

Introduction to TIS Redesign

EH Information Technology
Transfer Program

August 1998

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ACKNOWLEDGEMENTS

The work done to organize the new TIS Web Site and to include the best resources available to the field is gratefully acknowledged.

Thanks go to all of the Environment Safety & Health offices and their staffs for excellent information and input, particularly on the contents and organization of the Digital Library.

I also want to acknowledge the web development team for their diligence in producing a well-organized, well-informed resource.

R. Stephen Scott
Director, Office of Information Management

INTRODUCTION

In the five years since the first Technical Information Services (TIS) Web Site resource was made available as a tool for the ES&H professional, many additions were made to its content as demand and Internet resources swelled. A new web site design became necessary to organize the ever-increasing number of Internet sites. All those who have worked on the redesign of TIS have endeavored to make sure that ES&H professionals will have quick and easy access to the many research tools and documents available through the Internet.

The Office of Information Management and its Technical Information Services team are happy to release the new TIS Web Site, designed with the user in mind. TIS now features:

- enhanced **Customer Service** page with **many online forms** and other automated features.
- new **Digital Library** containing a **well-organized document collection** and tools for **easy document retrieval and full text search** of the Library's document collection.
- **streamlined, quick-to-download TIS Home Page** with a contemporary look and easy to use links to all the information that ES&H professionals said they wanted to see.
- **quick access to the most useful web sites**, like the new Human Radiation Experiment site, NEPA and **many** more.
- a **Search capacity** that provides **full text search capability of the entire TIS Web Site** or of specific web sites or document collections within the site.

TIS (Technical Information Services) is provided by the Office of Information Management. We want the new Web Site to be useful to all ES&H users and encourage comments and questions through the **Comment Form** provided on the Web Site or by calling the ES&H Helpline at 1-800-473-4375.

The **TIS User's Guide** is a **learning tool** developed for use during seminars on the new TIS Web Site design. It may also serve as a **desk reference** for anyone desiring guidance to the new features, such as Search or Hit to Hit Navigation.

| |
|---|
| <p style="text-align: center;"><u>TIS Home Page:</u> http://tis.eh.doe.gov <u>TIS Comment Form:</u> http://tis.eh.doe.gov/comments/comments.html</p> |
|---|

LEARNING OBJECTIVES

ES&H professionals using this User's Guide to the re-designed TIS Web Site should gain an awareness of the resources available through the site and the skills necessary to make use of all of its special features. Specifically, the User's Guide to TIS will enable users to:

1. **Gain a basic knowledge** of the content and organization **of the new TIS Web Site**, its links and special features.
2. **Navigate** through the TIS Web Site using the **Navigation Applet** and their browser.
3. **Perform full text searches** of the TIS Web Site, any of its document collections or any of the TIS-hosted web sites.

TIS HOME PAGE <http://tis.eh.doe.gov/>

From Old to "New"

The familiar, "old" TIS Home Page has many of the hyperlinks that are displayed on the re-designed TIS Home Page, such as [Welcome](#), [Services](#), and [What's New](#).



[Welcome](#) to DOE's Environment, Safety and Health (ES&H) Technical Information Services (TIS). TIS is a collection of information [services](#) that provides safety and health professionals with reliable, accurate and current information to assist them in performing their jobs. Be sure to check the [What's New](#) page to see the latest updates.

You may also review the [mission](#) and [organizations](#) of ES&H.

Whether you are using a [graphical](#) or a [text](#) interface, we hope you find TIS a well-organized and useful resource.

"OLD" TIS HOMEPAGE

The new Home Page, shown here, has many of the same hyperlinks as the "old" page, but with a look that is more streamlined, more contemporary.



"**WELCOME**" to Technical Information Services (TIS), the Department of Energy's (DOE) environment, safety, and health (ES&H) information resource. TIS is a comprehensive collection of information services designed to empower the ES&H professional. Let TIS provide you with instant and easy access to ES&H information. TIS is sponsored by the [Office of Environment, Safety and](#)

NEW TIS HOMEPAGE

However, there are also some noticeable changes:

ES&H's mission and other organizational information are now found through **either** [Welcome](#) **or** [Environment Safety & Health](#) links on the new Home Page.

the "old" page,

Buttons, or icons replace text hyperlinks to transport users to the site's main features.

With one click of the mouse, the user is in the library, viewing a list of available web site links or ready to do a document search.

It's that simple.

NAVIGATION APPLET



Clicking on the Navigation Applet button reveals a “guide” to the contents of the TIS Web Page much as a map would show the routes available through each hyperlink.

Clicking Navigation Applet opens a frame on the left of your screen:



Applet Help

The folders shown in Applet Help correspond to the **Buttons** or **Hyperlinks** on the TIS Home Page.

When Applet Help is opened, the folders are closed.

Clicking on a folder in Applet Help opens the folder and reveals the **titles** of any Web Pages linked to it. **Each title is a hyperlink.**

Some folders have sub-folders with Web Page titles listed under them, like a table of contents. Titles reveal where each button on the Home Page leads.

Example: Click Web Sites, open sub-folders.

Example: On the left, the folder called **What's New** is open to show “Conferences, Workshops...”

