



End User Help – Classic UI

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Performing Basic Searches

You can search very easily in Primo. Just type one or more words that you are looking for and click the **Search** button. If you enter multiple words, Primo will return results that contain all of the specified terms.

Once you are familiar with the basic Primo search, you might want to try doing more with the Search panel or use the Advanced Search option (see [Performing Advanced Searches](#)). Both of these options offer numerous features for making your searches more precise and enable you to get results that are more useful.

Note

You may search for titles using ISBNs and ISSNs with or without hyphens. If you are not getting expected results with hyphens, please try your search again without hyphens.

How Can I Do More with the Search Panel?

You can do more than just a simple search with the Search panel by placing the following operators between words or phrases: **AND**, **OR**, and **NOT**. Searches with multiple operators are processed in the following order, from left to right:

1. **()** – Parentheses allow you to group search terms and alter the order of precedence. For more information, see [Grouping Terms Within a Query](#).
2. **AND** and **NOT** – left-to-right precedence is used in case of multiple operators.
3. **OR** – left-to-right precedence is used in case of multiple operators.

Primo's search engine uses a sophisticated algorithm that expands and alters queries so that the results are relevant to the user's search. Although operators provide greater control over the search, the full search string is not treated as a phrase and search enhancements (such as the inflection of a phrase based on correlation statistics) are not applied to the full query when operators are used. This means that the following queries are treated differently and may return different results even though they appear to be identical:

- **honey bee communication** – Primo treats the entire query as an phrase and returns results in which all of the words are in close proximity.
- **honey bee AND communication** – Primo treats **honey bee** and **communication** as separate phrases and returns results in which the phrase **communication** may not be in close proximity with the words in the other phrase.

For information on specifying exact phrases, see [Searching for a Phrase](#).

Note

- Primo assumes that you are searching for all of the words unless you type **OR** or **NOT** between words and phrases.
 - For right-to-left languages (such as Hebrew), the precedence is right-to-left.
 - Searches are not case-sensitive.
-

To become familiar with the operators and get the best results from your searches, refer to the following sections:

- [Searching for a Phrase](#)
- [Searching for Any Specified Words or Phrases](#)
- [Excluding Words or Phrases](#)
- [Searching Using Wildcard Characters](#)
- [Grouping Terms Within a Query](#)
- [Selecting Your Search Scope](#)
- [Using the Primo Central Search Scope](#)

Searching for a Phrase

To search for an exact phrase, type quotation marks around the phrase. You can combine both words and phrases in your search.

Note

- If you do not enclose the phrase with quotation marks, the system will find items that contain the individual words in the phrase, regardless of whether these words are located next to each other in the order specified.
- If a comma is used to separate words in a list, the comma must be followed by a space. Otherwise, the system will consider the comma to be part of the word and return fewer results than expected.

For example, to search for global warming as one term, type the following in the search box:



A screenshot of a search interface. The search box contains the text "global warming" in quotes. To the right of the search box is a dropdown menu showing "Volcano Island" with a downward arrow. Further right is an orange "search" button and a link for "Advanced Search".

Searching for Any Specified Words or Phrases

You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, type **OR** between the words or phrases.

Note

If you search for words or phrases without specifying **OR** or **NOT**, Primo assumes that you are searching for all the specified words or phrases.

For example, to search for items with the word **Irish** or the word **Celtic**, type the following in the search box:



A screenshot of a search interface. The search box contains the text "irish OR celtic". To the right of the search box is a dropdown menu showing "Volcano Island" with a downward arrow. Further right is an orange "search" button and a link for "Advanced Search".

Note

To use Boolean operators (AND, OR, NOT) within search phrases, you must enter them in uppercase letters. Otherwise, Primo removes them and performs a simple search that includes all search phrases.

Excluding Words or Phrases

You can exclude items that contain specific words or phrases. To do so, type **NOT** and then type the word or phrase to exclude.

Note

If you search for words or phrases without specifying **OR** or **NOT**, Primo assumes that you are searching for all of the specified words or phrases.

For example, to search for items with the word **Celtic** and exclude any of these items with the word **Irish**, type the following in the search box:



The image shows a search interface with a text input field containing the query 'celtic NOT irish'. To the right of the input field is a dropdown menu with 'Volcano Island' selected. Further right is an orange 'search' button and a blue 'Advanced Search' link.

