

A Quick Introductory Tutorial: Guide to the CD-ROM

This Quick Introductory Tutorial is designed to get you started using the PEP Archive 1v3 (1920-1998) CD-ROM disc. Mac users please note: this help has been not been adapted for Mac users but should nevertheless be useful. Printing and other functions will be as usual on your Mac.

This online **PEP-Help Manual** may be run at the same time as you are using the **PEP Archive 1v3 Folio Views** to research the PEP Archives. Keep both windows open and while you work through the examples. **It has been found to be more helpful to start using the PEP Archive only AFTER taking the 45 minute tutorial.**

Start by printing out this Quick Introductory Tutorial.

In this way, you can read the tutorial from your hardcopy and at the same time, practice using your **PEP Archive** program, by switching back and forth between the two programs by pressing the **ALT and TAB** keys together.

Note: Please make sure that you have only this PEP-Help and PEP Archive Program running, or else using Alt Tab will take you to other opened programs as well.

To Print This Tutorial: Click on the **P**rint button at the top Menu Bar or press the short cut key 'P' and it will print out using your default printer and settings.

For More Information on...

Printing

If and when you want to print the rest of the PEP-Help Manual,

[Click here](#) for more information or find and print out the topic "How to Print out this PEP-Help Manual" in the Contents

The PEP-Help Manual (PEP CD Archive Help)

PEP-Help is an ordinary Windows Help file in which you can scroll up and down each topic or you can go to the Menu Bar at the top of the window and use the **Contents** button and the **Index** button, **Back** button, **and** << **and** >> button to navigate around.

[*Click here](#) for more information or find and printout the topic "*How to use this PEP-Help Manual*" in the Contents.

Folio Views 4

[*Click here](#) for more information about Folio Views, the premiere information data base and search engine-- or find and print out the topic "What is Folio Views"

Likely things that can go wrong at this point

[*Click here](#) for information about some of the common problems that may be encountered with this tutorial or with the disc

1. Getting Started

To begin the tutorial you need first to make sure the CD is in your CD drive, if you have not done a "Full Install".

IMPORTANT NOTE: YOU MUST MAKE SURE YOU HAVE THE INFOBASE CD IN THE DRIVE, NOT THE SETUP CD, OR YOU WILL CRASH YOUR SYSTEM!

Then start **Folio Views**. To learn how to start Folio Views:

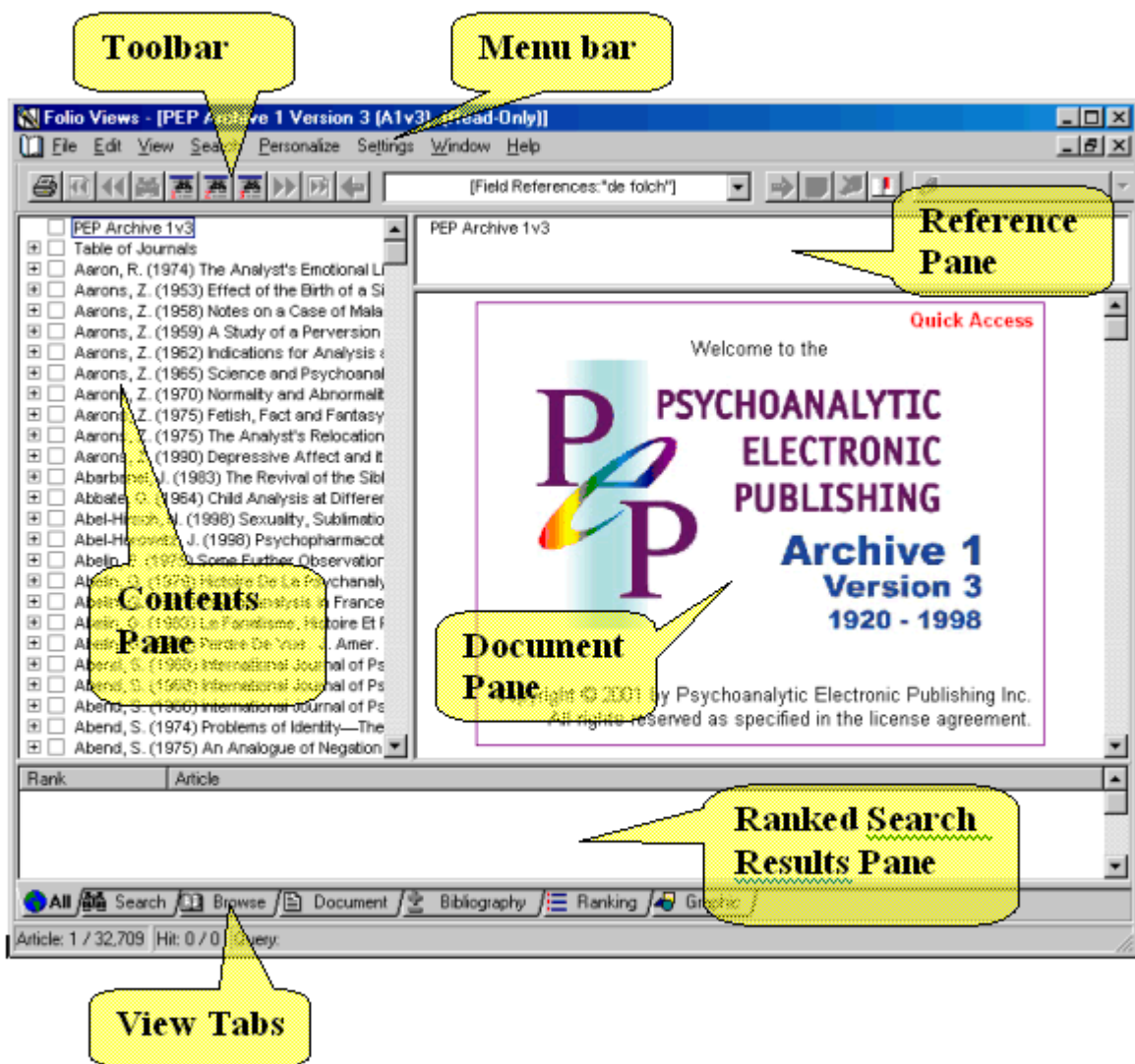
[*Click here](#) if you have *Windows* or print out the topic "*Starting PEP CD-ROM in Windows*"

[*Click here](#) if you are running a Macintosh version of the disc or print out the topic "*Starting the PEP CD-ROM on the Macintosh*"

Start the PEP CD Archive (Folio Views). Switch to Folio Views now if its already running.

[*Click here](#) for more information about how to switch between PEP-Help and *Folio Views* or find and [print out](#) the topic in PEP-Help: "*How to switch between PEP-Help and Folio Views*"

The Folio Views opening window should look like this, except without the yellow callouts which label the different tools and views:



Each of these tools will be explained as we go through the tutorial. But first, we want to get you familiar with the Search Engine.


2. Find What's Been Written on a Topic

PEP has customized the way the Folia search engine works to make it a particularly powerful tool to search the psychoanalytic literature.

Search engines have a complex underlying logic. Those who are really interested and skilled can use Folia Views to develop their own special searches. But PEP has tried to make it easier by creating **THREE** customized methods easily accessible by buttons to be found in the top left hand side of your screen, on the **Toolbar**. You will see three search icons labeled 1, 2, and 3 and an icon that clears the searches.



Finding One Term

You will find that using the specialized **PEP Search by Context** dialog will make most all your searches very easy. There are several ways to get to the Search by Context dialog. But by far the simplest way is just to press the Search by Context icon  found on the Toolbar on the top of your screen and shown here:

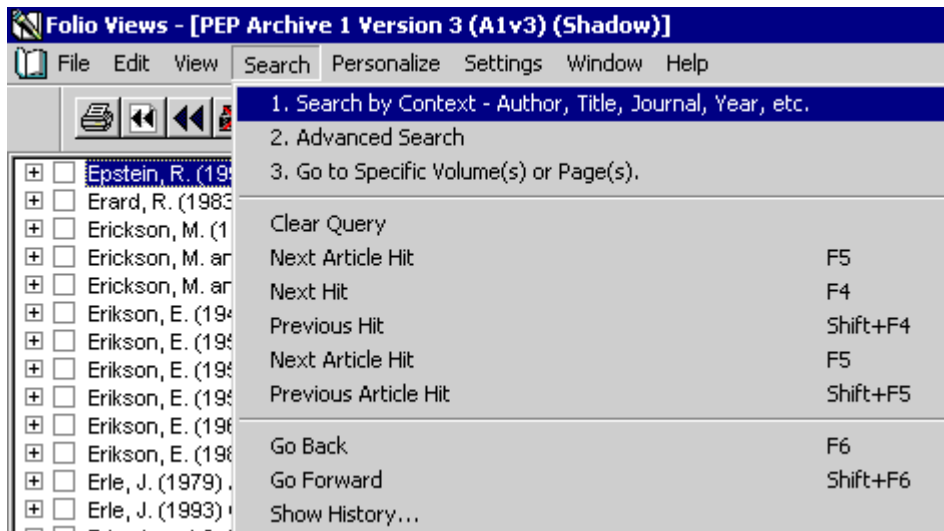



The box in the middle of the Toolbar is called the Query Dialog box where you can type in terms to do a ranked search. There are different navigational arrows for browsing and Study Aids tools on the left side.

Another way to access the Search by Context -- "Author, Title, Journal Year, etc." Menu is to

- Select 1. Search by Context from the pull-down on the Search Menu Bar at the top of the Folio Views screen or keystroke Control + 1 [Ctrl +1].

This is what the Search Menu looks like:



After you click on the  icon or select the Search by Context pull-down menu, the **PEP Search by Context** screen appears.

Search by Context - Author, Title, Journal, Year, etc. [X]

Search for Words or Phrases in Context (Use Quotes for Phrases)

Paragraph
 Article
 Quote
 Dream
 Dialog
 Reference

Search Article Properties

Author Name _____

Article Title _____

Year _____ Journal Code _____ Article Type _____

9.xii.1929
 9-year
 9-years
 9setzel
 9zweig
a
 a_
 à
 á
 â
 a0
 a0b1a0u2

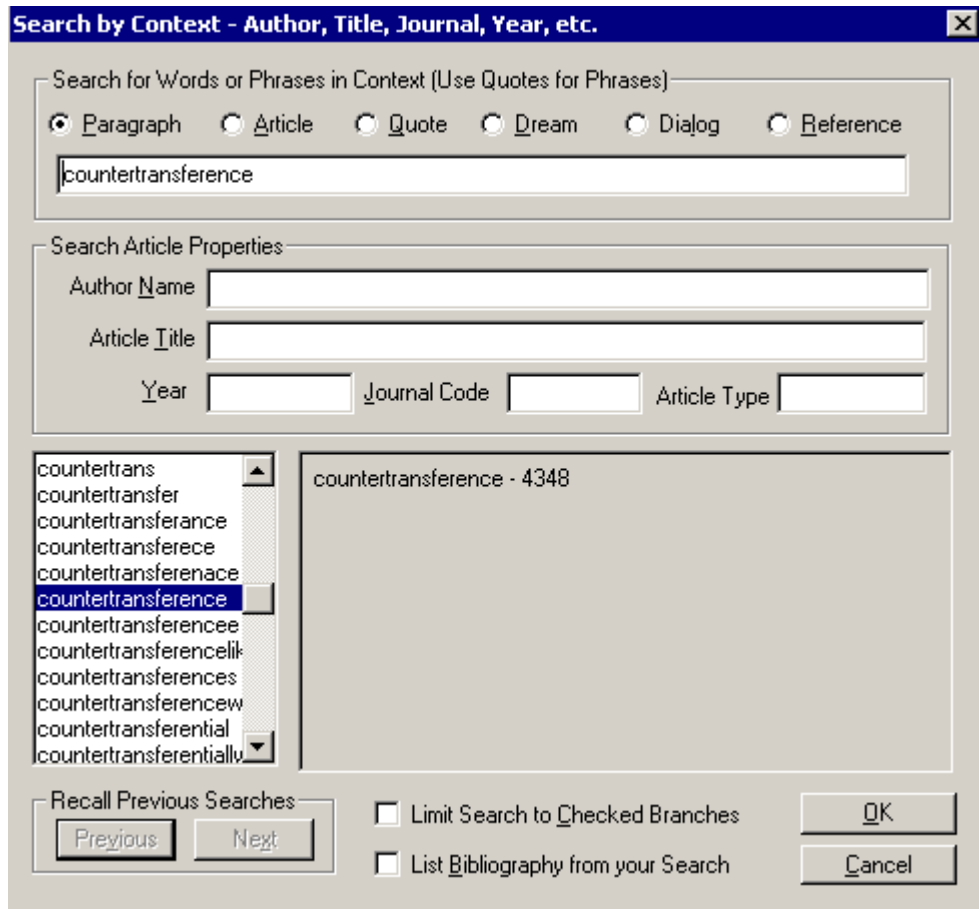
Enter a word or ' ' to begin query

Limit Search to Checked Branches
 List Bibliography from your Search

Recall Previous Searches: [Previous] [Next]

[OK] [Cancel]

- Start by positioning your cursor in the first dialog box .
- Type in: countertransference and your screen will now look something like this.



