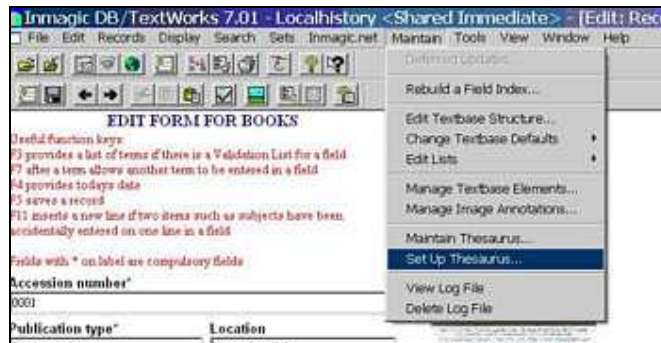


Using a thesaurus with DB TextWorks

Later version of DB TextWorks have the facility to create a thesaurus linked to a field eg Subjects.



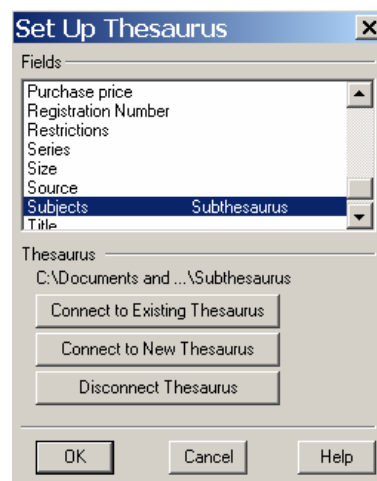
Go to the Maintain menu
Select Set up Thesaurus



Choose field that will access the thesaurus
Click Connect to New Thesaurus if creating a new thesaurus
Or Connect to Existing Thesaurus if a suitable thesaurus exists



In Save in box decide where thesaurus files will be saved
 In File Name Box type in name of thesaurus
 Click Save button



When thesaurus has been created click the OK button

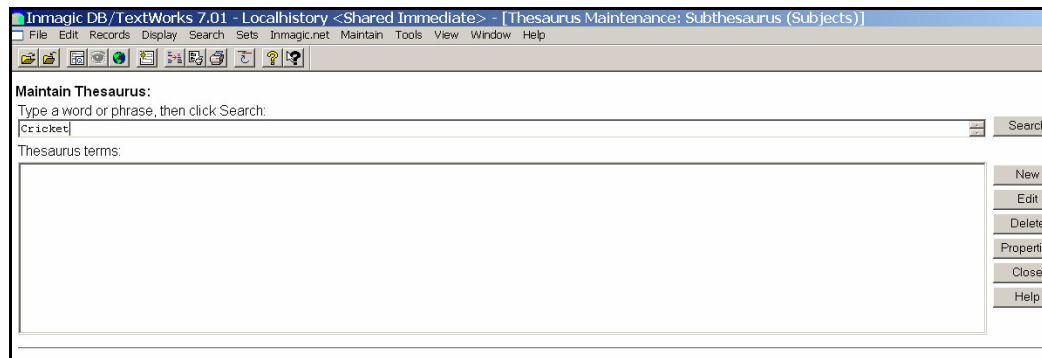
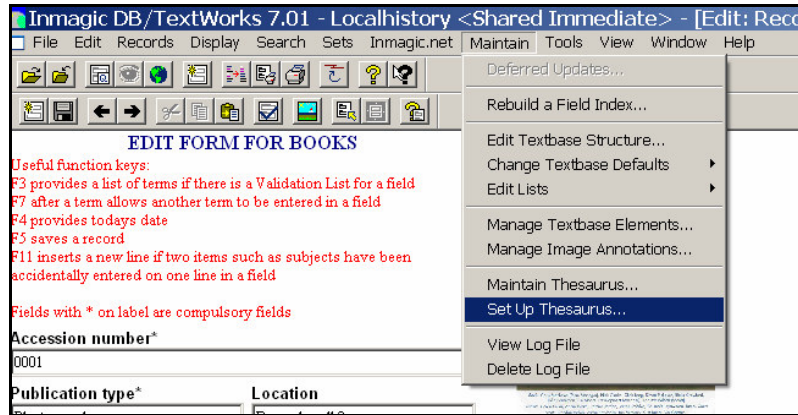
To add terms to or modify thesaurus