Note

If parentheses are not used for a query that contains multiple operators, it is recommended that you use the **NOT** operator last to ensure that results are excluded from the entire query. For example: `cycling AND safety NOT helmet`. If it is necessary to place the **NOT** operator elsewhere, make sure that you enclose the operation with parentheses. For example: `(cycling NOT safety) OR helmet`.

Searching Using Wildcard Characters

You can include the following wildcard characters in your searches:

- **?**—enter a question mark to perform a single character wildcard search. For example, type **wom?n** to search for records that contain the strings **woman**, **women**, and so forth.
 - *****—enter an asterisk to perform a multiple character wildcard search. For example, type **cultur*** to search for records that contain strings, such as **culture**, **cultural**, and **culturally**.
-

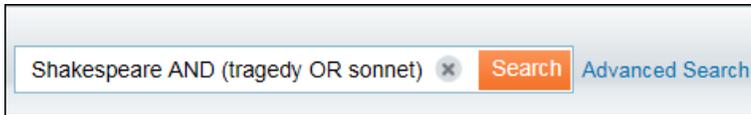
Note

The system ignores wildcard characters placed at the beginning of search terms. For example, the system treats the search terms **?aying** and ***aying** as if you had searched for **aying**.

Grouping Terms Within a Query

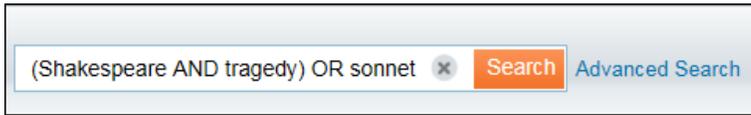
You can use parentheses to group terms to clarify the order of multiple operators specified in a query.

Example 1: The following query searches for records that contain **Shakespeare** and either **tragedy** or **sonnet**:



Shakespeare AND (tragedy OR sonnet) Search Advanced Search

When using more than one operator, it is strongly recommended to use parentheses to clarify precedence. For example, if no parentheses are specified in the above query, Primo will apply the precedence rules (see [precedence rules](#)) and instead group the words **Shakespeare** and **tragedy** as follows:



(Shakespeare AND tragedy) OR sonnet Search Advanced Search

Note

After the results are returned, Primo will display the altered query in the search box so that you can decide whether to modify and re-execute your query to get expected results.

Example 2: The following query searches for records that contain either **Irish** or **Celtic** and do not contain **Gaelic**:



(Irish OR Celtic) NOT Gaelic Search Advanced Search

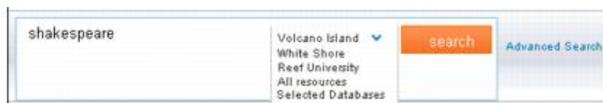
If no parentheses are specified in the above query, Primo will apply the precedence rules and instead group the words **Celtic** and **Gaelic** as follows:



Irish OR (Celtic NOT Gaelic) Search Advanced Search

Selecting Your Search Scope

The search scope defines where the system should perform the search. A default search scope is predefined based on your login, usually corresponding to your major field of study or some other criteria set up by the institution. However, you can change the scope of your search by selecting a search scope from the drop-down list as shown in the following example.



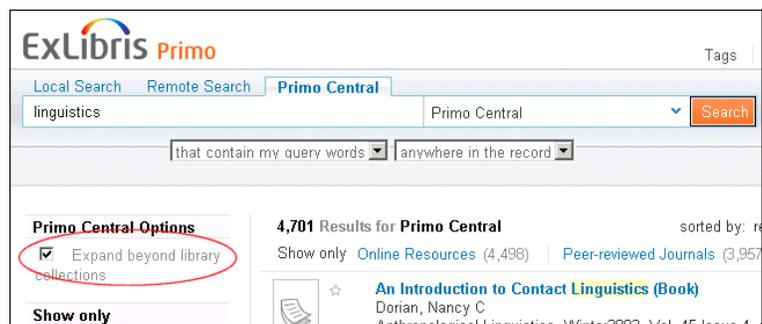
shakespeare Volcano Island White Shore Reet University All resources Selected Databases search Advanced Search

The Selected Databases scope allows you to search remote databases that you have selected using the Find Databases feature. For information on selecting remote databases, see [Selecting Databases](#).

Using the Primo Central Search Scope

Primo Central is a centralized search index that encompasses tens of millions of records of global or regional significance that are harvested from primary and secondary publishers and aggregators. To search from these resources, select the **Primo Central** search scope or a search scope that includes it.