Notice that the “radio” labeled “paragraph” on the top right of the Search screen is checked – this happens by default. This means that we have looked for all the paragraphs in all the articles on the disc where the term “countertransference” appears. You can see in the "Results Pane" that the search for countertransference yielded **4348** articles where a paragraph with this term can be found.

The “word index” appears in the left window of the Search screen and shows the varieties of spellings, partly due to copy editing errors in the original journals, partly due to the different parts of speech).

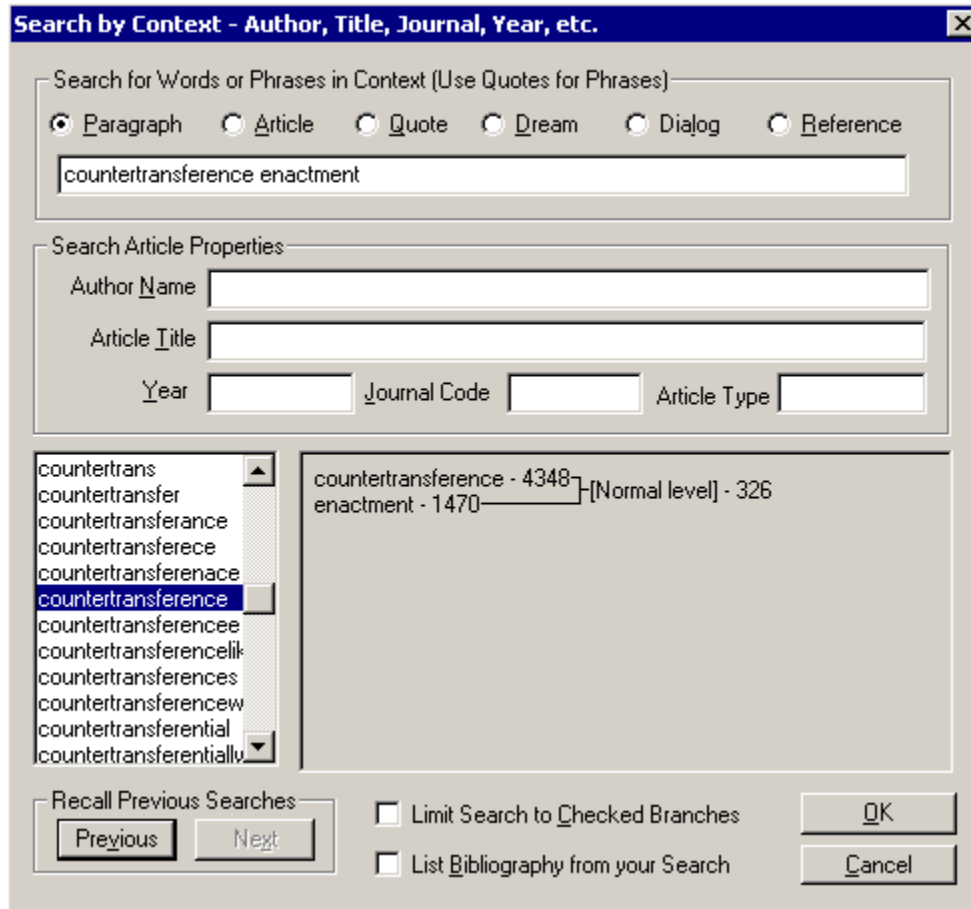
You may feel these are rather a lot of articles to look at! However, the point of a search of this kind (and the great advantage of the PEP disc) is that it begins to teach you how to look more precisely at what you might be interested in. By adding words (and concepts), you can further refine your search.

Let us suppose we are interested not just in the term “countertransference” but in the specific question of the way countertransference can lead the analyst to enact with the patient. We can now *refine* our search by defining the context in which the term appears.

Refining a Search

- Type in the word "enactment" after the word "countertransference".

Be sure your cursor is in the top dialog box, as before. Your screen will look like this:

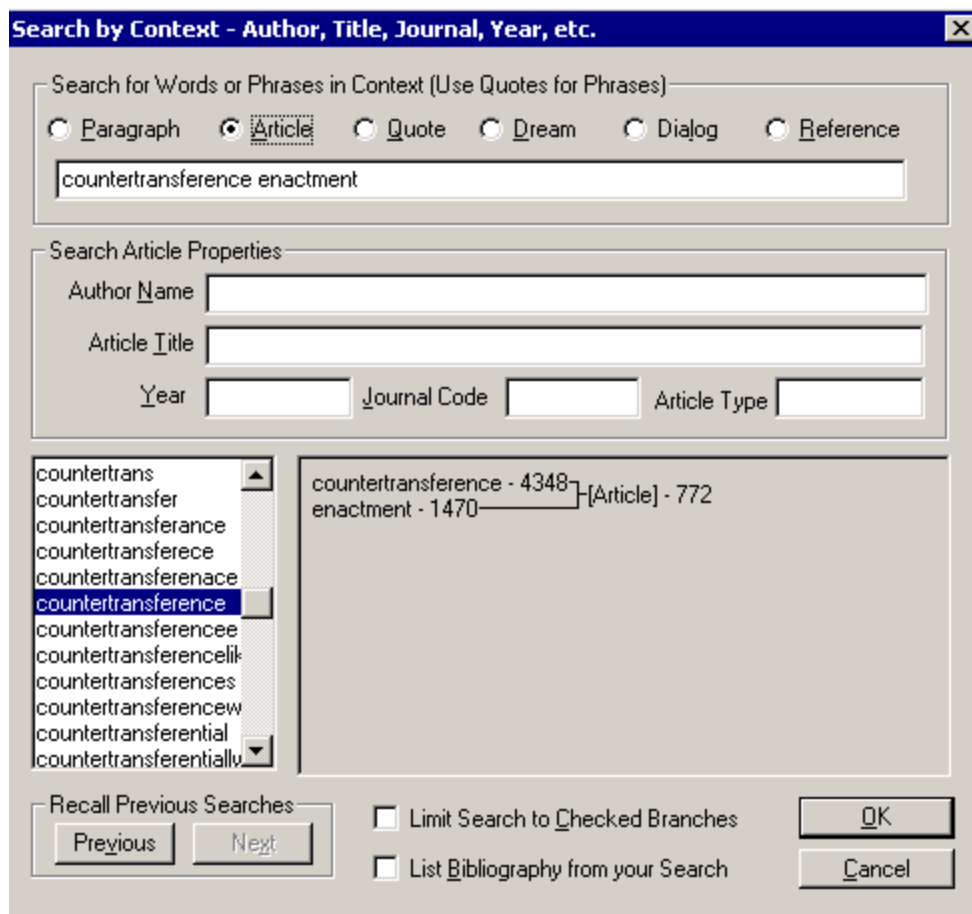


In the "Results Tree" or "Results Map", you can see the previous 4348 articles where "countertransference" can be found and also the 1470 articles where the term "enactment" is present. The bracket joining these terms indicates that there are 326 articles where the two terms come together in the same paragraph.

Limit Search to Checked Branches - For more information [Click Here](#).

List Bibliography from your Search allows you to print your results, export them to a wordprocessor document, or send them to a colleague. For more information [Click Here](#).

- Place your cursor on the second of the two radios marked "article" and click.



There are 772 articles or hits, a finding that illustrates the different function played by the paragraph and article radios. When the article button is checked it means we have found an article where the two terms appear somewhere. When the paragraph button is checked it means the two terms were in the same paragraph

IMPORTANT: The paragraph context makes it much more likely the articles found will contain discussion of our topic – countertransference enactment.

The point just made can be verified by actually looking at the articles we just found. But first we need to establish how to display your results and navigate through them.

Displaying Your Results

After pressing OK to run the previous search on countertransference enactment, your document window will show the first place in a paragraph by Aarons, where the words countertransferene or enactment are. To go to the top of the article, shown below from your search countertransference enactment,

Press the navigational button to go to the top of the Aarons article.

The screenshot shows the Folio Views application window. The title bar reads "Folio Views". The menu bar includes "File", "Edit", "View", "Search", "Personalize", "Settings", "Window", and "Help". The toolbar contains various navigation icons and a search box with the text "level Article:countertransference enactment]".

The main window is titled "PEP Archive 1 Version 3 (A1v3) (Shadow)". On the left is a list of search results with checkboxes and expand/collapse icons. The selected article is "Aarons, Z. (1975) The Analyst's Relocation: Its Effect on the Transference—Parameter or Catalyst".

The main content area displays the article's title page from "The International Journal of Psychoanalysis". The journal logo is on the left. The title is "The Analyst's Relocation: Its Effect on the Transference—Parameter or Catalyst" by "Z. Alexander Aarons". Below the title is the text "(1975) Int. J. Psycho-Anal., 56:303-319".

The article text begins with the section "GENERAL REMARKS":

By the very nature of their work, analysts cannot easily move away—and it is all more difficult if it is for personal reasons. An analyst is expected by his patients to be permanent and available even though he may no longer be of therapeutic need to the analyst to move away is akin to the loss of a loved one in whom there has been a emotional investment.

Although the transference and the dependence that accompanies it may have been more or less resolved, the object of this unique relationship is never completely given. The analyst will always occupy a special position with his analysands. There is some

At the bottom of the window is a "Tabs bar" with icons for "All", "Search", "Browse", "Document", "Bibliography", "Ranking", and "Graphic". Below the tabs is a table showing the ranked list of search results:

Rank	Article
0	Aarons, Z. (1975) The Analyst's Relocation: Its Effect on the Transference—Parameter or Catalyst. Int. J. Psycho-Anal., 56:303-319
0	Abel-Horowitz, J. (1998) Psychopharmacotherapy During an Analysis Psychoanal. Inq., 18: 673-701
0	Abrams, D. (1992) The Dream's Mirror of Reality. Contemp. Psychoanal., 28:50-71

The Tabs bar shown at the bottom of the screen above, allows you to select different views of the data, i.e. different options for displaying the window panes of information, depending on what you find convenient and what you want to do.

You can have *All* the panes, just the *Document* pane (for document reading), or the *Ranking* pane (which lists the hit references in ranked order. You can select the *Bibliography* window pane (gives full bibliographic information for each article and lists the hit references in alphabetical order by author), or you can select the Search view, which gives you the Document and Ranking window panes. The *Browse* view pane gives you the *Document* and the *Bibliography* window panes. The *Graphic* tab is used to look at tables or pictures in an article. When you double click on a graphic, it automatically zooms to an enlarged view in the Graphic screen.

You can change the tabs to have a different view. Experiment with each view yourself by clicking on the relevant tab.

Browsing through your Search Results



There are various ways of browsing quickly through your search results to see what you have found. To learn about each of the different navigational buttons and their functions [click here](#).



NOTE: Before you move to the next or previous hits or articles, you **MUST** make sure that your cursor is in the Document Window pane by moving the cursor onto text in the document and clicking the mouse button.

