



### New Testament Abstracts on CD-ROM

New Testament Abstracts (NTA) indexes journal articles and book notices relating to New Testament studies since 1988. NTA provides an abstract or a brief description of the contents and the argument of the journal article or book notice. This information helps to eliminate irrelevant resources from your search list.

#### Getting Started

##### 1. At the Workstation

Click on New Testament Abstracts from the electronic resources icon on the desktop. You will see a screen entitled New Testament Abstracts that instructs you to "Click here to begin."

##### 2. The Contents Page

Next you will see a screen entitled New Testament Abstracts Contents. The page is divided into three headings: (1) periodical abstracts: a listing of journal articles with a brief abstract, (2) year, and (3) book notices: a listing of books with a brief abstract. Under periodical abstracts and book notices you will see a series of 3 sets of numbers for each year. These indicate the volume and the number of each issue of NTA since it was originally in print form and published three times a year. Thus volume 32 of NTA came out in 1988 in three issues.

##### 3. The Toolbar

At the top of the window, below the menu bar, you will see a series of icons that allow you to perform numerous functions including searching, adjusting screen size, adjusting page setup, moving between pages, etc. Getting to know these icons is essential to finding your way around NTA. From left to right they are:

i) **page display icon**-Show/Hide Navigation pane allows you to adjust the window display, giving you the options of the window with bookmarks or with thumbnails.

ii) **tool icons**-Hand Tool (H), Zoom in (Z), and Text select (V) allow you to manipulate the page you are viewing by moving it around, enlarging it or cutting and pasting a text into another application.

iii) **directional icons**-six icons (First Page, Previous Page, Next Page, Last Page, Go To Previous View, Go To Next View) allow you to move through the pages of an open issue of NTA. *(binoculars alone) can only be used to search the NTA issue*

iv) **page view icons**-three icons (Actual Size, Fit in Windows, Fit Width) enable you to adjust the size of the NTA page within the main window.

v) **find/search icons**-five icons (Find, Search, Search Results, Previous Highlight, Next Highlight) that are used for searching NTA. *Note that the Find tool currently displayed on the screen.* The remaining four icons are used to search the whole database of NTA.

#### Searching NTA

NTA gives you two search options: (1) search an individual issue for journal abstracts or book notices or (2) search all of NTA (volumes 32-42). The purpose of your search will determine which option you choose. For example, if you want to find abstracts for articles or books on a topic for a specific year, searching by individual volume will be useful. However, if you are doing a more general query into the articles or books on a given topic, searching the entire NTA database will be more beneficial.

#### Basic Searches

To search all of NTA (volumes 32-42), both journal abstracts and book notices, go to the Contents Page and click the **Query icon** on the Acrobat toolbar (binoculars with a page). A search screen will appear, prompting you to enter your search criteria (subject, title, author,

biblical citation, etc.). After clicking "search," the Search Results will appear indicating the number of items found, as well as listing each item.

*(Beside the items on the list you will notice circles with varying degrees of shading. This feature is called the relevance ranking as it indicates the likelihood of an item's relevance to your search request. A fully shaded circle indicates items of highest relevance while an empty circle reveals the lowest.)*

- Click **View** in the Results box to view a journal abstract or book notice. In addition to the author, article title, journal title, and publication information, the abstract gives you a brief summary of the article's subject matter
- Click the **Next Highlight icon** on the toolbar (arrow pointing right with page) to move on to the subsequent abstract or book notice. If you wish to view an item that you saw previously, select the **Previous Highlight icon** on the toolbar (arrow pointing left with the page). If you want to return to the box listing the items that were found, choose the **Search Results icon** (page with pie graph).

#### Advanced Searches

NTA offers two choices for advanced searches, expanding or limiting a search.

##### 1. Expanding a Search

If you wish to explore every possible item related to your subject, then you may want to expand your search by using some of the following options:

a) *Wild-card characters.* Adding these characters to your search term enables you to find items with different forms of that one word. Adding an asterisk (\*) to a form of the word replaces multiple letters, e.g. Matt\* will find items with Matthew, Matthew's, or Matthean and apocalyp\* will find items with apocalypse, apocalypses,

and apocalyptic. Adding a question mark (?) to a form of a word replaces a single character, e.g. Lu?an will find items with the words Lucan or Lukan.

b) *Boolean "OR" operator*. Combining OR with your search criteria allows you to link closely related search words so that items containing either word will be found, e.g. Revelation OR Apocalypse; Luke OR Luke-Acts.

c) *Words Stemming*. Checking this box on the Search Query form will allow you to search the database for items having words that share the same stem as your search term, e.g. hermeneutics will yield items with hermeneutic, hermeneutically and hermeneutical.

d) *Sounds Like*. Checking this box on the Search Query form will allow you to find items having different spellings of words, e.g. Smith, Smyth, and Smythe.

e) *Thesaurus*. Checking this box on the Search form enables you to locate items that have words with similar meanings to your search term. e.g. entering prostitute and clicking thesaurus will find documents with the terms courtesan, harlot, and whore.

#### (ii) **Limiting a Search**

If you wish to define your search around particular parameters, you can use any of the following options:

a) *Refining a Search*. This option enables you to create a sub-set of items from a previous search. For instance, if your initial search was for items relating to the Synoptic problem, you can refine this list to include only items containing the words Griesbach hypothesis. Begin by opening the Search Results box for your previous search on the Synoptic problem (click the icon with the page and the pie graph). Click the Search Query icon (binoculars and the page) and enter the search term Griesbach hypothesis into the search box. With the Search form still open, press Ctrl and the search button will transform into a Refine button. Click Refine and a sub-set of items will be created.

b) *Boolean "NOT" operator*. Combining NOT with your search terms enables you to locate items that do not have a certain term, e.g. NOT Goulder. Another way to use the NOT operator is in combination with another Boolean term, e.g. Synoptic problem AND NOT Griesbach. This will find items relating to the Synoptic problem but not to the Griesbach hypothesis.

c) *Boolean "AND" operator*. Using AND with your search criteria allows you to locate items with two terms, e.g. Paul AND body. Note that the Proximity box, found on the Search Query form, must be checked for this option to operate

d) *Match Case*. Checking this box on the Search Query form will limit the search to words having the same capitalization as your search term.

In advanced searches involving sounds like, stemming, or thesaurus options, you can test your search criteria prior to doing an actual search by using the Word Assistant option. Go to the pull-down menu and click Edit->Search->Word Assistant or press Ctrl + Shift + W. Enter your test word in the appropriate box and choose the search option that you plan to use (e.g. sounds like, stemming or thesaurus), then click Lookup and a list of words will appear. These words will be the ones searched for in the NTA database, should you choose to do a search using your test word and the selected option. The advantage of this tool is that you can determine beforehand if a particular search will furnish the desired results.

#### 3. **Printing Your Search Results**

To print a journal abstract or book notice:

1. Type Ctrl + P or on the pull-down menu click File-->Print, or click the print icon.
2. In the Print box, choose Current Page under the Print Range heading.

Click OK and the page on which your abstract or book notice appears will be printed.



## **Guide to NEW TESTAMENT ABSTRACTS**