Choose Maintain menu

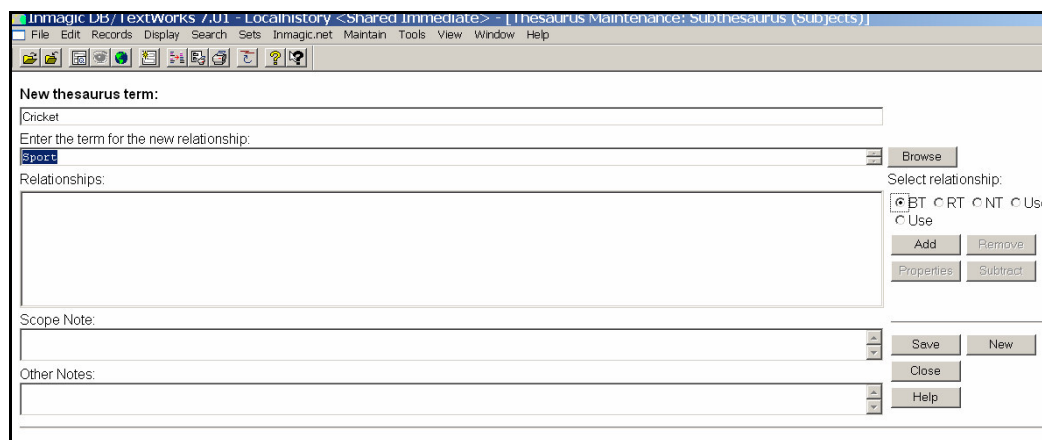
Maintain Thesaurus to open the Maintain Thesaurus window in order to add or modify a thesaurus term, including its relationships.

If you have more than one thesaurus connected to your database, the Select Thesaurus to Maintain dialog box opens first. If you have a thesaurus database open, the Maintain Thesaurus window for that thesaurus opens.

Note: You should always use the Maintain Thesaurus window to add or modify individual thesaurus terms. Using this window ensures that relationships are established when necessary (which will not happen if you try to add or modify a thesaurus term by editing the thesaurus database directly).



Type a term in the box
Click New button



To relate the term to another term in the thesaurus
Type the name of the additional term in the Enter the form for the new relationship box (or use Browse button to locate a term already in the thesaurus)

In this example the new term is Cricket and we are relating this term to the broader term (BT) Sport

Click Add button

Additional relationships can be added to the term
When finished click Save button

To use the DB TextWorks thesaurus

When the cursor is placed in the field connected to the thesaurus the Eye icon lights up – this can be clicked to access the thesaurus

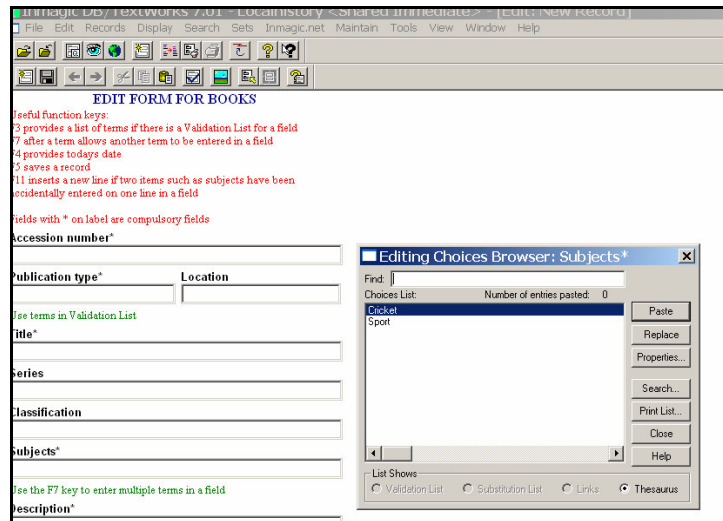
Or

Use the F3 key

Or

Click Right mouse button and select Browse Choices

The term can then be selected and pasted into the field.



A thesaurus can be designed and linked to any field eg Author for an authority file of authors.

A thesaurus provides uniformity when choosing terms.

Creating and linking a thesaurus allows the preparation of a list of terms specific to your collection.

The *Victorian Local History Thesaurus* is another option available.

This is a set of html files which is available online as one of the resources on Local History Online – www.historyvictoria.org.au/online.htm - or on a cd-rom available from the RHSV.

When the database is being used also open the *Victorian Local History Thesaurus* files to refer to as required.