Printing your Search Using List Bibliography

You can also print your results or export them to a word processor or send them to a colleague.

Type in your words to search in any of the custom search screens  or  and check the box "List Bibliography from your Search".

Click OK

The complete bibliography that you just searched appears in the document window. (For more detailed discussion go to "Using List Bibliography" and [click here](#). The list appearing in the document window can be [cut and pasted](#) into your word processing program and [printed](#). [Click here](#) to learn how to email your search to a colleague.

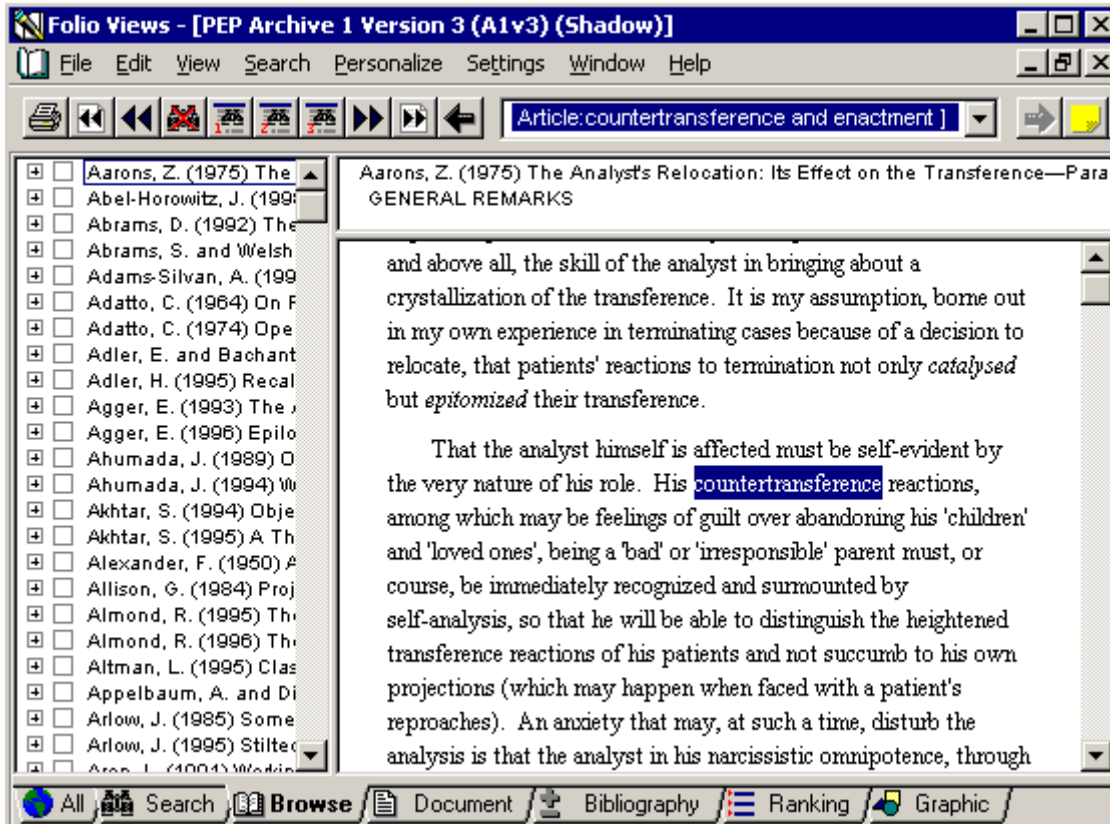
3. Making Sense of your Search Results

Let's return to the last Search by Context search we did on countertransference and enactment.

Open the Search by Context Screen using the  icon or [Ctrl + 1].


Look for the previous search by clicking on the Previous on the bottom left hand side of your Search screen. Click it as many times as you need until the last result comes back – the one showing 772 hits.

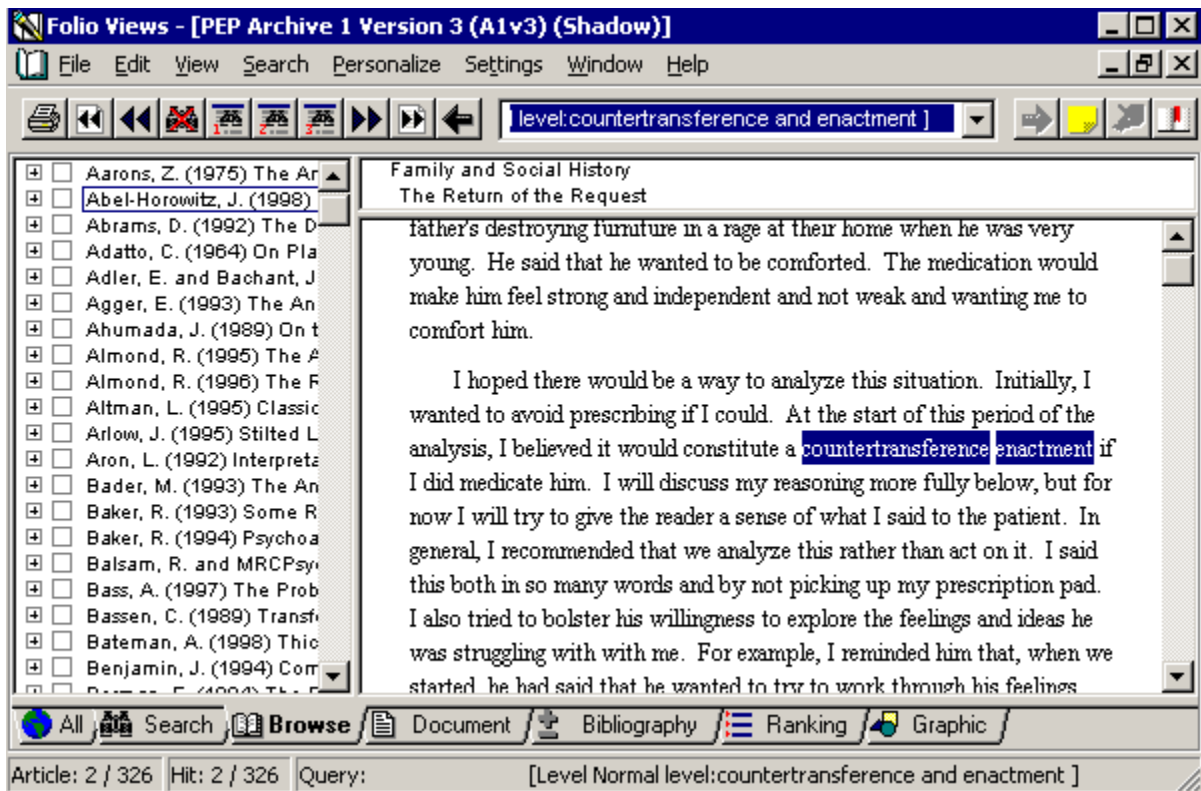
Click OK




Aarons 1975 article displays with the one of the terms “countertransference” highlighted.

Note: In this article search the two terms did not have to appear in the same paragraph., they only had to be anywhere in the same article.

- Re-Open the Search by Context Screen using the  icon or hit [Ctrl +1].
- Click Previous
- Check the paragraph level radio
- Click OK



- Click on the  to move through the hits in the paragraph and notice that countertransference and enactment are both together in the same paragraph creating a more limited and specific search.

It is curious that Paula Heimann's 1950 article on countertransference, often considered one of the most important influences on modern psychoanalytic technique, does not appear in the list of articles in the Contents window. In asking why not, we will come to understand much more both about the PEP CD and how Folio Views works as a search program

Remember that the search we just ran will only pick up the articles which use the term countertransference. Perhaps Heimann's work does not appear because she writes about the analyst's feelings, rather than the term countertransference. To search for articles which contain *the phrase* "analyst's feelings" requires a **phrase** search.

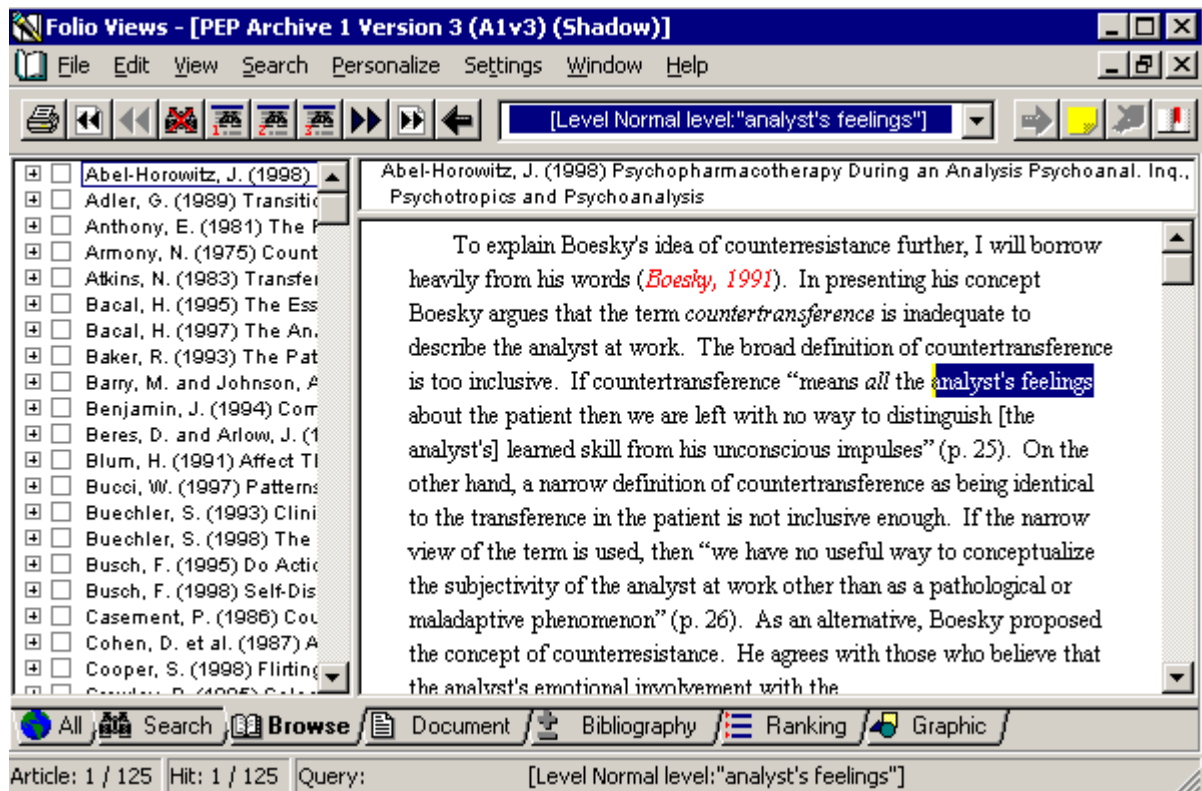
- Click on the Search by Context icon  or [Ctrl +1].

- Type in the top window the phrase "analyst's feelings".

NOTE: You must type in the quotation marks as they identify this as **phrase** search. Otherwise, the search is for any article with the two words "analyst's" and "feelings"


- Press OK or the Return key

The results in the "Results Tree" will show 125 instances or hits shown will look something like this:



Move the cursor to the Bibliography pane and scroll down (using arrow keys) to look for Heimann's name. There it is!

It may have occurred to you that the results we have been getting may have been influenced by the fact that for many years it was customary to spell countertransference with a hyphen. Like any computer program *Folio Views* will look only for what you tell it. In fact, it is designed to treat hyphens as spaces. Therefore to search for countertransference, you need to conduct a **phrase search** using quotation marks to define the phrase "counter-transference".


Open Search by Context icon  or use keys [Ctrl +1].