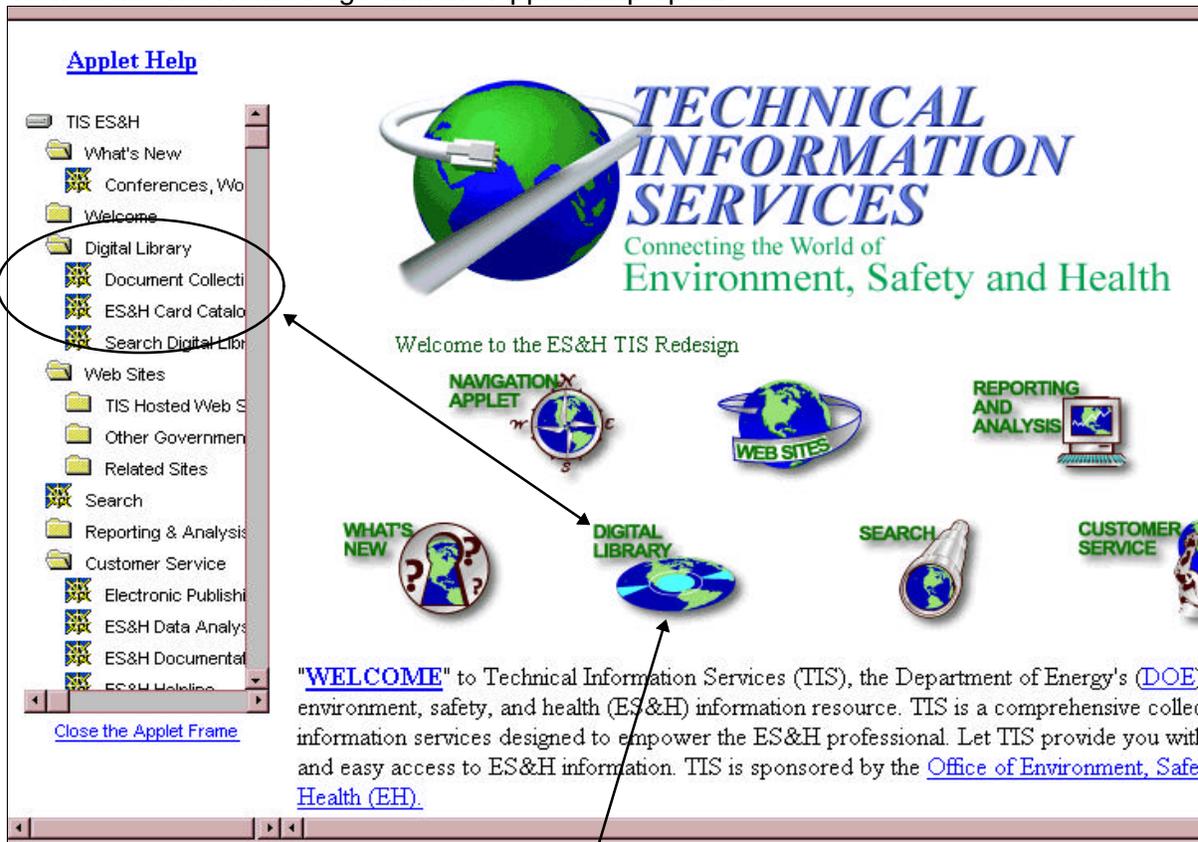
Click on a title to go to that web page, “Conferences & Workshops, in this case. **The title ships wheel identifies it as a web page** (also called an HTML file).

The Scrollbar, at the bottom of the Applet Help allows you to click, or drag its square “button” to view words that extend beyond the current view.

When several folders are open, the frame is too small to view the full list, so a SCROLLBAR appears on the right to extend your view as needed.

Click on Close the Applet Frame to close the Applet Help feature.

View of the TIS Home Page with the Applet Help open:



EXAMPLE:



Click on the Digital Library button

to go to the Digital Library web page which offers four possible locations within the Library:

- Document Collections
- ES&H Card Catalogue
- Search Digital Library
- IQ System

Applet Help acts like a Table of Contents or map revealing all destinations within the Digital Library page **before** you visit the Library. Jump **directly** to the Library Search by clicking on Search Digital Library under the Library folder in Applet Help.

Go back to the TIS Home Page now and reach the Digital Library by clicking on the button (icon). Next, click on Search Digital Library. Note which was the faster route to the Search section of the Library; the **Applet Help should be faster** because only one Web Page has to be opened (usually, the final destination's page).

What s New?



Using either the Navigation Applet, or the buttons on the Home Page, use your mouse to select the “What’s New?” Web page.

The **What s New? Page** currently presents two kinds of information:

- Conferences, Workshops & Symposiums
- Recent ES&H Postings

The **Conferences, Workshops & Symposiums link** leads to a list of upcoming conferences and workshops available for the ES&H professional.

Current copies of ES&H postings of documents, publications and web sites are listed under “What’s New?” as well as any **new features or other news related to the TIS Web Site.**

All information on this site is kept in the “**What s New? status for 3 months**”, then placed into an archive accessible from the “What’s New?” web page.

Web Sites



Navigate to “Web Sites” using Applet Help or the button on the TIS Home Page.

The Web Sites are the heart of TIS. Web site links are organized into three categories and are all easily identified from this one page.

Web Sites Page:

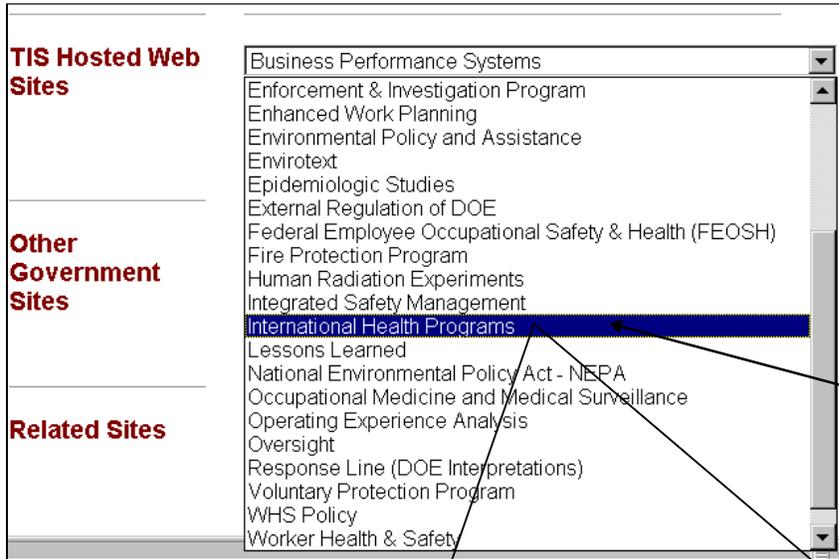
The screenshot shows the TIS Web Sites page with a navigation bar at the top containing links for TIS HOME, NAVIGATION, WEB SITES, REPORTING & ANALYSIS, WHAT'S NEW, DIGITAL LIBRARY, SEARCH, and CUSTOMER SERVICE. Below the navigation bar are three main categories: TIS Hosted Web Sites, Other Government Sites, and Related Sites. Each category has a dropdown menu and a 'Click to Go!' button. The dropdown menus are currently set to 'Business Performance Systems', 'Agency for Toxic Substance and Disease Registry', and 'Beryllium Disease Related Links' respectively.