If you want to receive results for Primo Central items that do not contain full text, select the Expand beyond library collections check box.



The screenshot shows the ExLibris Primo search interface. At the top left is the ExLibris Primo logo. Below it are tabs for 'Local Search', 'Remote Search', and 'Primo Central'. A search bar contains the text 'linguistics' and a dropdown menu is set to 'Primo Central'. A 'Search' button is to the right. Below the search bar are two dropdown menus: 'that contain my query words' and 'anywhere in the record'. On the left side, under 'Primo Central Options', there is a checked checkbox for 'Expand beyond library collections', which is circled in red. Below this is a 'Show only' section. On the right, it shows '4,701 Results for Primo Central' and 'sorted by: re'. Below this are links for 'Show only Online Resources (4,498)' and 'Peer-reviewed Journals (3,957)'. The first result is 'An Introduction to Contact Linguistics (Book)' by Dorian, Nancy C, from 'Anthropological Linguistics, Winter 2003, Vol. 45, Issue 4'.

Performing Advanced Searches

Note

For details on the new UI, see [Performing Advanced Searches](#).

The Advanced Search page allows you to create more complex searches by combining multiple search boxes, which are separated by an operator.

The screenshot displays the Advanced Search interface. It features two search boxes, each with a 'Field Selector' (set to 'Any') and a 'Search Type' (set to 'contains'). An 'Operator' dropdown is set to 'AND'. To the right, there are 'Filters' including Language (Any language), Material Type (All items), Start Date (Day, Month, Year), End Date (Day, Month, Year), Publication Date (Any year), and Search Scope (Primo Local Repository). At the bottom, there are 'Search', 'Clear', and 'Simple Search' buttons.

Advanced Search Options

In addition to the capabilities provided with the basic search (see [Performing Basic Searches](#)), you can specify the following options:

- Field selector – For each search box, this parameter allows you to narrow the search to all search fields or a particular field (such as title and subject).
- Search type – For each search box, this parameter indicates whether the phrases in your query are treated as phrases or exact phrases. The following values are valid:

Note

If your query includes operators that separate phrases in which one or both of the phrases contain multiple words, Primo will use parentheses to group the words in each multiple-word phrase. For example, Primo will convert the query **Donald Duck OR Disney** to **(Donald Duck) OR Disney** to distinguish it from the following query: **Donald (Duck OR Disney)**.

- **is (exact)** – Returns results that contain phrases that exactly match the phrases specified in the query.
- **contains** – Returns results that contain all words in the phrase, but the words may be in a different order and may not be as close together.
- **starts with** – Returns results that contain words that start with the specified string. This type performs left-anchored title searches only.
- Operators – As with basic searches, you can include the following operators between words and phrases in each search box: **AND**, **OR**, and **NOT**. In addition, the **Operator** drop-down list allows you to select the operation that is used between search boxes. For more information on operator precedence, see [Precedence Rules](#).

- Filters – Advanced searches allow you to apply various filters (such as material type and date ranges) to your initial queries.

In the following example, matching records must contain either the words **Donald** and **Duck** or the words **Mickey** and **Mouse** in the title, and the subject of the records must not have the exact phrase **Amusement Parks**. From the matching records, only the English articles are displayed in the results.

in the title	contains	(Donald Duck) OR (Mickey Mouse)	NOT
in subject	is (exact)	Amusement Parks	
Publication Date:	Any year		
Material Type:	Articles		
Language:	English		
Start Date:	Day	Month	Year
End Date:	Day	Month	Year
Search Clear Simple Search			

Advanced Search Example with Operators

Using Browse

The Browse search allows you to browse library material (local material only) in order to find information of relevance quickly. You can browse material by author, title, and subject. In the results, you can click an underlined entry to see its associated records. It is also possible to browse by call number, which returns a list of associated records in brief format. Clicking a title displays its full record.

The screenshot shows the ExLibris Primo interface. At the top, there are navigation links: Guest, e-Shelf, My Account, and Sign in. Below that are Library Search, Tags, A-Z, Help, and Language: English. The search box contains 'By title' and 'bankruptcy'. There are two buttons: 'Browse' (highlighted in orange) and 'Simple Search'. Below the search box, it says 'prefix "bankruptcy" in titles list' with navigation arrows. A table follows with columns 'Number of records' and 'Entry'. The table lists several entries related to bankruptcy, including 'Bankruptcy', 'Bankruptcy Abuse Prevention and Consumer Protection Act of 2001', 'Bankruptcy Abuse Prevention and Consumer Protection Act of 2005', 'Bankruptcy act and rules', 'Bankruptcy and arrangement proceedings: April 1956', and 'Bankruptcy law and practice'. At the bottom, it says 'prefix "bankruptcy" in titles list 123' with navigation arrows.