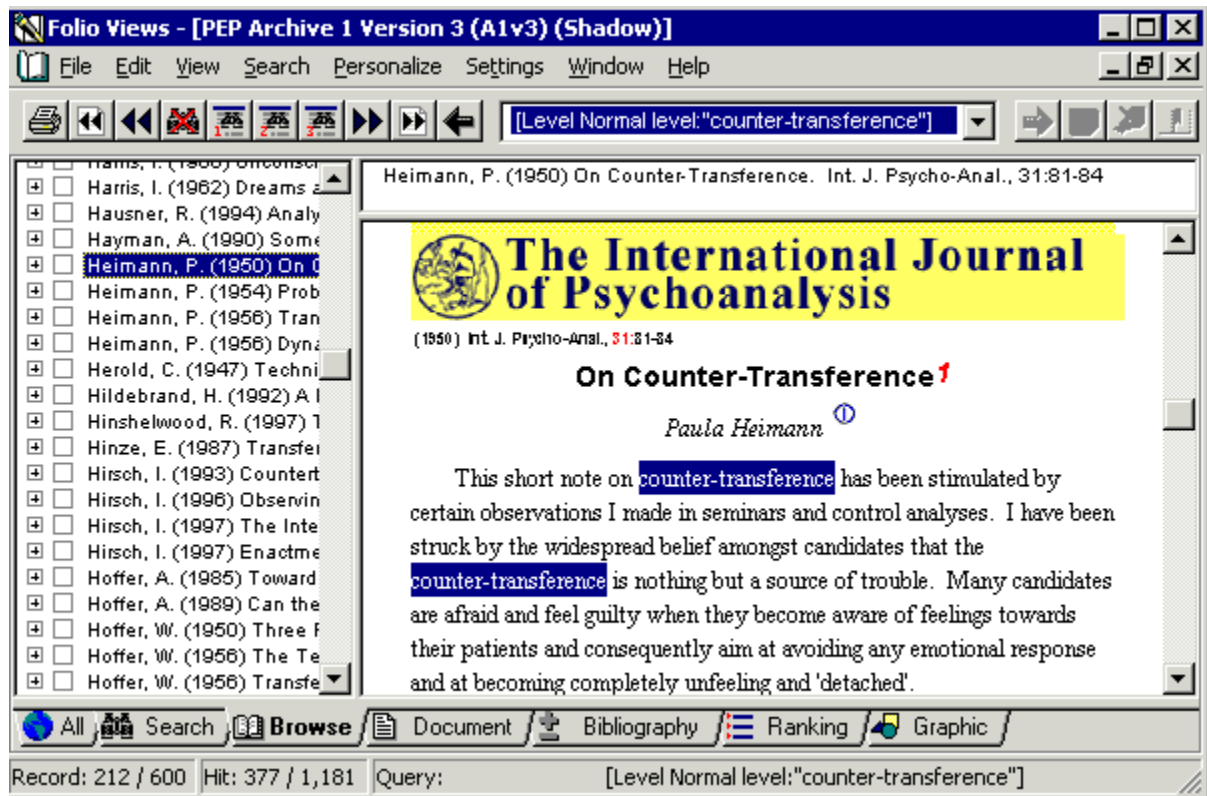
Type in: "counter-transference" (with quotes).

There are 600 references this time.


Press OK or the Return Key

Notice the results in the bibliography pane, where several Heimann articles are displayed.

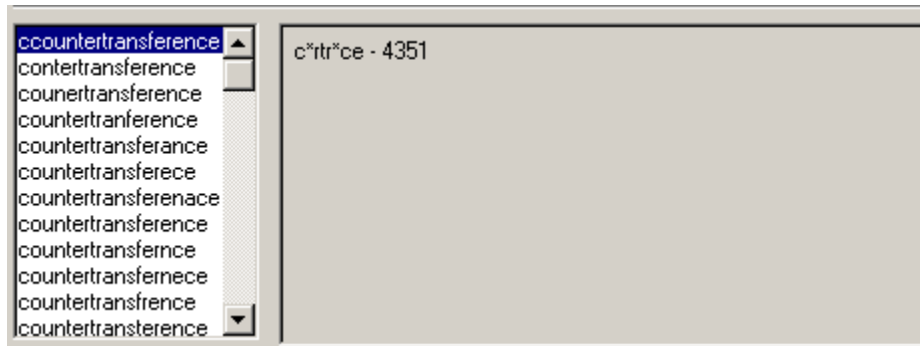
- Click the  Tab and scroll down until at last we find Heimann.
- Double-Click on Heimann's name



The article will be displayed in the *Document Window*. We can see that Heimann uses the term counter-transference, not countertransference.

- Open Search by Context icon  or use keys [Ctrl +1], once again.
- Type into the first dialog box c*tr*ce

You are requesting a "wildcard search". The "Word Index" in the left pane will show the many different ways of spelling countertransference that are present in the database – 4351 hits in all.




4351 articles have been found with a paragraph in which at least one of these spellings present. You may wish to use wild cards in this way if you anticipate the term may have spelling problems or be used in different grammatical forms – for instance enact* will find enact, enacted, enacting, enactment, etc.

NOTE: The numbers may vary on the screens, if the screen captures were done on earlier versions of this final PEP Archive. See the PEP website (www.p-e-p.org) for more information about data entry and authoring error rates on the CD-ROM

4. Finding Footnotes and Other Works by an Author

We can use a special feature of the disc - hyperlinks - to look at Heimann's article and use it to introduce some other interesting features.

This time find Heimann's article the quick way by again.

Open Search by Context icon  or use keys [Ctrl +1].

Type Paula Heimann

20 articles will be shown. You could see all twenty by clicking OK. But instead just enter 1950 in the Year box.

Search Article Properties

Author Name Paula Heimann

Article Title

Year 1950 Journal Code Article Type

233
243
252
51
53
a
a.a
aaron
aarons
abarbanel
abbate
abbv

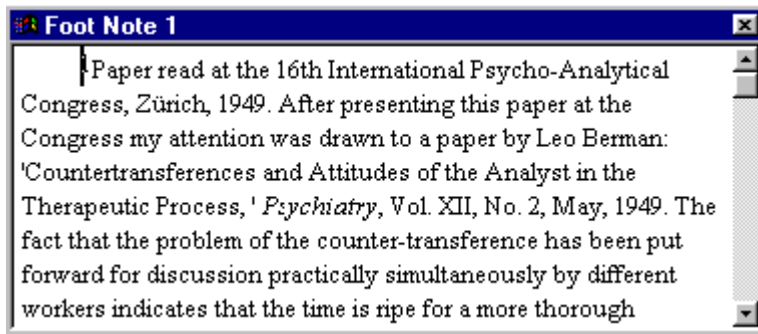
[Year:1950] - 351
[Author:Paula] - 35
[Author:Heimann] - 20 } & - 1

Now one article is displayed. Click OK. Your document window on your screen will display the title of the paper and author etc. and will look like this.



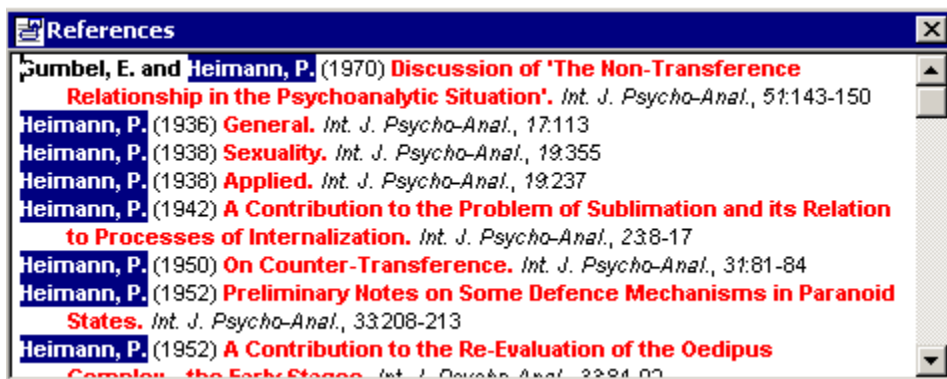
The number **1** in red super-scripted at the end of the title indicates there is a footnote. Have a look!

- Place the cursor on the colored number **1** and Click - a footnote box will open to display the footnote.



- Click the X in upper right corner of screen to close this footnote box.
- Now place the cursor on the name PAULA HEIMANN and notice how it changes into a hand
- Click

Another box will open, listing all other articles in the archive written by Heimann P.




The articles listed are in color, indicating a hypertext link directly to any of them. If you click the cursor on the colored text you will be taken directly to that specific article.

- Press the "X" at top right of screen to close this references screen.
- Now go back to the Paula Heimann paper "*On counter-transference*".
- Click the Author information icon ⓘ following the author's name.

Another box will open with information about the author, including address at time of publication.




- Press the "X" at top right of screen to close this references screen.

NOTE If you have moved to other articles in the database, you may navigate your way back by clicking either on the left or right **Navigation Buttons**,  on the Tool Bar on the top of your screen, until you are back in the Heimann paper. The left button **F6** moves you back and the right button **Shift F6** goes forward.

We have seen there are twenty papers by Paula Heimann on the disc. But what about who quotes them and for what purpose.

- To see all the References to Heimann in the PEP CD-ROM



- Open Search by Context icon  or use keys [Ctrl +1].

- Type in *Heimann* in the top Dialog Box.

Notice there are 530 articles where Heimann is mentioned in the "Word Tree"pane.


NOTE: **Normal paragraph level searches have been set up in such a way as to exclude bibliographies. This means the results reflect discussion of an author in the text, not the references at the end. If you are looking for a match in a bibliography click the References radio.

- Click *OK*

Now you can move through the actual references in the articles. Press the Next Hit (**F4**)  or Previous Hit (**Shift F4**)  Icons on the **Toolbar** (on the top of screen) to move from one hit to the next. You see how people quoted her.

5. Who cites whom?

Interestingly, close inspection of these articles by Heimann yields no apparent reference to the work of Heinrich Racker, an analyst widely known for work in the area of countertransference at the same time. In the full texts of the journals on this CD did either cite the other's work? This query and similar ones can be tested easily.


- Select the Search by Context icon 

- Enter Heimann into the *Author* field
- Enter Heinrich Racker into the *Top* field
- Click OK

We can see that Heimann does not cite Racker.

NOTE: Entering an author's full name in the author field ensures the search will pick up only that author and not another in case there may be another Racker in the database.

Now we can see if Racker cites Heimann.

- Select the Search by Context icon 
- Enter Heinrich Racker into the *Author* field

- Enter Heimann into the *Top* field

We can see that Racker cites Heimann three times.

Search by Context - Author, Title, Journal, Year, etc.

Search for Words or Phrases in Context (Use Quotes for Phrases)

Paragraph Article Quote Dream Dialog Reference

heimann

Search Article Properties

Author Name racker

Article Title

Year Journal Code Article Type

rachael
rachel
rachelle
rachlin
rachman
racker
radford
rado
radó
raelene
rafael
raft

[_Author:racker] - 9
heimann - 521 —& - 3

Recall Previous Searches

Previous Next

Limit Search to Checked Branches

List Bibliography from your Search

OK Cancel

- Click OK

Racker, H. (1953) A Contribution to the Problem of Counter-Transference. Int. J. Psychoanal. 34:3 13-324

The International Journal of Psychoanalysis

(1953) Int. J. Psycho-Anal., 34:3 13-324

A Contribution to the Problem of Counter-Transference¹


Heinrich **Racker**, Ph.D. ①

||

The significance given to counter-transference and the importance attached to the corresponding problems depends on the significance

Looking at the **Bibliography** window pane Racker quotes Heimann in three papers and is clearly well aware of and interested in her work.

Open up the second of the Racker articles (Racker 1957) by clicking on it in the Bibliography window.

Move cursor into the Document window pane, click the mouse and press  F4 or scroll down the article until you find Heimann highlighted.

NOTE: If you press F5 or use the scroll arrows while in the Bibliography window pane, the text in the document will remain static. You must click in the Document window to scroll text or display the next hit.

6. Who else Wrote that Year?

Heimann was writing in 1950. What else was going on at this time?

To see what other articles appeared in the volume of the Journal in which Heimann was writing

Go back to the 1950 Heimann article.

You can do this by using the **Go Back F6**  icon to return you to previous screen and more specifically to the Heimann paper.