TIS Hosted Web Sites includes functional DOE programs such as Chemical Safety Program, Envirotext, Integrated Safety Management and many more. Most of these were designed and all are maintained by the TIS web group on the local TIS servers.

Other Government Sites provides links to DOE’s web site, the EPA, FAA, FedWorld Information Network, National Toxicity Program, OSHA, US Nuclear Regulatory Commission, etc.

Related Sites links the user to the part of each TIS hosted web site that lists related links. For example, clicking on Beryllium Disease Related Links above brings up the Chronic Beryllium Disease Prevention Program’s web page of links to related sites.

Web Sites Example



Select any of the **web site links** on the TIS Web Sites page; Here, **International Health Programs is selected.**

Click & Release the mouse; your browser immediately begins to download the selected home page.

The International Health Programs Home Page then appears on your screen (or is "downloaded").

NOTE: Click to Go! must be clicked if the desired website title is already present in the text box.

International Health Program Web Site:

The IHP site shown here is hosted on the Technical Information Services Internet Server, and is thus "TIS Hosted".

NOTE: **Associated Web Sites** on the **International Health Programs home page** leads to the **same related sites** that the **TIS Web Sites page finds** when you click **International Health Programs** in **Other Related Sites** drop down menu.

It is easy to visit environment, health and safety web sites from the TIS Web Sites page. Click on any program name, then use your Back button (or right click your mouse, then click on Back) to go back to the Web Sites page.

REPORTING & ANALYSIS



Navigate here using the buttons on the TIS Home Page, or Applet Help.

The Reporting and Analysis page has two kinds of links:

1. **Data links to sites such as CAIRS and ORPS.** Some of these databases require a password for entry. Authorized users may link to any of the ES&H secured sites through this page.
2. **ES&H Analysis Tools.** Tools and documents providing aides for data collection and analysis.

NOTE: There is a **link** to the new ES&H Information Systems Request for Registration Form which resides in Customer Service.

From this page, users may click on one of the **links** to go to a web page which links to the selected database & related manuals, codes & resources.

For example, **select Computerized Accident/Incident Reporting Service (CAIRS)** with your mouse and click & review TIS' CAIRS Home Page.

NOTE that the CAIRS main page has a link to the CAIRS database and links to other helpful references and resources, such as:

- Reporting Manual and Recordkeeping Guidelines.
- Worker Health & Safety
- Training
- Standards Assistance (e.g. OSHA Interpretations)
- Statistics (quarterly DOE property damage, accident and incident reports)
- Facts About CAIRS
- CAIRS Access applications

DIGITAL LIBRARY



Using either the Navigation Applet, or the buttons on the Home Page, use your mouse to select the Digital Library web page.

The **Digital Library** is arranged much like a traditional library and has many of the same features that any library might have:

- collections of documents by category or subject (e.g. Regulations, Environment)
- card catalogue
- search assistance (like an information desk!)

The **Digital Library** will also have an Intelligent Query System (IQ System) that will organize and present search results graphically. Below, you can see the Digital Library Home Page and the **four features** it offers (each is a web page): the document collections, card catalogue, full text and IQ System. Each of these is explained in the next sections of this guide.

Digital Library

The ES&H Digital Library provides various tools for finding, using, and analyzing information. The Document Collection contains current EH documents organized in electronic "shelves" for browsing or searching. The Digital Card Catalog allows searching across the Digital Library by subject.

| | |
|---|--|
| <p><u>Browse Document Collections</u> Browse current EH documents, bulletins, and regulatory information.</p> <hr/> <p><u>Full Text Search of the Document Collections</u> Search for a word or phrase occurring within any part of a document.</p> | <p><u>ES&H Digital Card Catalog</u> A search interface allowing subject queries against bibliographic data such as title, originator, date, and other fields. The catalog works by searching each document's metadata. This interface will be available when the metadata loading is complete.</p> <hr/> <p><u>Digital Library IQ System</u> The Intelligent Query program (IQ) is under development to provide modular and intelligent tools to enable researchers to quickly find documents related to their needs. IQ integrates a digital thesaurus with the querying process and visually displays query results so that users can navigate through returned documents.</p> |
|---|--|

[| TIS Home](#) | [Navigation Applet](#) | [Web Sites](#) | [Reporting & Analysis](#) |
[What's New](#) | [Digital Library](#) | [Search](#) | [Customer Service](#)

[| Comments](#) |

Click first on the hyperlink to **ES&H Digital Card Catalogue** and turn to the next section to learn more about the Card Catalogue.

Digital Card Catalogue

A "Digital Card" ready for use:

Search for Reports, Documents:

Use the card catalogue to enter a

- document no.
- document title
- key word
- known source

Any known information can be entered: the date or site, or the more commonly used items listed above.

The "Author" field is reserved for **individual** names (writers/contributors); often this field is blank. However, **if the originating entity is known**, it can be specified in the 3 part Source field.

The **type**, **source** and **site** boxes have lists that drop down for specific choices.

Here, the **Site** menu is open; click on any selection.

Click Submit Query for list of documents meeting your criteria.

Document Collections

The screen shown below is part of the **ES&H Document Collections Web Page**. It shows the 3 main areas or categories of “documents” in the Library.

1. **Publications:** Newsletters, journals, bulletins (e.g. Safety & Health Hazard Alerts).
2. **Regulations:** A drop-down menu opens showing a collection of regulation documents by name. Click on any one to go to that regulation.
3. **Reports**, a broad category organized into **6 functional areas** (2 shown below). One report category, Environment, is shown below with its drop-down menu open).

The screenshot displays a web interface with four main sections, each with a description and a drop-down menu:

- Publications:** Bulletins, Newsletters, Hazard Alerts and other time sensitive information. Drop-down menu: Select One. Button: Click to Go!
- Regulations:** A collection of regulatory documents including the CFR, DOE Orders & Standards, and other regulatory criteria and standards. Drop-down menu: Select One. Button: Click to Go!
- Environment:** Promotion of environmentally sound practices throughout the Department, and support of program and field offices through technical assistance in meeting current and oncoming compliance issues. Drop-down menu: Select One. Button: Click to Go! (This section is circled in red, and an arrow points to it from the text "Reports can be found").
- Oversight:** Drop-down menu: Select One. Button: Click to Go!

