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Select **CIAO**, the Homepage of Columbia International Affairs Online will display as the following

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search	limit to the following content collection(s), or select none to search all of CIAO:				
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books	Dooks Case_studies				
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atlas	For more search options, please see CIAO's Advanced Search				
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access help	phrases.				
COLUMBIA	Searching for Returns pages containing				
UNIVERSITY	disarmament The word disarmament				

## Browse

The left column of Home page provide different content collections, from which user can select and browse, see next figures.



User ● selects, for example, "working papers", and next, ② chooses one institutions from the list to view more as the following.



### **Browse Other Content Collections**

Aside from working papers, user can also browse other content types provided, namely journals, books, policy briefs, case studies, course packs, and videos. Other browse shows sample of journals as the following.

	[journals]		
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CIAO's collection of journ journal's articles is availa	A publication of: American Diplomacy Publishers		
to access a link to the jo	URL: http://www.unc.edu/depts/diplomat/		
For articles not found on • <u>African Journal</u> • <u>al Nakhlah</u> • <u>All Azimuth: A</u> • <u>Alternatives: T</u>	American Diplomacy is an electronic publication available free to all users of the world wide web. It was founded in 1996 by a group of retref American Foreign Service officers and staffed entriely by voluntees. Dramajo on the experiences and analyses of Foreign Service personnel, active and retried, as well as the expertise of scholars, it seeks to inform readers about international issue in a responsible, nonpartison manner, from a practical variatego point not readly available elsewhere. It advocates strengtheming and improving the Foreign Service of the luinted States and hopes to forster public understanding an support of that institution by providing Foreign Service personnel a place to present their views on users and problems they have confronted in their professional lives.		
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Click then to access a link to home page of the journal and further click to view articles as below.



#### Search

For basic searching, from Home page, user can limit results with content types and type then words and/or phrases, or simply enter keyword, i.e. "Iraq" into the search box and click "search" as below.

ciao	[search]	
search	limit to the following content collection(s), or select none to search all of CIAO:	
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books	BOOKS Case Studies	
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course packs	iraq	
videos		
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atias	For more search options, please see CIAO's <u>Advanced Search</u>	

Search results displayed on next page provide all types of contents and with related searches available.

From the results list, **①** user can view more information of each title as the following.



Besides, **②** "Related Searches" on the right enable user to get narrow results, i.e. click on "future Iraq", the user will access to specific information on "Future of Iraq" as the following.



Some titles may contain many titles collected from different sources, for example, selecting "CIAO Iraq Special Section" will obtain list of titles on the topic. The list contains articles, PDF, and an independent task force report.

# **Advanced Search**

Advanced search option enables user to formulate search and limit results according to his needs.

ADVANCED SEARCH	
Find Results	
with all of the words diplomacy 20 results  with the exact phrase with at least one of the words without the words	
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Return pages written in English	
File Format	
Only  return results of the file format any format	
Occurrences	
Return results where my terms occur in the title of the page	
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e.g. google.com, .org	
Sort	
Sort by relevance	
	Search

From above figure, user requests search results on **●** "diplomacy" only in **❷** English and **❸** occur in the title of the page, and click "search".



Select result(s) with PDF full text in order to download full text file, see figure above.

# **Download and Import PDF Full text**

To download full text file, from above figure, after selecting an item with PDF, ① Click on <u>file</u>, select <u>Save</u> <u>as</u>, ② the **.PDF** file will prompt as default name, and ③ Click <u>Save</u>. PDF full text file is ready for import.



To import PDF, user has to open EndNote program, at the menu bar click then on "File" and select "Import" and "File", the next screen will display as the following

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Choose appropriate PDF file, Import option as "PDF", and click "Import." PDF full text file will be directly added to EndNote library.

## **Close CIAO**

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By Ploenchan Akvanich, Research Support Service, Chulalongkorn University. © 1<sup>st</sup> Issue August 2012.