Once there, you can simply click on the volume number **31**, written in red on the Heiman paper just above the title. You will get a bibliographic list of all the papers in the volume. Alternatively, if you wanted to instead see the articles place in the Table of Journals, you could instead:

Click in the Bibliography window pane on Heimann's 1950 article.

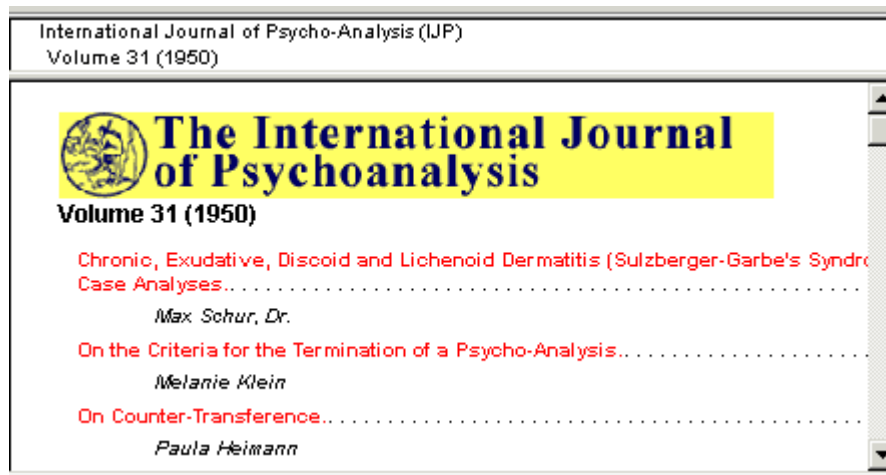
The paper displays with its title at the top of the screen.



NOTE: As you move the cursor over the title once again it will change from being an arrow into a hand

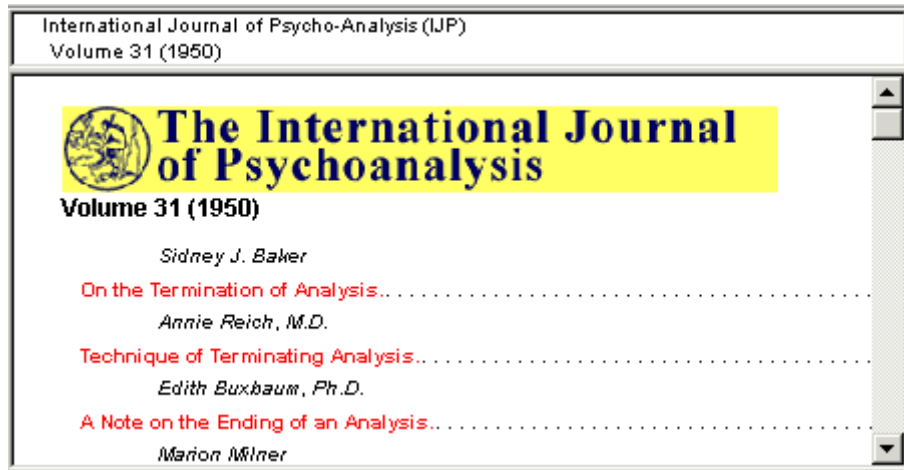
- Move the cursor over the title of the paper "ON COUNTER-TRANSFERENCE" in the document window and click

You will find the contents pages displayed for the year of Journal in which Paula Heimann's article appeared in *the International Journal of Psychoanalysis*.

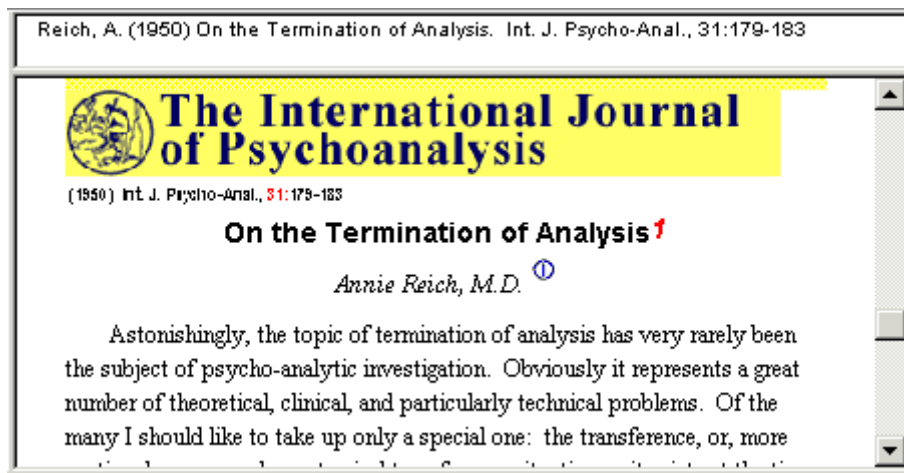


You can now see the articles in the volume of the Journal in which Heimann's article appeared.

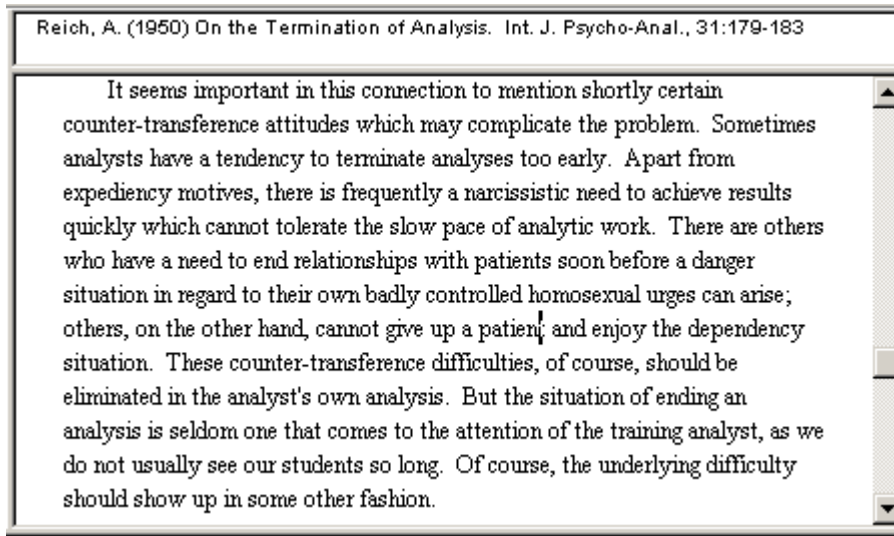
- Scroll down the Document Pane (using the control tab the right hand side) until you come to the paper On the Termination of Analysis by Annie Reich.



- Click on the red title by Annie Reich and you will see




Scroll down until you come to the following text making an interesting point of comparison in relation to countertransference.



NOTE: If you scroll down through the Document Pane a little more you see the original page number 183, which you might find useful for citation purposes.)



To See What else was being Published in all Eight Journals in 1950

Press the *Search by context* icon  or press the [Ctrl+I] keys.


Enter 1950 in the field labeled "*Year*"

351 articles - the total number published that year in this database - will be displayed .


Click on *OK*

The papers can be browsed by clicking on the table in the Bibliography window or by using the *F4*  and *F5*  keys.

7. Seeing What was Said about Books or the Meaning of Dreams

There are many things that can be done using searches from the *Search by Context* icon . For example, the context can be specified to examine only book reviews or situations where the content of dreams have been reported.

To look at what has been said about a book in book reviews, for example, we can use the "**article type**" field and to restrict the search to book reviews.

Press the *Search by Context* icon .

Enter "rev" in the field labeled "*article type*".

Enter "The Skin Ego" in the Article Title field.

Search Article Properties

Author Name

Article Title

Year Journal Code Article Type

thanks
that
thatcher
that's
thaumaturges
the
theater
theaters
theatre
theatrical
thee
theft

[ArtType:rev] - 6927
[_Title:the] - 13325
[_Title:skin] - 14
[_Title:ego] - 475

& - 2

Press the OK button.

The screenshot shows the 'Folio Views - [PEP Archive 1 Version 3 (A1v3) (Shadow)]' application window. The search criteria are '[Field ArtType:rev]' and '[Field _Title:the skin]'. The search results list two entries:

Rank	Article
0	Kirshner, L. (1990) The Skin Ego. Int. J. Psycho-Anal., 71:543-546
0	Skolnikoff, A. (1993) The Skin Ego. J. Amer. Psychoanal. Assn., 41:244-247


The detailed view of the selected article shows the title 'The Skin Ego' by Didier Anzieu, reviewed by Lewis A. Kirshner. The text of the review is partially visible:

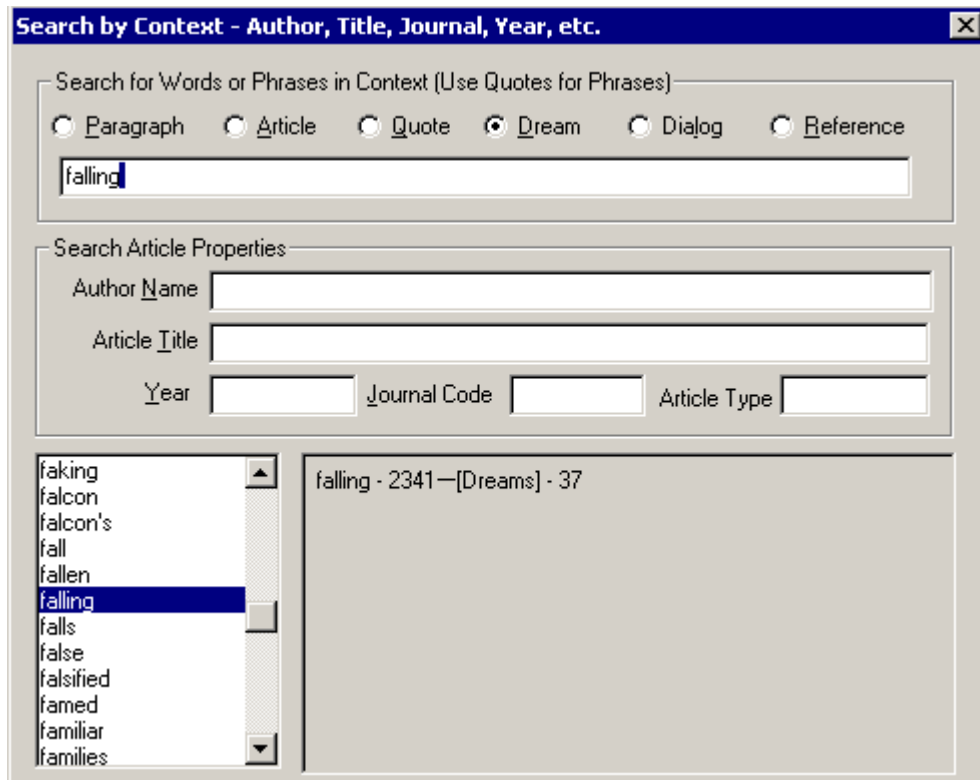
In this contribution to psychoanalytic theory, the distinguished French psychoanalyst, Didier Anzieu, has brought together and expanded several of his papers revolving around his original concept of 'the skin ego'. Readers of

There are two reviews of this book by the French analyst Didier Anzieu. Try putting in the titles of other books and seeing what was said.

To look at what has been said about the content of dreams, for example, we can use the "dreams" field and to restrict the search to those areas of the text on the disc which have been tagged as reporting dreams. (All results should be treated with caution as this tagging is not highly reliable).

Let us look for dreams about "falling".

- Press the *Search by context* icon  or press the [Ctrl+I] keys
- Click the "Dream" radio
- Enter into the top dialog field "Falling"




There are 37 dreams reported where the idea of falling occurred.

- Enter the OK button to see in which articles they appear.

The first hit or dream reference is in a paper by Jorge Ahumada (1995). Use **F4**  to look at the other dream examples.

8. More Refined Searching by Context

If we go back to our search on countertransference and enactment it will be recalled there were 326 articles where these two terms appeared in the same paragraph.

- Click Search by Context icon .