Number of records	Entry
5	Bankruptcy
1	Bankruptcy Abuse Prevention and Consumer Protection Act of 2001
2	Bankruptcy Abuse Prevention and Consumer Protection Act of 2005
1	Bankruptcy act and rules
1	Bankruptcy and arrangement proceedings: April 1956
1	Bankruptcy law and practice

Example Browse Results by Title

To access Browse, click the **Browse Search** link next to the simple search box, as shown below.

The screenshot shows the ExLibris Primo search interface. At the top, there are navigation links: Library Search and Tags. Below that are Local Search and Remote Search tabs. The search box is empty. There are three buttons: Search (highlighted in orange), Advanced Search, and Browse Search (highlighted in red). Below the search box, there are three dropdown menus: Search Limited to: All items, that contain my query words, and anywhere in the record.

Browse Search Link

Your Space in Primo

This section contains topics associated with your personal space and settings in Primo.

Why Should I Sign In?

When you sign into Primo, you are able to do the following:

- **Set preferences for your current and future sessions.** You can set your preferences so that they reflect the way you usually search, and save them for future sessions.
- **Add items you found and queries you submitted permanently to your e-Shelf.** You can save items from your results list to your basket and you can save queries that you have performed for future use.
- **Set alerts for your queries.** You can set a query to become an alert, that is, to run automatically and send you email notification once it locates new items answering your search criteria.
- **Access external licensed resources.** The institution offers licensed information resources to its users. Once you sign in, you can search and retrieve items from these additional resources.
- **Use library services.** You can benefit from library services such as requesting or recalling items.
- **Tag and review items.** You can assign words or phrases to items to help you organize and locate items later. Since tags are made public, other users can view your tags and use them. Additionally, you can review items to share your opinions with others.

Why Should I Sign Out?

You should sign out of Primo so that your searches remain private and your personal settings and e-Shelf are not tampered with by anyone else.

My Account

My Account enables you to view the contents of your library card and perform library services, such as renewing a book or canceling a request. In addition, it lets you define your personal Primo settings. To access My Account, click the **My Account** link, which appears at the top of each page in Primo.

Personal Settings

You can tailor the Primo user interface so that it reflects the way you usually search. For example, you can specify the default language, the maximum numbers of search results per page, your default e-mail address, and your cell phone number. To set your preferences, click the **Personal Settings** option on the left side of My Account.

Note

To keep your settings for future sessions, you must sign in and save your preferences.

Using E-Shelf

e-Shelf allows you to save and organize items that you find during your Primo session. To access e-Shelf, click the e-Shelf link at the top of the page.

Saving Items to E-Shelf

When you select the **Star** icon for an item in the search results, the system highlights the icon and adds the item to the **Basket** folder in e-Shelf.



Note

You must sign in to save items in e-Shelf for future sessions.

If you want to add all of the items on the page, click the **Add page to e-Shelf** link that appears either above or below the facets.

Removing Items from E-Shelf

To remove an item and all of its copies in the various folders in e-Shelf, select the highlighted **Star** icon next to the item in the search results.



If you do not want to delete all copies of an item in e-Shelf, you must remove each copy directly from e-Shelf. For more information on removing items from e-Shelf, see [Managing Items](#).

Viewing Items Saved in E-Shelf

To view items that are saved in e-Shelf, click the Basket folder or any of its subfolders. From the list of items, click the item that you want to display.

Managing Folders

From the e-Shelf tab, you can perform the following operations on folders:

Folder Operations

Button	Description
	Create Folder – Click this button to add a new folder under the selected folder.
	Rename Folder – Click this button to rename the selected folder.
	Copy Folder – Click this button to copy the selected folder into memory. The original folder will not be changed or deleted.
	Paste Folder – Click this button to paste the last folder placed into memory into the selected folder.
	Delete Folder – Click this button to delete the selected folder from Basket.
	Add Note – Click this button to add a note to a folder.
	Modify Note – Click this button to modify a folder's note.

