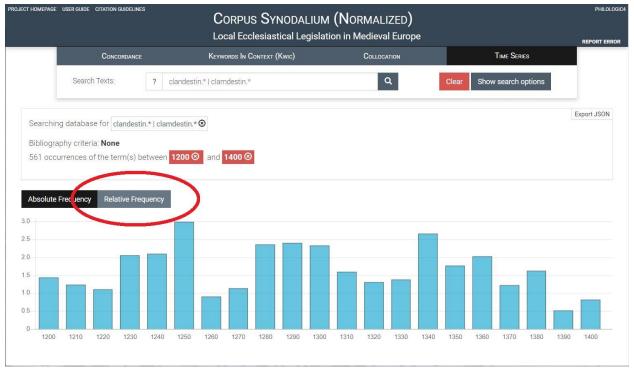


Note: The sort function allows you to quickly hunt for examples of textual reuse.

8. To visualize results over time, click the "Time Series' tab just below the header.



The default view distributes the absolute results according to decade. Clicking 'Relative Frequency' redistributes the results according to the frequency of search hits as a proportion of the total size of the text corpus for that decade.

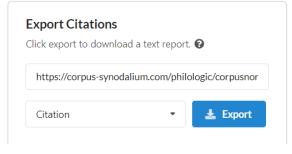


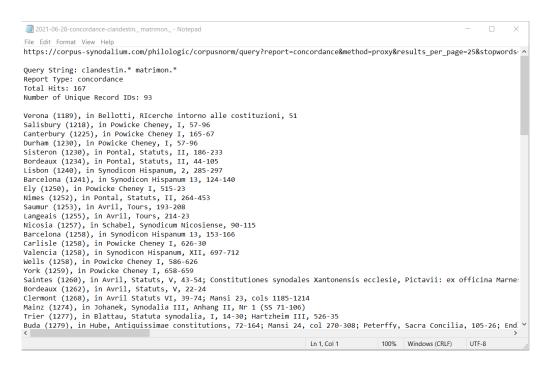
Other parameters (date range, intervals, etc.) can be adjusted by scrolling to the bottom of the 'Show search options' menu.

9. To export a list of search results, return to the 'Concordances' tab and click the "Export References" button on right hand side of the screen.

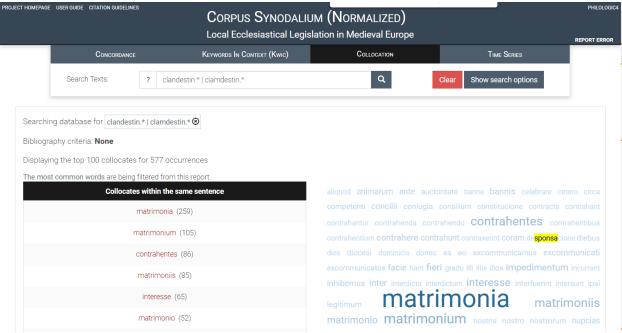


This will open a new tab, through which you can download either a list of short references (with full references available via the <u>Bibliography</u>), or a list of all associated Record IDs.



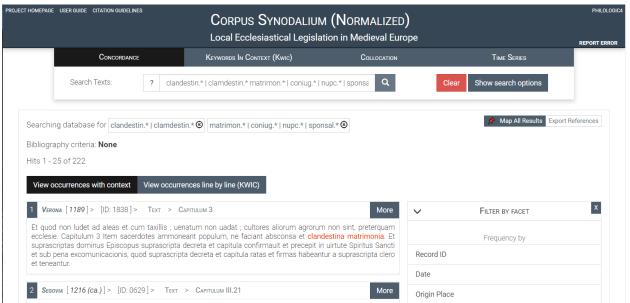


10. Maybe you are only interested in the topic of clandestine marriage, and not clandestine elections (as in the first search result). To look for marriage-related words that frequently appear together with the search terms, click the 'Collocation' tab just below the main header.

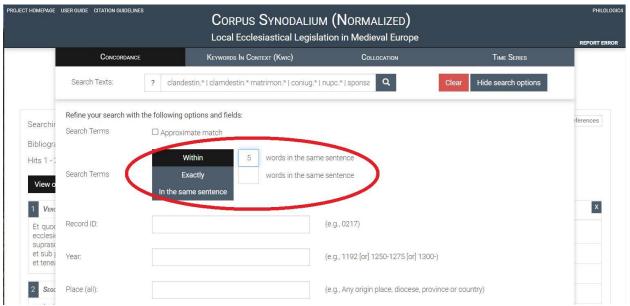


Running down the list, we find that *matrimon*.* | *coniug*.* | *nupc*.* | *sponsal*.* | *desponsa*.* all appear in close proximity to *clandestin*.* in these texts.

11. So let's now return to the 'Concordance' tab and search for all instances of the word clandestin.* | clamdestin.* followed by one of the Latin words relating to marriage: matrimon.* | coniug.* | nupc.* | sponsal.* (To search for one set of terms and another, just put a space between them.)

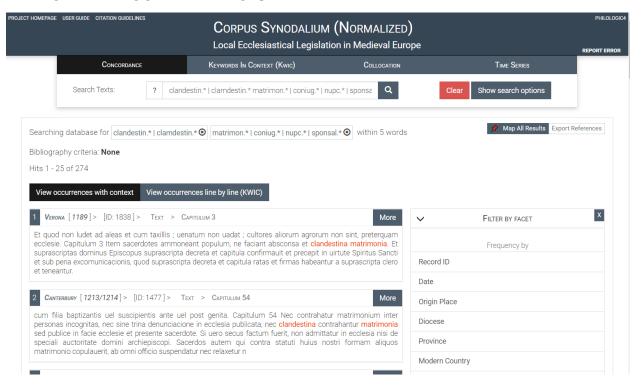


This search will *only* return results in which the search terms appear right next to each other – but what if (as often happens in Latin) other terms are sandwiched in between? To correct for this issue, return to the 'Show search options' dropdown menu, and choose a span of words within which the search terms can co-occur.