While in the Search by Context Screen

- Click the Previous button on the lower left side of the Search by Context screen until you find your previous search for these terms countertransference and enactment at the paragraph level.

Note: If you can not find your previous search on countertransference and enactment, simply type the terms into the Search by Context screen at the paragraph level and continue with this tutorial.

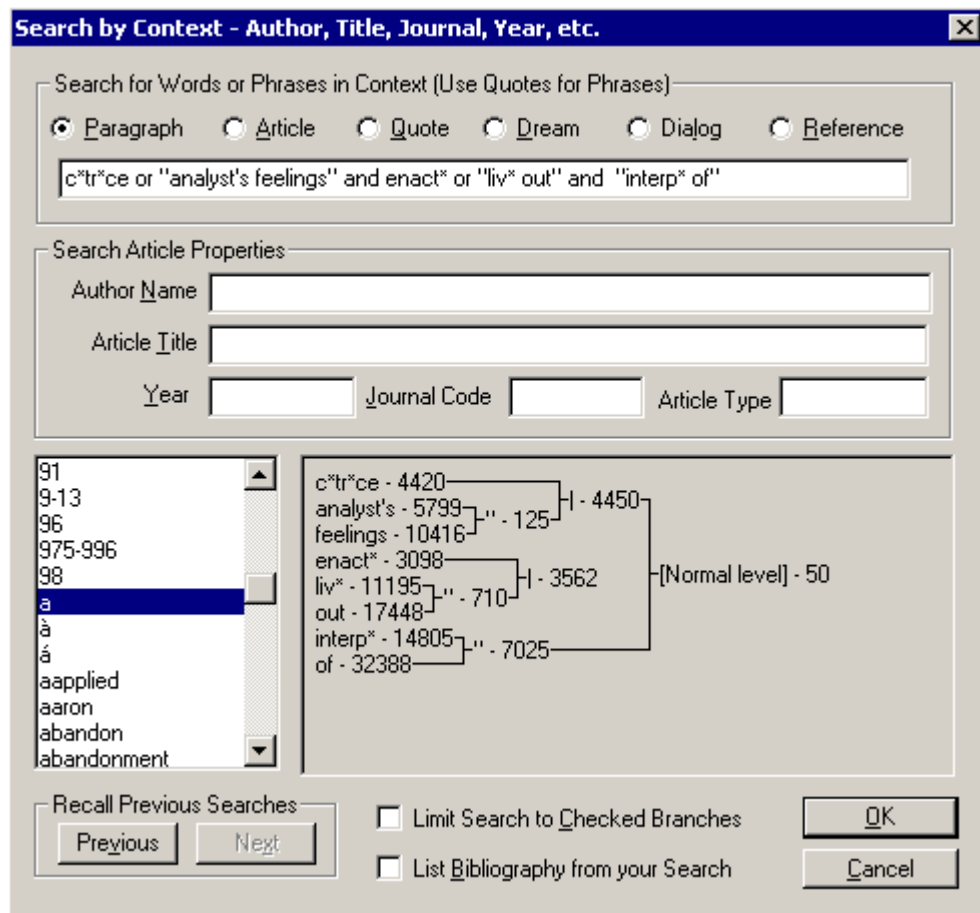
To refine the search to a smaller number of key articles, let us think about a cluster of terms (and thus concepts): countertransference, enactment, analyst's feelings, interpretation, living out the (transference) and let us make use of the logical operators "AND" and "OR". Let us also use the wild card method to search for variations of words such as interpret, interpretation, interpreting etc. In order to capture this expression of these concepts:

- Remove the previous terms countertransference and enactment.


- Type in the top dialog box the following: c*tr*ce or "analyst's feelings" and enact* or "liv* out" and "interp* of"

Note: You can actually cut and paste these words and then drop them into the top Dialog box.

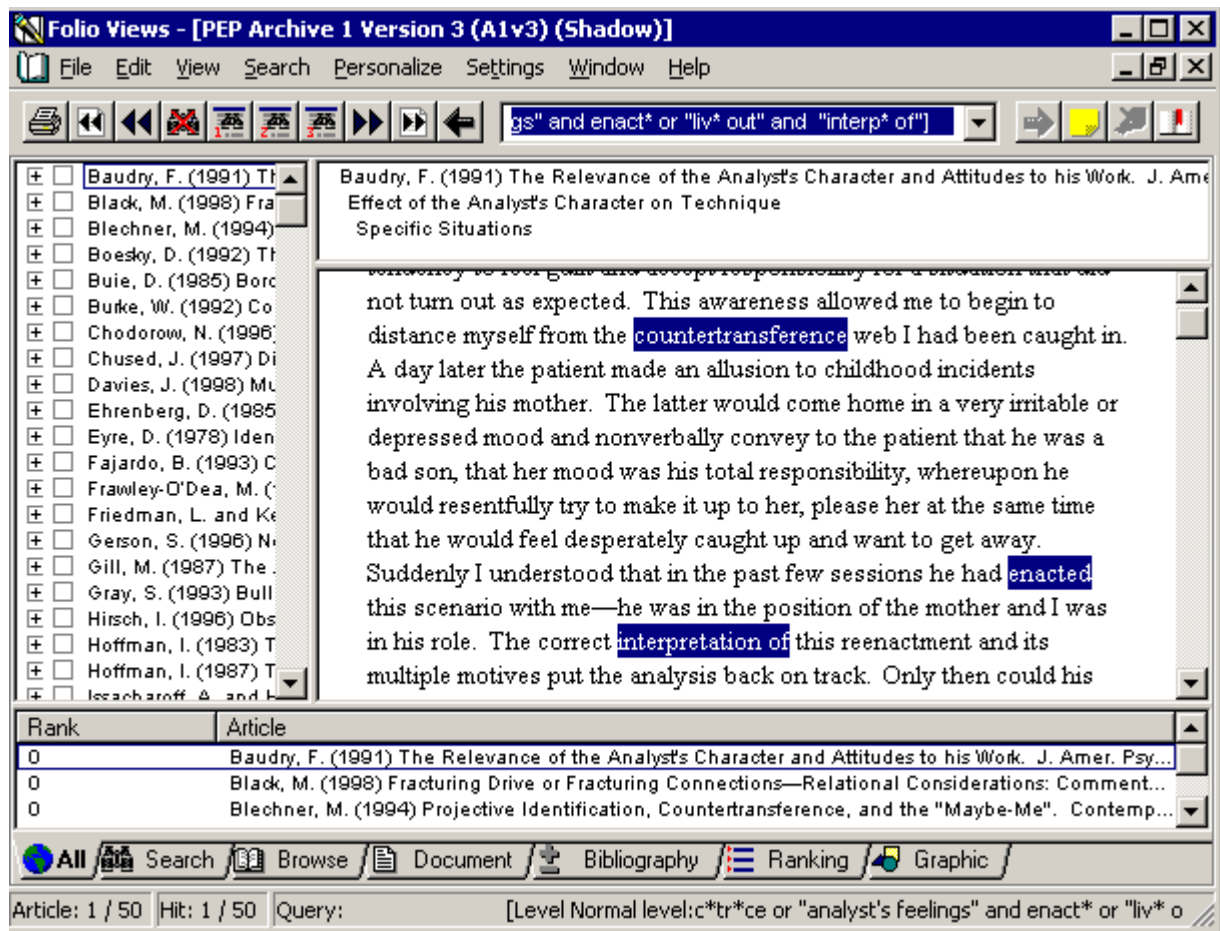
You can see firsthand the "Word Tree" work as it carries out your search. Be patient as this complicated search may take up to a minute or more to do. You will see that you have narrowed your search to return 50 key articles with these concepts.




In these 50 articles and in the same paragraph we find mention of either countertransference (in various spellings) or the analysts' feelings together with the concepts of either enactment or living out and of efforts to interpret it.

- Click OK and the results display in the bibliography pane and can be inspected.
- Press F4  to advance to the first paragraph where the terms can be seen.

Your screen should look something like this:



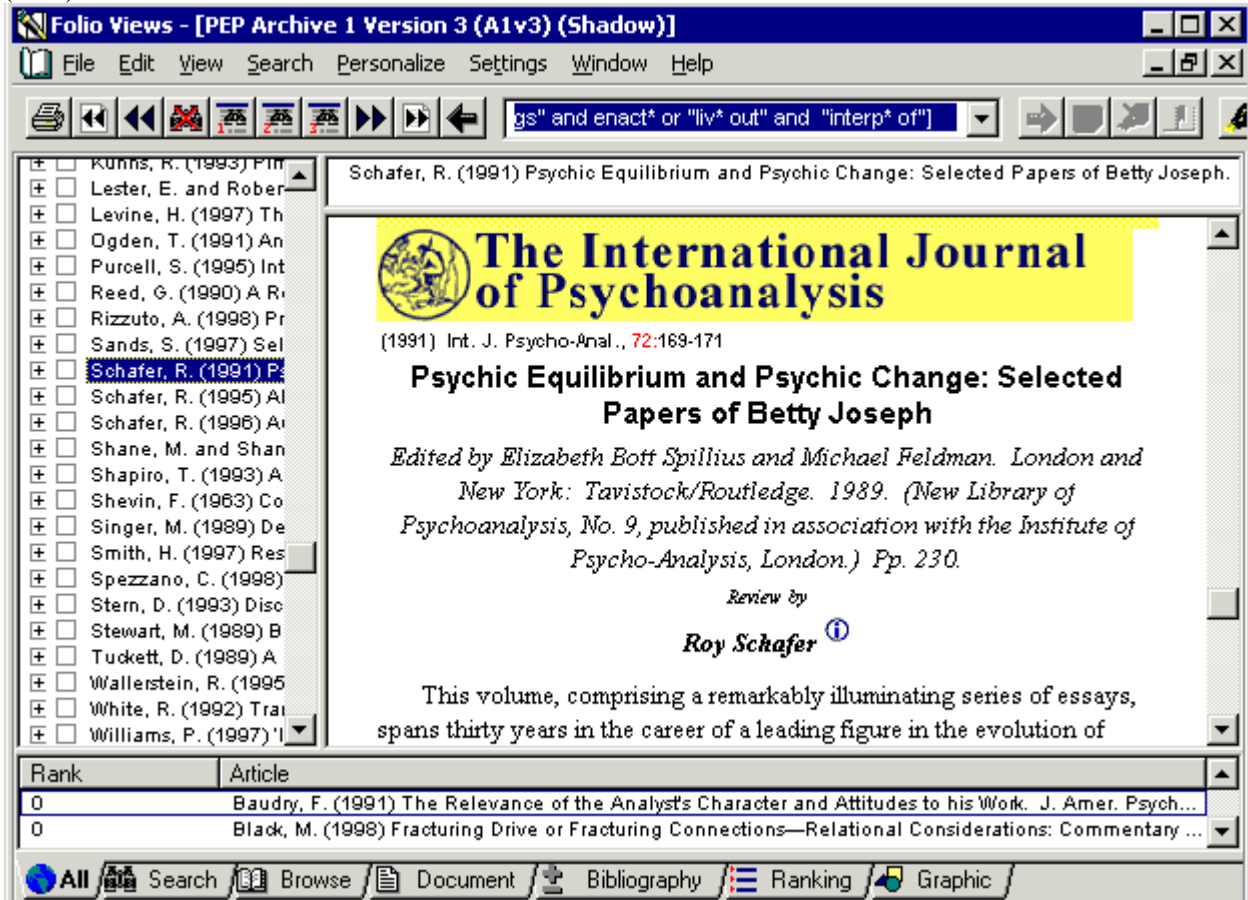
This screen shows the first paragraph with hits. It is an article by Bawdry (1991) and is clearly precisely discussing the topic we are trying to learn about.

- Continue to press F4  to advance and scroll through for other paragraphs with hits in the other articles.

Many of the 50 articles are relevant, showing how relevant results are achieved by defining the search context carefully. You will find, for example, Schafer's (1991) review of Betty Joseph's work.


This book review can be found many ways. But the simplest method is to use your current search.