The Environment drop-down menu is open, showing the following options:

- Select One
- Council on Environmental Quality NEPA net
- Environmental Assessments
- Environmental Data & Reports
- Environmental Impact Statements
- Environmental Policy and Guidance
- Federal Environmental Laws
- Mitigation Action Plans
- NEPA Announcements** (highlighted in blue)
- NEPA Analyses
- NEPA Process Information
- Notices of Availability
- Notices of Intent
- Records of Decision
- Select One

The **six subject areas** or categories under Reports are:

Oversight

Nuclear & Facility Safety

Environment

Worker Health & Safety

Health Studies/ Occupational Medicine

Interdisciplinary Special Programs

Each has a drop down menu with subcategories that organize specific areas of interest into smaller document collections that contain reports, correspondence, etc. Open a menu by clicking on the arrow head and select a title by clicking on it; then Click to Go.

PUBLICATIONS

Publications Drop Down Menu:

Select One

- Select One
- ES&H Updates
- Health Bulletins
- Health Watch
- InfoCenter Bulletin (Last Issue Sept. 96)
- Nuclear & Facility Safety Notices
- Nuclear Reactor Safety
- Occupational Safety Observer
- Operating Experience Weekly
- OE Analysis Technical Bulletins
- ORPS Bulletin
- Performance Indicator Reports
- Safety Alerts
- Safety & Health Actions
- Safety & Health Bulletins
- Safety & Health Connection
- Safety & Health Hazard Alerts**
- Safety & Health Notes
- Synergy

Click to Go!

The current list of ES&H publications.

Select any one publication by clicking on its title in the list (it will then be highlighted) to go directly to a web page containing that document.

Usually, it will show a list of available editions and offer a choice of format. For example:

| | | | |
|---------|-------------|---------------------|----------------------|
| Synergy | Fall 1997 | PDF | HTML |
| | Winter 1997 | PDF | HTML |

Clicking on [HTML](#) opens a web page that has that edition in HTML format. HTML formatting is useful because **the text can be copied**. (NOTE: **HTML text within any open web page can be searched** for text, apart from TIS search features, using Netscape Navigator's [Edit - Find](#) command).

Clicking on [PDF](#) (Portable Document File) should launch **Adobe Acrobat**, a PDF viewer (if installed into your browser), that lets you **view the edition exactly as it looks in published hard copy**.

REGULATIONS

To see the collections of regulations available through the Digital Library, navigate from the Digital Library page by clicking on [Browse the Collections](#). The ES&H Document Collection page will appear. Next, [click](#) on the text box arrow to see the Regulations drop-down menu. [Select](#) the title of a group of regulations, [click](#) on it to go to that collection of regulations.

For example, the **Federal Register** link takes you to the National Archives & Records Administration Federal Register site to search for specific regulations. Or, if you select **DOE Regulations**, the DOE Web Page for it's Regulations appears allowing you to navigate to a particular regulation or regulatory area.

REPORTS

Here is the **list of Report subjects** as it appears on the TIS Document Collection Web Page. Reports/documents are organized into six functional categories. The Health Studies/Occupational Medicine subject area is shown with its drop-down menu below.

Reports
Reports can be found in the specific subject category noted below.

| | |
|--|--|
| Environment Promotion of environmentally sound practices throughout the Department, and support of program and field offices through technical assistance in meeting current and oncoming compliance issues. | NEPA Announcements <input type="button" value="Click to Go!"/> |
| Oversight Evaluation and reporting to DOE management and outside authorities on the status of Departmental environment, safety, health and safeguards and security policies and programs. | Select One <input type="button" value="Click to Go!"/> |
| Health Studies / Occupational Medicine Promotion of the health and safety of DOE workers and communities surrounding Department sites by developing and managing programs that focus on providing medical information and policy, and by producing epidemiologic studies which furnish information applicable to the prevention of illness and injury. | Select One Select One Occupational Radiation Exposure Orders & Standards Epidemiology Documents Human Radiation Experiments IHP Operating Plan IHP Marshall Islands Historical Docs IHP Marshall Islands Chronology IHP Virtual File Cabinet <input type="button" value="Click to Go!"/> |
| Worker Health & Safety Development, management, and direction of comprehensive programs that assist line management in continuous improvements for protecting the health and safety of workers at all DOE facilities. | Select One <input type="button" value="Click to Go!"/> |
| Nuclear & Facility Safety Policy and technical assistance to DOE facilities in the areas of nuclear and facility safety. | Select One <input type="button" value="Click to Go!"/> |
| DOE Interdisciplinary Special Programs | Select One <input type="button" value="Click to Go!"/> |

Click on any of the arrows to open one of the Report's **drop down menus**; the one shown here for **Health Studies & Occupational Medicine**.

Next **click** on the **title** of any subject area you want to review.

A list of available reports, documents, and/or web sites will be shown in the drop-down menu. Explore the collections.

NOTE: some web sites have their own search mechanisms, for example, the **HREX** site

Go to [Browse Document Collections](#) (hyperlink on Library's Home Page) & **Select [Epidemiology Documents](#)** under Reports, Health Studies/Occupational Medicine.

Try some other selections on your own.

Full Text Search of the Digital Library

The Full Text Search page allows users to search the entire Digital Library by **typing a word, combination of words or a phrase into the text box** near the top of the page. A Full Text Search can be performed within one collection, or several, or within the whole Digital Library.

For example, users can search Publications, Publications and Regulations, or just one publication (Synergy for example) or the whole Digital Library.

Here is part of the Digital Library Search Page:

Note the link to [Search Tips](#).

[Search Tips](#)

Search a Specific Collection:
To search specific public documents select one or more document collection(s), enter key words, then press 'Search TIS'. By default all collections are searched.

If no selection boxes are checked from the Document Collections below your keyword search will be applied to all the Document Collections. Selecting one or more box will apply your keyword search to the specific collection(s) checked.