Managing Items

From the e-Shelf tab, you can perform the following operations on items:

Item Operations

Button	Description
	Cut Items – Click this button to cut the selected items and to place them into memory.
	Copy Items – Click this button to copy the selected items into memory.
	Paste Item – Click this button to paste the last items placed into memory into the current folder.
	Delete Items – Click this button to delete the selected items.
E-mail	E-Mail Items – Click this button to email the selected items.
Print	Print Items – Click this button to print the selected items.

Button	Description
	Save Items – Select an option (such as Push to Connotea) from the Save pull-down list and then click this button to save the selected items.
	Add Note – Click this button to add a note to an item.
	Modify Note – Click this button to modify an item's note.

Using Find Databases

The Find Databases option enables you to search for specific remote databases and include these databases in Primo searches.

To display the Find Databases lightbox, click the **Find Databases** link, which appears at the top of each page and to the right of the Search Scope drop-down list on the Advanced Search page.

The screenshot shows the 'Find Databases' lightbox interface. At the top left, it is titled 'Find Databases' with a 'Help' link and a close 'X' button. Below the title are several input fields: 'Name:' with a text box and a 'Contains' dropdown menu; 'Publisher:' with a text box; 'Keywords:' with a text box containing the word 'journal'; and a checked checkbox labeled 'Include restricted databases'. To the right of these fields are three dropdown menus labeled 'Type:', 'Category:', and 'Sub-category:'. Below the input fields are two buttons: 'Find databases' and 'Clear Selection'. At the bottom of the lightbox, there are three tabs: 'All Databases' (which is selected and highlighted in orange), 'Databases results(54)', and 'My Databases (4)'. Below the tabs is a navigation bar with letters A through Z and a '#' symbol. The main area displays a list of databases with checkboxes and 'Show Info' links. The first few entries are: 'A Å Rorbuer & Vandrøhjem', 'AASS NewsNet Archive (EastView)' (checked), 'ABELL (PQ)' (checked), 'ABU: bibliothèque universelle', 'Academic information (DBPIA)국가지식; 학술정보(디비피아) (No access)', 'Academic Search Premier(EBSCO)', and 'Academy of Natural Sciences'. At the bottom left of the lightbox is a 'Go to Search' button.

Find Database Lightbox

From this lightbox, you can perform the following actions:

- [Searching for Databases](#)
- [Selecting Databases](#)
- [Viewing Database Search Results](#)
- [Using the My Databases Tab](#)

In addition, you can click the **Go to Search** button that appears at the bottom of the All Databases and Databases results tabs to use the currently selected databases to perform a searches.

Searching for Databases

The All Databases tab displays all of the databases to which your institution has subscribed. If you would like to search for specific databases, fill in the relevant fields on the upper section of the lightbox and then click the Find Databases button. To display the results, click the Databases Results tab.

If you want to clear all selections and start a new search for databases, select the Clear Selection button.

Selecting Databases

You can select databases from either the All Databases tab or the Databases Results tab (if you have performed a search). Databases that are marked as restricted cannot be searched, but can be linked to directly.

Note

Because some of the restrictions are due to authorization, it is recommended that you sign in.

To select databases, select the check box next to each database that you want to include in Primo searches. As you select a database, it is added to the Current Selection set on the My Databases tab. You can either leave these selections in the current set, add them to an existing set, or add them to a new set.

After you have completed your selections, click the Go to Search button to exit the lightbox. To search one of your sets, you will need to select the set from the search scope drop-down field next to the the Search box.

Viewing Database Search Results

The Databases Results tab contains a list of all the databases that match the criteria you specified in the database search (see [Searching for Databases](#))

Using the My Databases Tab

The My Databases tab displays a list of all the databases that you have selected from either the All Databases tab or the Databases Results tab. It may also include any sets that you have created. From the My Databases tab, you can create sets, add databases to sets, add notes to sets, and view currently selected databases.

Using the Brief Results

The Brief results display all the items that match your search query. For each item, the following information displays:

- Resource Type – the format of the item, such as book, article, journal, and so forth.
- Title – Depending on your institution’s configuration, clicking the title displays either the item’s information or the online resource.
- Author, creator, and date – the item’s author, creator, and publication date
- Star icon – click the **Star** icon next to the title to add or remove the item from your basket. A highlighted star indicates that you have already added it to your basket.