- Put your cursor in the right bibliography pane. Scroll down and click when you get to Schafer (1991)



Any number of such searches can be attempted but a word of warning – the search tools can only find (a) text in the articles in the Journals in the database and (b) is only as reliable as the search you construct. Thus although the search we just constructed and used did find a review of Betty Joseph's work on the topic – and her work is one of the most illuminating contributions on this topic – it did not actually find her articles – Betty Joseph is not in the bibliography pane on the search we just did.

One of her key articles on the topic is there, however. So to find Betty Joseph's work:

- Click on the Search by Context icon .
- Type Betty Joseph in the Author dialog field

We can see she has 14 articles.

Click OK

Her articles can be displayed in the bibliography pane.

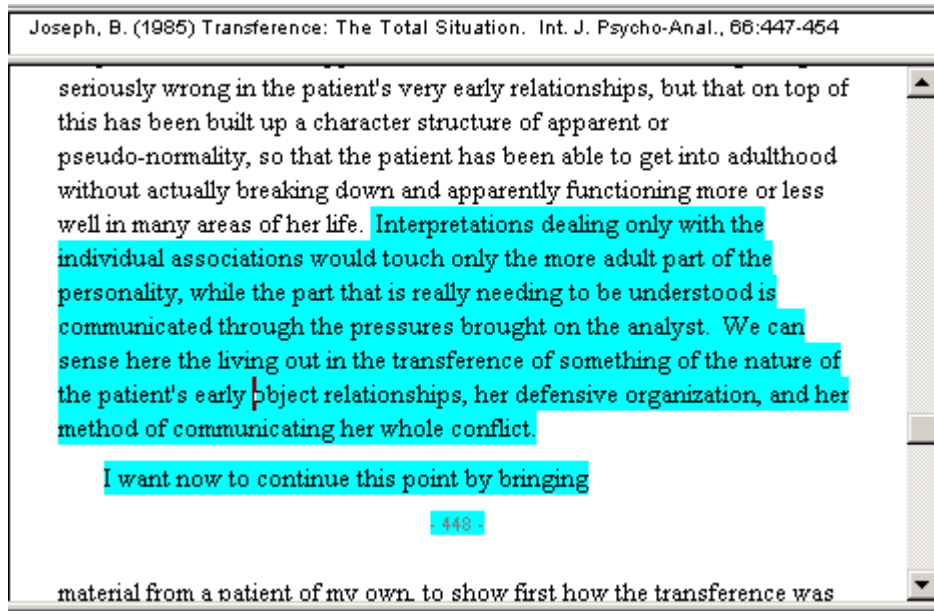
The screenshot shows the 'Folio Views - [PEP Archive 1 Version 3 (A1v3) (Shadow)]' application window. The search query is '[Field_Author:betty joseph]'. The main display area shows the title page of the article 'Transference: The Total Situation' by Betty Joseph, published in the 'International Journal of Psychoanalysis' in 1985, volume 66, pages 447-454. The article's abstract is visible, discussing the concept of transference in clinical work. Below the main display is a 'Bibliography' pane with a table listing search results:


Rank	Article
0	Joseph, B. (1948) A Technical Problem in the Treatment of the Infant Patient. Int. J. ...
0	Joseph, B. (1953) Understanding Children's Play. Int. J. Psycho-Anal., 34:337

At the bottom of the window, the status bar shows 'Record: 12 / 14', 'Hit: 12 / 14', and 'Query: [Field_Author:betty joseph]'.


Looking down the articles put your cursor on Joseph's 1985 article and scroll down to page 448.


Here you see that Joseph is discussing exactly the topic of our search and uses phrases like (the analyst) "is living out the patient's own defensive system" and the term "countertransference" but not quite in the way the search requested.



The lesson is to search widely and to try to think of different ways authors might construct their thinking on your topic. PEP's Search by Context  is a very powerful tool but like all tools requires thoughtful direction and application.

9. Ranked Searching

PEP's Search by Context  icon is now clearly the search method of choice, because it allows intelligent specification based on meaning and does not rely on strictly crude quantification of a term occurrence as does the ranked search.

It is possible, however, to do a simple counting search that may be useful as part of finding out roughly what is written on a topic and how to set up many effective Search by Context  searches.

The ranked search can be of help here. A ranked search or ranked "relevancy" searches uses the **Query Tool**, shown below with the terms **c*tr*ce** or **"counter-transference"**. The Query Tool (or dialog box) is defaulted by Folio Views to always show only the top 50 articles as ranked by relevance - that is articles containing the most occurrences (hits) of the searched term. The results are displayed in ranked order; the article with the most matches (hits) appearing first.

The simplest way to do a ranked search is to type a term or terms into the Query Tool as shown here.



Type in c*tr*ce “counter-transference”

Press Enter

Folio Views - [PEP Archive 1 Version 3 (A1v3) (Shadow)]

File Edit View Search Personalize Settings Window Help

Search: c*tr*ce "counter-transference"

Orr, D. (1954) Transference and Countertransference: A Historical Survey. J. Amer. Psych

Journal of the American Psychoanalytic Association

(1954) J. Amer. Psychoanal. Assn., 2:621-670

Transference and Countertransference: A Historical Survey
Douglas W. Orr, M.D.

INTRODUCTION

In the papers presented as part of the Panel on "The Traditional Psychoanalytic Technique and Its Variations," two fundamental themes seem to stand out: the concepts and technical handling of

Rank	Article
100	Orr, D. (1954) Transference and Countertransference: A Historical Survey. J. Amer. Psychoanal. Assn., 2:62...
91	Waksman, J. (1986) The Countertransference of the Child Analyst. Int. R. Psycho-Anal., 13:405-415
90	Berman, E. (1997) Hitchcock's Vertigo: The Collapse Of A Rescue Fantasy. Int. J. Psycho-Anal., 78:975-988
88	Goodman, A. (1995) Containing And Responding. Contemp. Psychoanal., 31:557
88	Doucet, P. (1992) The Analyst's Transference Imagery. Int. J. Psycho-Anal., 73:647-659
87	Searles, H. (1959) Oedipal Love in the Counter Transference. Int. J. Psycho-Anal., 40:180-190

All Search Browse Document Bibliography Ranking Graphic


Record: 34 / 50 Hit: 1 / 1,031 Query: c*tr*ce "counter-transference"

The 50 articles which use the term countertransference most (in its various spellings) have been “found” and are displayed in the Bibliography pane and in the ranking pane. The ranking pane places the “hits” in order – the article with the most density, with the most mentions of the searched term appears first. In this case it is an article by Douglas Orr (1954).

Ranked searching is limited in value because, for technical reasons, it works only at the article level – in other words it will search for the presence of numbers of terms but not in the same paragraph, only in a whole article. It is a blunt instrument with none of the subtlety of being able to **Search by Context** using


the  icon.

Using New PEP Customized Advanced Query and Rank Search

As you can see you are limited in doing the ranked search as certain special Views search tools do not operate there and you are only searching at the article, not paragraph level. If you wanted to limit your search or make it more conceptually specific, you could use the Advanced Search using the  icon.

Note: Whenever conducting a ranked search and some other specialized searches from the Advanced Search mode, you will not be able to List your Bibliography. However, this dialog allows you to more easily insert the rank number you desire.

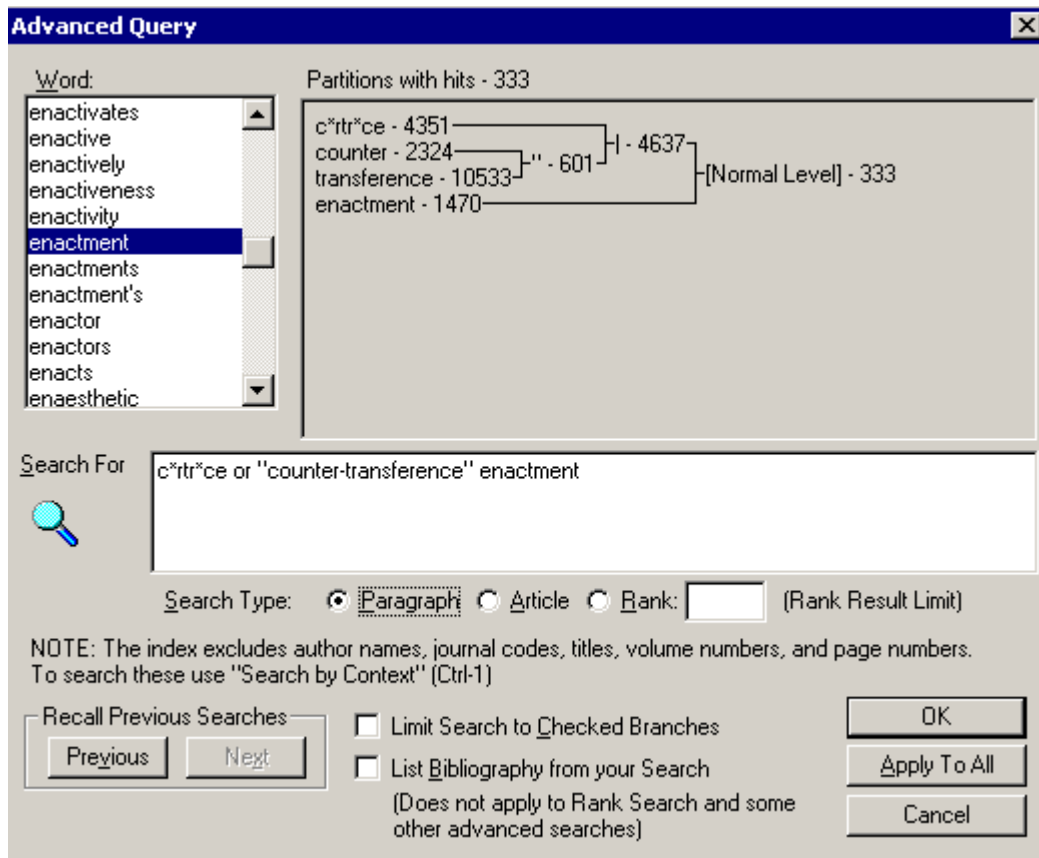
There are three ways to get the Advanced Search dialog.

- Press the Advanced Search icon  or
- Keystroke [Ctrl + 2] or
- Select Advanced Search from the Search Menu pull-down at the top of your screen.

Now let's say you are interested in knowing about countertransference, enactment and acting out.

- Type c*tr*ce or "counter-transference" enactment

You will get the following screen:



Notice the "Word Tree" work as it searches the infobase for your words in each paragraph of each article, yeilding 333 articles where these words occurred in the same paragraph. If you instead clicked the Article radio, your results would expand to 786 articles, where these terms appeared anywhere in the article.