ES&H TIS Document Collections

| | |
|---|--|
| <input type="checkbox"/> Publications | <input type="checkbox"/> Regulations |
| <input type="checkbox"/> Oversight | <input type="checkbox"/> Nuclear and Facility Safety |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Worker Health and Safety |
| <input type="checkbox"/> Health Studies / | <input type="checkbox"/> |

To search the entire Digital Library, type in a word or phrase in this text box and do not check any of the boxes below, OR Check one or more boxes to search a specific area(s); type in a word or phrase in the same text box to search within the selected area(s).

If you want to find **articles about worker safety**, for example, check the box next to Publications, and enter the phrase: worker safety. Or you could search Regulations for the same words if you are seeking regulatory information.

For more in-depth information about searching see the next section about the main Search page. The mechanics are identical whether the search is in the Library or the site's main Search page. . . only what is being searched may be different. The same "Full Text Search Engine" is used throughout the entire TIS Web Site and most of its hosted sites. **See also Appendix B** for a copy of the current Search Tips found on the Search page of the TIS Web Site

HIT to HIT Navigation



When performing a full text search of the Digital Library or using the Search feature of the TIS Web Site, the Hit to Hit Navigation feature is provided for HTML documents. It functions in the Digital Library's Document Collection, showing the user, graphically, the location of each instance of any searched term or phrase.

Only HTML documents include the Hit to Hit feature. There is another way to search for a term in a PDF document (using Adobe Acrobat's Tools - Find command).

Click on the document title (underlined to indicate it is a hyperlink) to open (or "go to") the document. **If the document is in HTML (not a PDF or Portable Document File) , the words you queried on will have little red arrows near them.** Clicking on these arrows guides the user from the first occurrence of a searched term(s) to the next and then to the next place that at least one search term is found.

A curved, red arrow highlights each occurrence of the searched term(s); a "partner arrow" points toward the next. **To move from one occurrence of the term(s) to the next, simply click on the first red arrow you see, and continue to click on each arrow throughout the document** as long as you find it useful.

Digital Library Full Text Search Example

In the Digital Library, do a text search on
hoisting rigging

- a. First, make sure you are on the Full Text Search web page in the Digital Library.
- b. Type the words **hoisting** and **rigging** into the text box blank. Do not use “and” or any additional words. Just leave one space between the 2 words.
- c. Click on the Search button.
- d. NOTE: in this example the Full Text Search in this example will search for documents the entire Library and it **will find only those documents that have both words occurring near each other.**
- e. A list of results (“result set”) will be returned on your screen, showing the most relevant documents first on the list. Review the result set noting documents included.
- f. Select a document that is available in HTML by clicking on the document title. You can distinguish an HTML file from a PDF file by the color of the data in the Kbytes Column. PDF files have their Kbytes displayed in red text; Kbytes for HTML files are displayed in black text.
- g. Open the selected document in HTML and, using the **Hit to Hit Navigation** feature, click on the first red arrow near one of the search terms (hoisting or rigging). Follow the arrows, briefly, to see if the references to hoisting and rigging appear to be relevant to the overall topic.

Digital Library IQ System

The IQ System feature will provide graphic representations of the results of a search. It will make reviewing search results more user friendly.

Digital Library IQ System

The Intelligent Query program (IQ) is under development to provide modular and intelligent tools to enable researchers to quickly find documents related to their needs. IQ integrates a digital thesaurus with the querying process and visually displays query results so that users can navigate through returned documents.

Look for IQ's debut in **What's New?**

Search



The **Full Text Search in the Digital Library and on the Search Page use exactly the same process, with the same tools and assumptions. The only significant difference is in WHAT each searches.** The search in the Library is only within the Digital Library or some part of the Library. The main Search Page searches the entire Web Site, including the Digital Library, or any part of the TIS web site* or the Digital Library.

Search Page

Click the Search button on the TIS Home Page, or any of the hyperlinks at the bottom or any TIS web page, to go to the Search Page.

The Search feature allows users to:

1. **Search the entire public TIS site**, the default if no boxes are checked; or,
2. **Search a specific collection**, such as Publications, or Regulations, or any of the subject areas (Oversight, Environment, etc.) under Reports; or,
3. **Search a specific web site**, e.g. Chronic Beryllium, DOE Chemical Safety, International Health Programs, etc; or,
4. **Search any combination of numbers 2. and 3. above.**

See next page for a look at the Search web page.

* The TIS Web Site includes all of the documents in the Digital Library, the TIS Home Page and all other TIS web pages. It also includes most of the TIS-hosted web sites, and hyperlinks to other sites. Some sites, International Health Program, for example, have their own search process for searching their sites.

SEARCH PAGE

There are several key ways to search for information on TIS: by using our text retrieval engine, by browsing through our ES&H digital card catalog, or by using an external Internet search engine.

[Search Tips](#) [Federal Government Information](#) [Other Internet Search Engines](#)

Enter Keywords

Search the Entire Public TIS Site
Enter search key words, or search collection(s) and/or website(s) by selecting them below.

Search a Specific Collection:
To search specific public documents select one or more document collection(s), enter key words, then press 'Search TIS'. By default all collections are searched.

Search a Specific Web Site:
To search a specific web site's public information, select one or more site(s), enter key words, then press 'Search TIS'. By default all sites are searched.