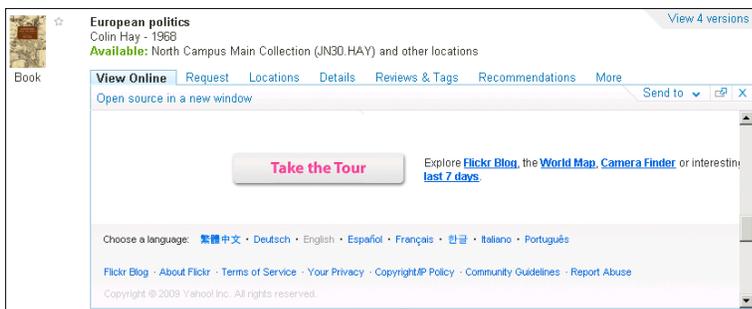


Brief Results

Brief Results Tabs

If you would like to see more information on an item, you can select the following tabs:

- **View Online** – This tab displays items that are available for online viewing. If the item has multiple entries, click an entry to display the item on a new page.



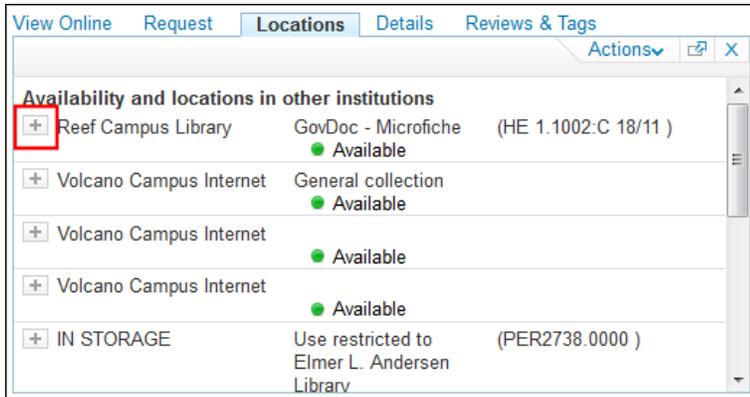
View Online Tab

- **Request** – This tab allows you to request physical items (such as books and audio CDs) from your institution. Depending on your institution, you may be able to request these items directly from Primo. Otherwise, this tab will link you to your institution to perform requests.

Note

You may have to sign in to Primo or your institution to make a request.

- **Locations** – This tab lists all of the locations that hold this item. To get more information on a location, click the location's link. Click the **Plus** icon to reveal an institution's locations.



Select Plus Icon to Reveal Locations for Institution

- **Details** – This tab displays the item's full record and additional links.



Example Details Tab

- **Reviews & Tags** – This tab enables you to add, delete, and update reviews and tags for an item.



Example Review and Tags Tab

- **Recommendations** – This tab displays additional items, which are based on searches that were performed by users that have also viewed this item.
- **More** – This tab displays additional links, such as provided by the SFX link resolver.

Broadcasting and politics in Western Europe [View 4 versions](#)
Raymond Kuhn
Available: North Campus Main Collection (JC573 EB6) and other locations

[Request](#) [Locations](#) [Details](#) [Reviews & Tags](#) [Recommendations](#) **More** [Send to](#) [PDF](#) [X](#)

ExLibris SFX [Language](#) English

Title: European Politics
Source: New media Society

▸ **Full text**
Full text available via EBSCOhost

▸ **Holding information**
Holdings in my library catalogue

[More Options](#)

Example More Tab

Using Queries, Alerts, and RSS Feeds

This section contains topics associated with search queries.

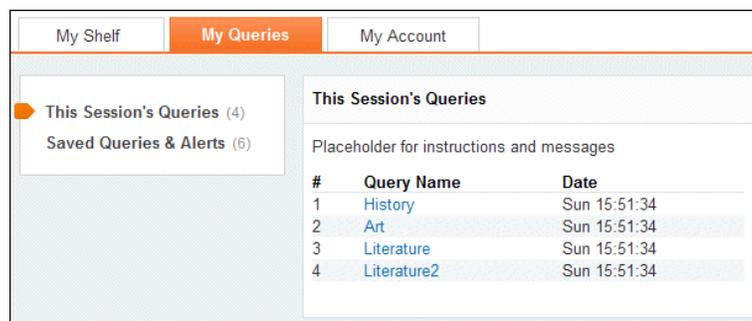
What is a Query?

A query is a word or phrase you specify in the search panel to request information. You can do the following with queries:

- View the current session's queries and results.
- Save a query from the current session in order to use it later.
- Activate alerts on your saved queries to have them run automatically at scheduled times to provide you with updated results from queries.
- Activate RSS feeds to receive updates for your favorite queries. For more information, see [Activating RSS Feeds](#).

