

Using Marquis Who's Who

Marquis Who's Who on the Web is a searchable online database that features comprehensive profiles on 1.2 million of the most accomplished individuals from all fields of endeavor including: government, business, science and technology, the arts, entertainment, and sports.

Accessing Marquis Who's Who:

- Access the **Lincoln Library Web Page**: <http://www.lec.edu/library>.
- Click on **Who's Who** under *Internet Research & Web Sites* or type in the URL: <http://search.marquiswhoswho.com>.
- If you need to **enter a password**, call the library for password information.
- **Our subscription supports two concurrent users. If you get an error message that we have exceeded two concurrent users, please try again later. If you fail to log off and try to log back on, you cannot search again for ten minutes.**
- **DON'T FORGET TO LOG OFF!!!!**

Available Databases:

- **Entire Database:** Includes all biographies. Searchable fields include name search, state, zip code, college, degrees, year of birth, occupations, etc.
- **Current Biographies:** Includes the biographies from the most recently profiled, living persons. Includes the same searchable fields to search as the above.
- **Historical Biographies:** Search the most noteworthy deceased people from the past. Searchable fields include name, occupation, birth year, birth place, death information, historical era. Additionally, you can browse by Historical Events, Firsts and Other Notables or U.S. Government and Law.

Searching Hints:

- **Boolean Searching when keyword searching:**
 - **AND:** Both terms must appear in the document. For example, search *lawyer AND librarian*
 - **OR:** Either one term OR the other must appear in the document. Best used for synonymous terms, such as searching *lawyer OR attorney*.
 - **() Parentheses:** Use to create the order of the search. For example *(Harvard or Yale) and law* will search for individuals that went to Harvard Law or Yale Law.
- **Abbreviations Look Up:** This is found on the left side of the screen. Use it to decipher the abbreviations found in the biographies. Click on the letter of the abbreviation you wish to look up. Scroll down until you find the abbreviation for which you are looking. The direct link is: <http://search.marquiswhoswho.com/executable/Abbreviatns.aspx>
- **Wild Card characters:**
 - *** Asterisk:** Use this to replace any group of characters. For example, to search for education, use *educat** to find education, educates, educators, etc.
 - **? Question Mark:** Use this to replace any single character. For example, to search for singular and plural forms of man and woman, search *m?n* or *wom?n*.
- More search tips can be found on the database's Search Tips web site at: <http://search.marquiswhoswho.com/executable/SearchTips.htm>

Field Searching Marquis Who's Who on the Web

Name Searching

- In the white box next to **Last Name**, type in the last name or a wildcard version of the last name of the individual. If desired, type in the first name of the individual. For example, type in **Davis** for individuals with the last name Davis, or type in **Davi*** for individuals named Davis, David, Davidson, etc.
- Click on **Search**.

Advanced Searching

- You can search by various attributes in the advanced searching field search boxes. The available fields for searching are:
 - **City of Mailing Address**: type in the city
 - **State/Province of Mailing Address**: choose the state/province from the drop down menu
 - **Zip Code(s)/Postal Code(s)**: type in the zip code
 - **Country (outside U.S.)**: choose the country from the drop down menu
 - **Occupation**: choose a general occupation from the drop down menu
 - **Occupation Keyword Search**: type in a keyword, or use the occupations look up option.
 - **Gender**
 - **Birth Year**: choose a year equal to, greater than, less than or between the entered year.
 - **Birth Place**: type in the place of birth
 - **College/University**: search by keyword or look it up using the Look Up link.
 - **Degrees**: search by keyword or look it up using the Look Up link.
 - **Year of Graduation**: choose equal to or between and then type in the year.
 - **Hobbies and Special Interests**: type in a keyword
 - **Political Affiliation**: choose from the drop down menu
 - **Religion**: choose from the drop down menu
 - **Search by keyword**: use the white box to type in your term or terms, using Boolean operators, wildcard characters and keywords.
- Click on **Search**.

Printing and Downloading

To Print:

- When you have chosen the biography or biographies you want to print, click on the **Print this Biography link** at the top of the biography. This reformats the page for printing.
- Click on **File**, then **Print** from your browser.

To Download into an Excel Spreadsheet:

- Marquis Who's Who on the Web will download items that are checked off into Excel in field format (names, addresses and occupations).
- Check off any names you want downloaded into the spreadsheet.
- Click on **Download** at the top of the biography.
- If you are prompted, click Open in the dialogue box.
- The Excel spreadsheet will appear. Only individuals with addresses will be downloaded.

To Log Off: **VERY IMPORTANT!**

When you have finished your session, please click on the **Log Off** option on the lower left screen.