ES&H TIS Document Collections

| | |
|---|---|
| <input type="checkbox"/> Publications | <input type="checkbox"/> Regulations |
| <input type="checkbox"/> Oversight | <input type="checkbox"/> Nuclear and Facility Safety |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Worker Health and Safety |
| <input type="checkbox"/> Health Studies / Occupational Medicine | <input type="checkbox"/> Interdisciplinary Special Programs |

ES&H Web Sites

| | |
|---|--|
| <input type="checkbox"/> Business Performance Systems | <input type="checkbox"/> Environmental Policy and Assistance |
| <input type="checkbox"/> Chronic Beryllium Disease Prevention Program | <input type="checkbox"/> Envirotext |
| <input type="checkbox"/> DOE Chemical Safety Program | <input type="checkbox"/> Epidemiologic Studies |
| <input type="checkbox"/> DOE Deactivating and Decommissioning | <input type="checkbox"/> External Regulation of DOE |
| <input type="checkbox"/> DOE Enforcement & Investigation Program | <input type="checkbox"/> Federal Employee Occupational Safety & Health - FEOSH |
| <input type="checkbox"/> DOE Integrated Safety Management | <input type="checkbox"/> Fire Protection Program |
| <input type="checkbox"/> DOE Lessons Learned | <input type="checkbox"/> Human Radiation Experiments - HREX |
| <input type="checkbox"/> DOE Operating Experience Analysis | <input type="checkbox"/> International Health Programs |
| <input type="checkbox"/> DOE Response Line (DOE Interpretations) | <input type="checkbox"/> National Environmental Policy Act - NEPA |
| <input type="checkbox"/> DOE Voluntary Protection Program | <input type="checkbox"/> Occupational Medicine and Medical Surveillance |
| <input type="checkbox"/> DOE Worker Health & Safety | <input type="checkbox"/> Oversight |
| <input type="checkbox"/> EH Technical Training | <input type="checkbox"/> DOE Laboratory Accreditation Program |
| <input type="checkbox"/> Enhanced Work Planning | <input type="checkbox"/> CEQ Nepanet |

Federal Government Information
Sites with useful Government information.

- [Department of Energy Telephone Listings](#)
- [FedWorld Information Network](#)
- [Federal Web Locator](#)

Internet Search Engines
Use any of these excellent Internet search engines to search the rest of the world for you.

- [AltaVista](#)
- [Excite](#)
- [InfoSeek](#)
- [Lycos](#)
- [Yahoo](#)
- [More...](#)

The **Search Page** has **links to tips, Gov t Information** and other **Search Engines** for searching the Internet at the page top, and at the bottom of the page

There is a **text box** for entering key words or phrases for a search, and a **Search Button** to activate the search with a click of your mouse.

Any number, or combination, of checkboxes may be clicked to designate the search area.

If no boxes are checked, the entire TIS Web Site (Library & TIS Hosted Web Sites) will be searched, by default.

In order to execute a search, you need only to decide which checkboxes to click, if any, and then type in the word(s) or phrase(s) for which you want to search.

There are some standard operating procedures you should know before going further. Go to the next page for help.

Hyperlinks to Federal Gov't Information & Search Engines

Search Mechanics and Help

At a basic level, there are **three kinds of tools** that make a search easier:

1. **The way words are entered**, with, or without punctuation marks and/or quotation marks **determines how the search engine conducts a search for specific text.** The search engine used by the TIS Search Page makes some assumptions that are important to understand in order to understand your search results. It assumes that:

- **two words entered with no punctuation marks** (e.g. worker safety) are to be **found whenever they appear near each other.** A reference to “ a worker anticipates safety concerns” will be in the results. A report on environmental safety with the word “worker” appearing, but not near the word “safety” will not be in the results.
- any number of **words in double quotation marks** are **found only when exact matches occur.** For a **phrase** the found instances must be in the **same order and together.** For example, “worker safety” will be found in documents only where it is used as a phrase. Double quotes used with one word, “work,” for example, finds only exact matches; worker will not be searched.
- **Single quotation marks** are used to mean **find any variation of this word.** For example, ‘work’ will find variations of the word (worker, worked, etc.). Since **this is the default for all searches** without single or double quotation marks, single quotes are usually unnecessary.
- a string of **words separated by commas**, (such as: chemical, hazard, health) will be **viewed as either/or** searches (chemical or hazard or health). Document containing at least one of the words will be found. **In other words, the comma means OR.**

NOTE: Case Sensitivity applies only when mixed case is used. You may use all lower case, upper case, or mixed case letters. Entering all lower case or all upper case will return all matching words regardless of case. Entering mixed case will search for words with the same case. For example, searching for DoD will not return items that contain Dodge or dodged.

2. **Wildcard operators** make searching easier by reducing typing. The asterisk symbol * and the question mark ? are wildcards.
 - * is used to represent one or more letters or numbers. It can be used to replace any number of letters **except it cannot be used as the first letter** of a word. The find work, worker, worked, etc. type: **work***
 - ? is used to specify **the first letter of a word.** Example: “?adiation ?xposure” will search for “Radiation Exposure” or “radiation exposure”.

(continued on next page)

BASIC BOOLEAN OPERATORS

3. Other operators, such as **Boolean Operators** are also very useful as a kind of shorthand in your search. Here are some basic operators that you can use easily.

- AND finds documents that contain all of the words specified (**both or all**).
- OR finds **at least one** of the words, or terms in the search (one **or** the other).
- NOT is useful **to exclude** a term that you don't want found in the search.

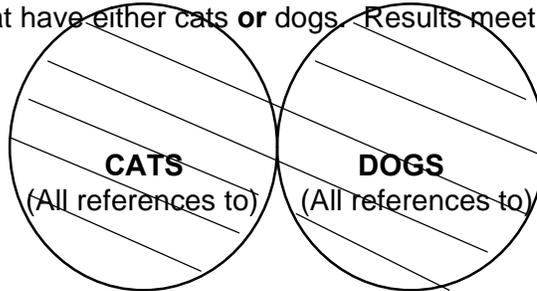
More extensive help on operators and other search tips are available through the Search Tip hyperlink on the Search Page (See appendix A).

Example of Boolean Operators used while searching on the terms cats & dogs.

1. Search for: cats OR dogs. (**operator** must be in **UPPER CASE**)

OR = all results that have either cats **or** dogs. Results meet one criteria or the other.

OR

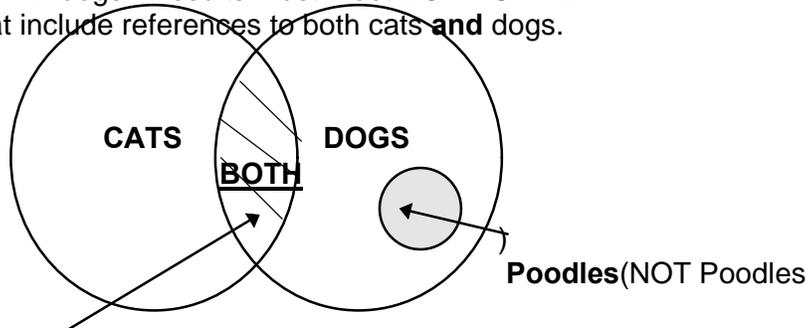


Results will be the UNION of all mention of cats and all mention of dogs.