Viewing and Saving Queries

If you are signed in, you can save a query by clicking the Save query link, which appears below the facets on the Brief Results page. You can access your saved and session queries by clicking either the e-Shelf or My Account link and then clicking the My Queries tab.



The screenshot shows a user interface with three tabs: 'My Shelf', 'My Queries' (selected), and 'My Account'. Under 'My Queries', there are two sub-sections: 'This Session's Queries (4)' and 'Saved Queries & Alerts (6)'. The 'This Session's Queries' section contains a table with the following data:

#	Query Name	Date
1	History	Sun 15:51:34
2	Art	Sun 15:51:34
3	Literature	Sun 15:51:34
4	Literature2	Sun 15:51:34

My Queries Tab - This Session's Queries

This tab contains the following folders:

- **This Session's Queries** – this folder lists all of the queries that you have performed in the current session.
- **Saved Queries & Alerts** – this folder lists all of the queries and alerts that you have saved.

Note

If you are not signed in, your queries are available only during the current session.

You can run a saved query yourself, or you can set it as an alert that runs automatically at scheduled times and sends you new results by e-mail.

What is an Alert?

An alert is a process that runs your query automatically at scheduled times and sends you new results via e-mail.

Viewing and Activating Alerts

To view the list of alerts, click the **Saved Queries & Alerts** menu. To configure an alert for a saved query, click the Update link for that query and then specify the alert settings.

Activating RSS Feeds

Syndicated content, otherwise known as Really Simple Syndication (RSS), is a popular way to distribute information from Web sites. For example, using RSS, a news site or a blog can automatically feed its news articles or entries to a group of subscribers.

RSS feeds in Primo are used to notify you of new or updated items found by the query. RSS feeds can be activated from either the search results or the Saved Queries & Alerts folder on the My Queries tab. All that you need is to have an RSS reader installed on your computer.

If your browser supports RSS, click the **rss** link, which appears either above or below the facets. A window from which you can subscribe to the RSS feeds opens. Follow the instructions in the window.

If your browser does not support RSS, click the **rss** link, copy the URL, and paste it into the RSS reader.

Tagging

Tags are words or phrases that you can assign to items to help you organize and remember them. You share your tags with the community, enabling you to see the tags assigned to items by other users. In addition, tags you assign to items will also be available to the community. You can assign as many tags to an item as you like.

Tags assigned to an item can be displayed as one of the following:

- **Cloud** – An alphabetic list of tags where the size of the text reflects the popularity of the tag, that is, the number of items you or the community have assigned to this tag.
- **List** – A list of the tags arranged in order of popularity, so that the most popular tag appears at the top of the list. The number of items that have been assigned this tag appears in parentheses to the right of the tag.

Click a tag to search for all items that have been assigned the tag. Using the Tagging panel, you can:

- View all tags assigned to this item
- Assign and remove tags for this item
- Search for all items that have been assigned one of this item's tags

How Do I Tag?

The tags you see are listed in order of popularity, with the most popular tag at the top of the list. You can see all the tags you are using, as well as everyone else's tags for this item.

When you assign a tag, keep in mind the following question, "What tags or words will help me remember this page a few months from now?" This is a good starting point for assigning tags. You do not have to rely on the designer of a system to provide you with an appropriate category. You make up tags as you need them, and use the tags that make the most sense to you.

Note

Do not delete existing tags from the Add or delete tags for this item area unless you want to remove them from this item.

You can do the following:

- **Assign an existing tag to the current item.** Select the box next to the tag you want to assign to the item or type the tag name into the Add or delete tags for this item area. You can check as many tags as you want. If you are typing the tag names into the Add or delete tags for this item area, type a comma between each tag name.
- **Assign a new tag to the current item.** Type the name of the new tag in the Add or delete tags for this item area.

Note

Tags must not exceed 35 characters and can contain only letters, numbers, hyphens, underscores, and apostrophes.

- **Remove your tag from the current item.** Delete the tag in the Add or delete tags for this item area or uncheck the tag in the list of tags.

How Do I Search for a Tag?

A list of tags is available in the Tags page, where they are arranged according to how recently they were assigned and their popularity. The most popular tag list can also be viewed as a cloud.

You can search for additional tags that do not appear on the Tags page by typing a search string in the Search for Tag area and then clicking **GO**.