(You can also play around with other options, setting fixed distances between the terms or simply requiring them to appear within the same sentence.)

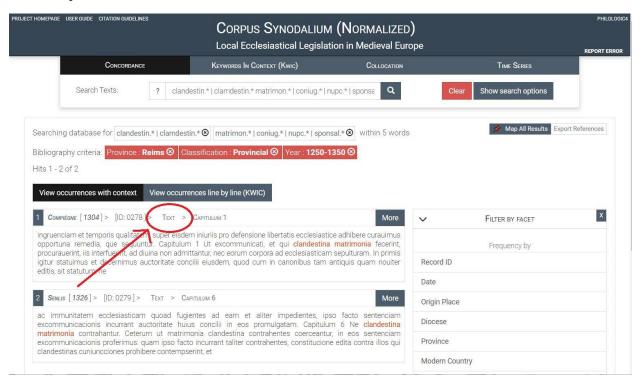
Clicking the looking glass will bring up the revised results.

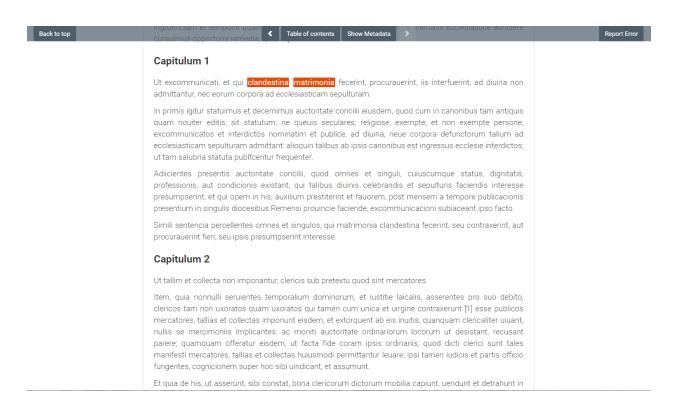


12. Let's say you want to limit your results to provincial canons issued within the ecclesiastical province of Reims between 1250 and 1350. Click on the "Show search options' button, then scroll down to the Year field and enter "1250-1350." Then scroll down to the "Province" field and choose "Reims" in the drop-down list. Keep scrolling down until you reach the "Classification" field and enter "Provincial". Then click the looking glass to run the search.

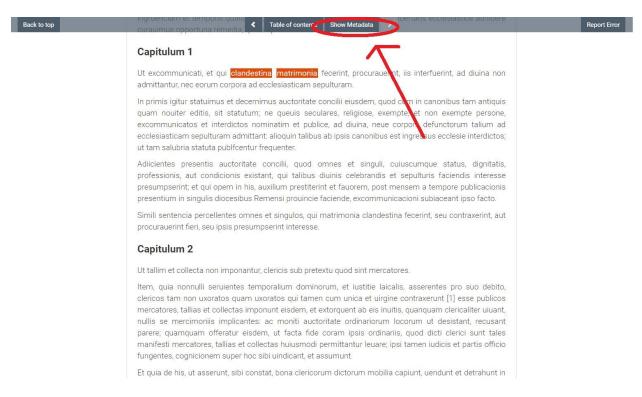
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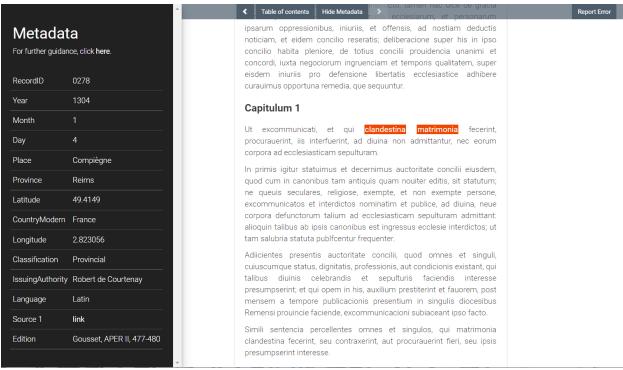
13. To look more fully at any of the results, click on the word "Text"; this will take you to the position of the word in the full-text.



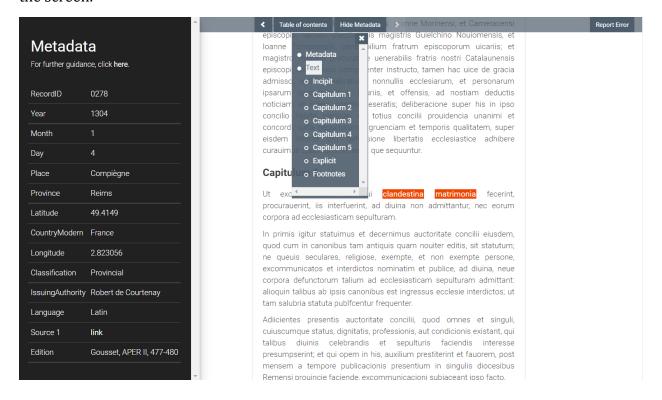


To learn more about this text (including its dating, location, issuing authority, and source), toggle the Metadata frame by clicking on the appropriate button at the top of the screen.





To navigate quickly through the text, click the Table of Contents button at the top of the screen.



14. To start a new search, click the "Corpus Synodalium" header followed by the red "Clear" button.