2. Search for: cats AND dogs. Results must meet BOTH CRITERIA

AND = all results that include references to both cats **and** dogs.

AND



Results will be the INTERSECTION, or all references to **both** cats and dogs.

3. To EXCLUDE some potential results, **poodles** for example, use NOT after the main search criteria. **Example: cats AND dogs NOT poodles**

Results will be the same as the cats AND dogs search above (the intersection of the two criteria) **but without the small circle representing documents or web sites that mention poodles.**

SEARCH EXAMPLE

1. **Search** Oversight Collection for the phrase:
site profile (No quotation marks needed)
2. Note the number of matches.
3. Use the Refine Search option to add the following words to your search:
Rocky Flats OR 1988
4. Write down the number of matches (documents in this example) in your result set..
5. Next **refine your original search** (see # 1.). Use the BACK Button to go back to the results of your first search; Enter these words: **Rocky Flats AND 1988**. Click on Refine Search.
6. Note the number of matches/results.
7. Do same refined search (# 5) **but make Rocky Flats all LOWER CASE**: rocky flats
8. Note the results. Using all lower case should make no difference in your results. The Search feature does not look at upper or lower case except when double quotation marks are used; it is usually easier to use all lower case letters.

CUSTOMER SERVICE



The Customer Service page on the TIS site is organized to provide all users with

- information about services offered, such as web site development, electronic publishing tools & guidance, research on information sources & documents, to name just a few.
- opportunities to provide feedback on the TIS Web Site
- help with any aspect of the TIS Web Site
- new on-line forms and registration forms for CAIRS, ORPS and other ES&H data bases.

Here is a view of the top of the Customer Service web page:

Customer Service

TIS HOMENAVIGATIONWEB SITESREPORTING & ANALYSIS

WHAT'S NEWDIGITAL LIBRARYSEARCH

Technical Information Services (TIS) is a program of the Office of Information Management, within the Department of Energy's Office of Environment, Safety and Health (EH). TIS maintains this Web Site and provides the following support services.

Assistance with any aspect of this site is available by calling the [ES&H Helpline](#), by [e-mail](#), or by submitting a [TIS comment form](#).

On line [TIS Request Forms](#) are available for requesting hardware and software support, workshops, and system registration.

| | |
|--|---|
| Services Available to the DOE ES&H Community: | Services Available to the Office of Environment, Safety & Health ONLY: |
|--|---|

Note: There are hyperlinks to ES&H Helpline and the TIS Comment Form strategically placed at the top of the page.'

Services are broken down into two categories:

1. Those available to the entire DOE ES&H Community, and
2. Those services available only to the Office of Environment, Safety & Health.

The next part of the Customer Service Home Page (next page) introduces each of the 10 currently available services with a brief summary. A click of the mouse on any of these links or icons takes users to the home page for that service.

Customer Service Home Page (Continued):

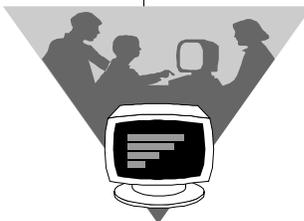
| | |
|--|--|
|  <p>ES&H Helpline Live and customized technical assistance to users of ES&H information services and systems.</p> |  <p>Information Engineering Strategic data planning and application development.</p> |
|  <p>ES&H Documentation Services Experienced research staff providing multi-media access to federal, industry, and international information sources.</p> |  <p>Workshops, Seminars, Tutorials Information technology workshops and demonstrations designed to enhance EH staff information and computer skills.</p> |
|  <p>ES&H Data Analysis Assistance to ES&H professionals in developing and maintaining proven, cost-effective data analysis programs.</p> |  <p>Video Conferencing Installation, maintenance, and scheduling of video conferencing centers.</p> |
|  <p>Web Site Development Web site and Internet application development.</p> |  <p>Desktop and Network Support Services Acquisition, inventory, and trouble-shooting of hardware, software, and networks.</p> |
|  <p>Electronic Publishing Guidance and Tools Support, training, and tools for those who publish electronically on TIS.</p> | |
|  <p>ES&H Publications Bulletins and newsletters promoting awareness and information exchange of ES&H issues</p> | |

EXAMPLE: Click on Web Site Development text link or icon.

| | |
|--|---|
|  <p>Web Site Development</p> <p>Technical Information Services (TIS) provides full-service Internet Web site development for TIS sites. Our Web team can assist you in the following areas:</p> <ul style="list-style-type: none"> • User requests, requirements, and feedback. • Web page design and development. • Web page maintenance. • Uploading of HTML and PDF pages to Web servers. • Creation and modification of link pages <p>~~~~~ ~~~~~ ~~~~~ ~~~~~</p> | <ul style="list-style-type: none"> • Migration of external Web sites to TIS. • Testing and Quality Control. • Security Issues. • Password protection of Web pages. • Creation of user accounts and passwords. <p>We help set standards for others to follow in electronic publishing and Web management:</p> <ul style="list-style-type: none"> • Data standards (HTML, PDF, Metadata). • Technical standards (browsers, publishing suites). |
|--|---|

The Web Site Development Page details the support you can access if you are in the DOE ES&H Community.

~~~~~



DO SOMETHING WITH YOUR WEB SITE....

## **CLASS EXERCISES - APPENDIX A**

Digital Library Full Text Search Exercise  
(Seminar Exercise)

1. Perform a single search of the Regulations section of the Digital Library looking for two terms in close proximity to each other, as they might be in a phrase or discussion of both terms or issues:

human  
radiation

2. Note the number of documents in the results; look over their titles to determine whether or not they appear to be relevant to “human radiation”? In other words, was the search productive? If not, can you determine why?

## **Search Exercise**

(Seminar Exercise)

Go to TIS' main SEARCH page and perform the following tasks:

1. Search the **Regulations** section of the Library **and the Oversight** document collection (under Reports) for all documents that contain: either **environmental restoration or air quality**. Record the number of matches and total number of documents.
2. Next search the same two areas for documents that contain both **environmental restoration and air quality**. Record your results.
3. Finally, **REFINE** your search by adding that the documents found in your last search must also contain the words: **Rocky Flats**. Record your final results.
4. If you have time, try an example from your own field of work.

## **SEARCH TIPS - APPENDIX B**

## ***ES&H TIS Search Tips***

**The ES&H TIS system uses the Verity Search 97 search engine which has some differences in query compilation than our old search engine WAIS.** If you were getting good at writing queries using WAIS than this tutorial is a must so your queries will return valid results. Writing a query is a way to ask a question about a subject. The way you ask questions in the form of queries determines which documents will be returned. The simplest way is to enter words that describe the subject you are interested in. The information below introduces how to write queries using Verity search features, and covers:

- How to write basic queries
- How to incorporate Verity operators
- Query examples

### **How to Write Basic Queries**

You can write a basic query using words and phrases, separated by commas. If you want to see documents about using text editors to create Web documents, you can start with a single-word query, such as:

editor

In this case, your query finds all the documents that include the word "editor." However, this search would include not only documents about text editors, but also documents about people who are editors. (You don't have to specify the plural form, because a basic search includes stemmed variations, such as "editors.") Documents about the Web that did not include the word "editor" would not be retrieved.

To ask for **more specific** results, you could enter **several words or phrases, separated by commas**, that describe the subject more precisely, such as:

text editor, document, web

In this case, your query finds documents that contain "text editor," "document," or "Web." (Case doesn't matter in queries: a word entered in lower case will match words in upper case, lower case, or mixed case.) The most relevant documents, such as those that discuss creating HTML documents for the Web using a text editor, will appear at the top of the results list.

### **How to Incorporate Verity Operators**

You can make your queries more specific by combining the words you used for basic queries with operators. Operators are special words that are used to indicate logical relationships between the descriptive terms that make up your query.

Here are basic operators that you can specify as part of queries:

| Operator    | Description                                                                                                                                                                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AND         | Finds documents that contain all of the search elements you specify.<br>Ex: nuclear AND workers                                                                                                                                                              |
| OR          | Finds documents that show evidence of at least one of your search elements.<br>Ex: nuclear OR workers                                                                                                                                                        |
| NOT         | Finds documents containing the word preceding it and excludes documents containing the word that follows it.<br>Ex: nuclear NOT control rods                                                                                                                 |
| <NEAR>      | Finds documents containing specified search terms, where the closer the search terms are within a document, the higher the document's score.<br>Ex: nuclear <NEAR> control rods                                                                              |
| <SENTENCE>  | Finds documents that include all of the words you specify within the same sentence.<br>Ex: nuclear <SENTENCE> pressurized water reactor                                                                                                                      |
| <PARAGRAPH> | Finds documents that include all of the search elements you specify within a paragraph.<br>Ex: nuclear <PARAGRAPH> boiling water reactor                                                                                                                     |
| <THESAURUS> | Thesaurus operator that searches for documents containing words that are synonyms for the word you specify.<br>Ex: <THESAURUS> altitude                                                                                                                      |
| , (comma)   | Finds documents containing at least one of the words specified, ranking them using "the more, the better" approach, so documents with the most evidence of the words searched for are given the highest rank.<br>Ex: nuclear, reactor, pressurized, accident |

NOTE: **AND**, **OR**, and **NOT** are treated as operators by default, and do not require brackets. If you want to use them as literal words, place them in double quotes. All other operators must be placed within brackets.

## More About Operators

Here are some additional operators that you can specify as part of queries:

- ? Wildcard operator that represents any one character. You can use a ? to specify the first letter of a word.  
Ex: DOE Order 420.?
- \* Wildcard operator that represents one or more characters. You cannot use a \* to specify the first letter of a word.  
Ex: hand\* (finds handbook, handle, handball, etc.)
- ' (single quotes) Placing a word in single quotation marks finds stemmed variations of the word. NOTE: The default behavior is to find stemmed variations if no quotation marks are used.  
Ex. 'edit' (finds "edited", "editing", "edition", etc.)
- " (double quotes) Placing a word in double quotation marks finds exact matches only, excluding stemmed variations of the word.  
Ex: "edit" (does not find "edited", editing", edition", etc.)

### Query Examples:

Using these examples, you can write queries that will return exactly the information you want.

#### **Finding Words**

Most queries can be written by entering the words and phrases you're interested in, separated by commas. If you were looking for information about the Web or about using laptop computers, you could enter:

web, laptop computers

This query returns documents that contain the terms "Web" (case doesn't matter in queries), "laptop computers," or both. Your results list will display a ranked list of documents, with the most relevant documents at the top of the list.

#### **Finding Phrases**

Perhaps you want to see documents that refer to a series of words that occur in a specific order, such as "Web publishing with HTML". You could enter the whole phrase:

web publishing with html

This query returns only documents that contain all of these words in the exact sequence you specified, including stemmed variations of the search terms.

### **Finding a Specific Subject**

The simple query returned some documents about the Web, some documents about laptop computers, and some about both subjects. If your real interest is in accessing the Web using a laptop computer, you can use the AND operator to be more specific. You could enter:

web AND laptop computers

This query returns only those documents that contain both "Web" and "laptop computers" in the same document, so this list will be shorter than the results of the query written using commas. (You can enter AND in lower case and it will still be treated as an operator.)

AND is treated as an operator unless it is surrounded by quotation marks. So if you want to use the word "and" as part of a phrase, place it inside quotation marks. For example, to search for the phrase "addresses and URLs", you would enter:

addresses "and" URLs

### **Excluding Terms**

You might want to specifically exclude certain documents from your results list. For example, you might want to see documents about most Web browsers, but you're not interested in Lynx. You could enter:

web browser NOT lynx

This query returns only documents referring to Web browsers that do not also mention Lynx. If a document includes both "Web browser" and "Lynx," it will be excluded.

Last modified: Friday, May 29, 1998 11:29:22

Search Tips is a reprint of the Search Tips in the TIS Web Site's main Search section.



## **Class Notes**