This search needs to be limited. An easy way to quantitatively limit the Advanced Search by using the Rank field to type in a number and select the Rank radio. So, using the Advanced Search shown above for c*tr*ce or "counter-transference" enactment:

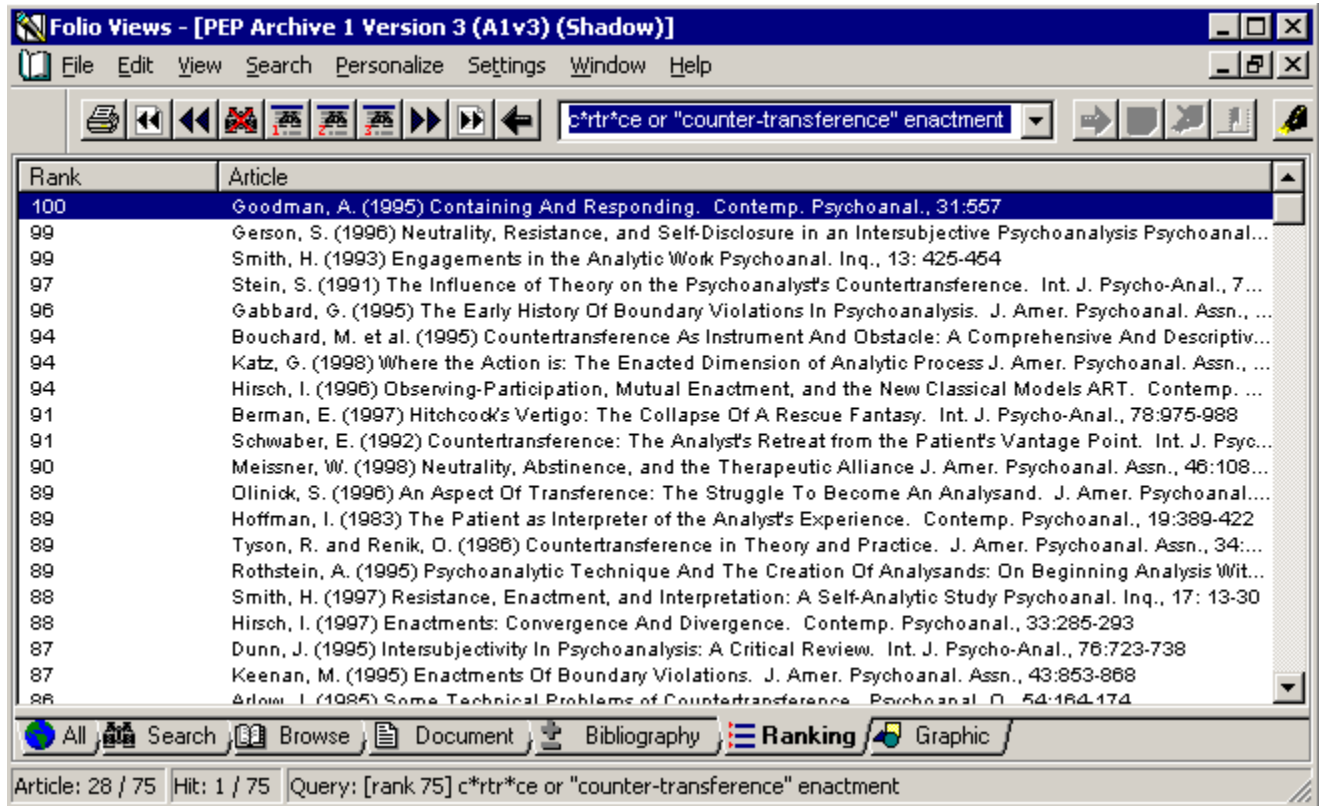
- Type 75 into the Rank field and select the Rank radio.

If you typed in 75, you would get the top 75 articles that had AT THE PARAGRAPH LEVEL, the terms you were looking for. As you know now, the the closer in proximity the terms are to each other, the more likely they will have increased meaning.

Note: The Ranked Search Query Tool does also default to 50. However it searches at the article level, not the paragraph level. Further, many advanced searching operators can not be used in the Ranked Search Box.

- Click OK to close the Advanced Search Box and display the results

- Select the **Ranking Tab (on the Views Tabs Toolbar)** to see the 75 articles displayed in order of the number of hits. It will look like this:



If you look at the results of the ranked articles in the top 75, it is interesting to observe that most of these papers are published in the mid to late 90's.

Note: The Bibliography window (seen on the right side in the All view) displays the same articles in alphabetical order).


- Continue to press F4 to browse forward through each hit. Press F5 to advance forward though each article.

[*Click here](#) to learn more about the many searching methods.

IMPORTANT NOTE: PEP has designed these custom search tools for your convenience. 99% of your searches can be done using Search by Context. The Advanced Search allows you to List your Bibliography from many advanced searches and to effortlessly do a ranked search. For even more power is available using the Folio Views query syntax by referring to Folio Views Help on Advanced Query [F2].

- Using the Search 3 icon or [Ctrl +3]

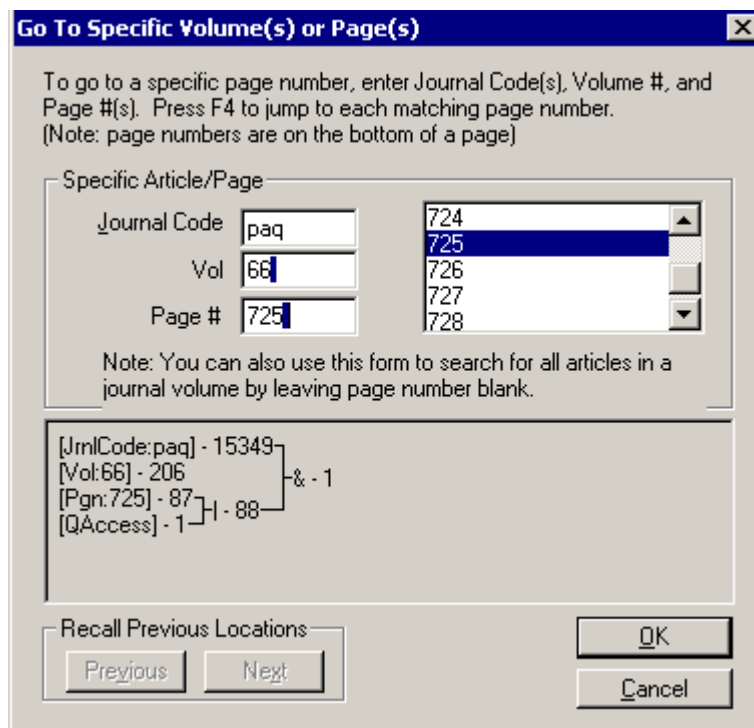
Let's say you were reading a paper in your hardcopy journal and wanted to use the reference for some of your research or teaching. Here is a quick way for you to go directly to the specific text on the **PEP Archive**:

- Select Search 3 icon  or [Ctrl +3]

or go to "Search" on the Menu Toolbar

- Select "Go to Specific Volume(s) or Page(s).

You will see the following screen where we have looked for a reference from Psychoanalytic Quarterly in Volume 66 and on Page 726.



- Press OK and you will go directly to the top of the article where the page reference is located.

- Continue to press F4  a few times and you will get to the page number.

- Click on the  icon to Cancel Search.

This PEP customized **Cancel Search** icon  is located on the **Toolbar** on the top of your PEP Archive screen. By clicking on it, you will cancel and thus clear your search.

10. Study Aids: Making your own Notes and Annotations

The *Folio Views* program has a very useful feature that permits you to use various *STUDY AIDS* to mark passages you want to return to, to write your own notes on passages and to create your own index of articles on topics that interest you. It is as if you had the paper journals on your desk but with the added advantage of being able to search your study notes and indexes just like as you can with the database.

[*Click here](#) for information about how to use **Study Aids**. Or access the PEP-Help Contents or Index Menu and select and print out the section "*Study Aids - Bookmarks, Highlights and Notes*". You may want to do this later as there is still a lot to absorb

11. Printing out a Complete Article or Selected Text

The PEP CD-ROM allows you to print out complete papers, selected text, the ranked hit list and the bibliography contents. These features are strictly for your personal use and subject to the copyrights set out in your license agreement found on your Start-->Program-->PEP Archive 1v3 menu.

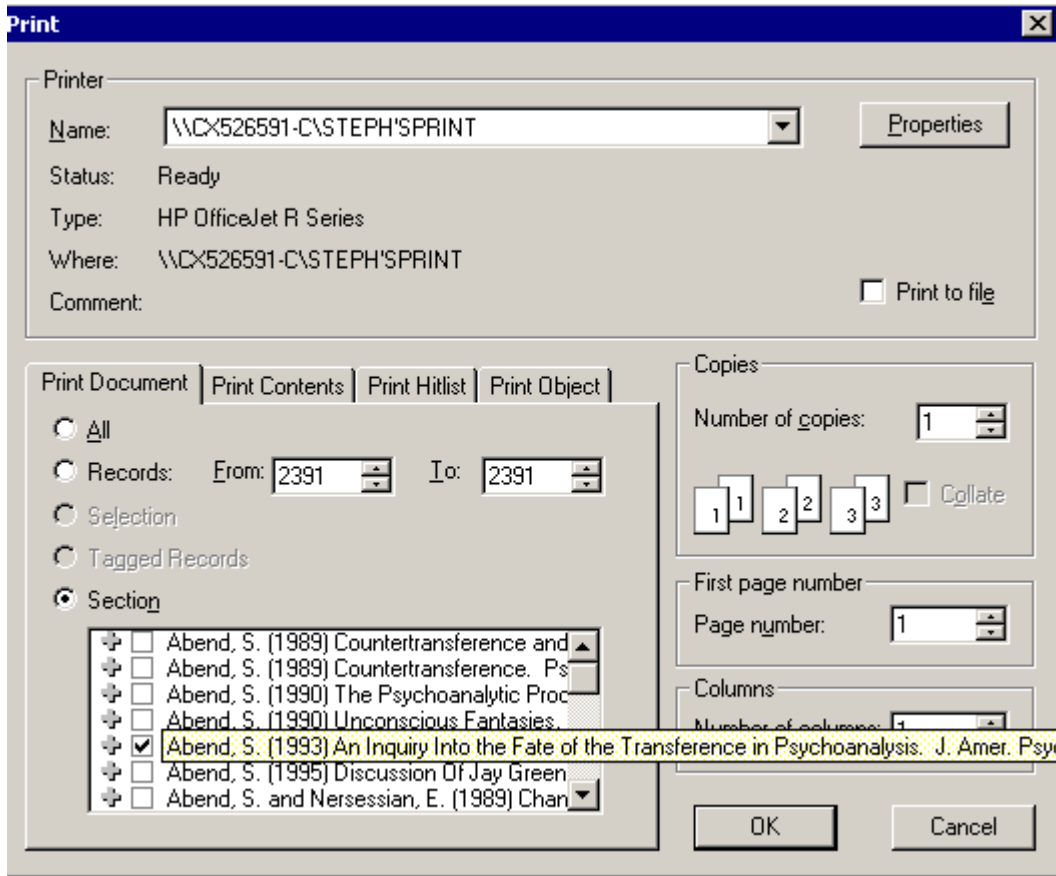
Printing a complete Paper

Using any of the methods described above, select the paper you wish to print out. Once the article is being displayed in the Document pane, you may print it out by selecting the *Print* icon found at the top left hand side of the screen or you can use the File Menu and select menu item Print.

Note: Your cursor must be in the document window in order to select what is there to print.

Click on the *Print* icon

The following Print dialog box will be displayed.



The article selected can be found listed with other titles in the section field as seen in the example of the Print dialog Box above. If you wanted to print the article by Abend, S. (1993) An Inquiry into the Fate of the Transference in Psychoanalysis, you would need to locate the article in the list of articles. Then, make a checkmark in the box next to this paper. Automatically, the dot in the radial will move from Record to Section. You are now ready to print. **Make sure the Section radio is selected.**

Click on OK

The complete paper will now be printed out (Macintosh users: click continue, then click Print).

NOTE: A glitch in the program--

Problem: After printing, the program will NOT automatically uncheck the article.



Solution: After printing, you must manually UNCHECK the box or the next time you try to print an article, you will also print whatever articles you still have checked. You


can uncheck going to the Edit Menu option "**Clear All Checks**". Another method is to **right click** anywhere in the bibliography pane and select "Clear all checks". With either method your cursor must be in the bibliography pane.

IMPORTANT: Never click the "all" radio in the print document screen as it will cause your computer to print out the entire disc, but because of memory and disk space limitations, it will likely cause your computer to require a "restart".

NOTE: The paper size and widths of margins can be changed by selecting Page Setup from the File Menu. The Font and the Font size for printing can be changed by selecting Options from the Settings Menu. If you select the Print Tab you will see the Font field and Size fields displayed. You may change the font and font size for printing here.

Printing your own Bibliography List

On PEP's customized searches, we have designed a special program that will let you export and print the results of your search. First you must go to one of the PEP customized searches either Search By Context (use the  icon) or Advanced Search (use the  icon) located on your Toolbar at the top of your screen. Let's run one of our previous tutorial searches with slight modification.

Click Search by Context icon .

Type in the top dialog box the following: c*tr*ce or "analyst's feelings" and enact*

We can further limit the search so that we only see papers written in the Journal of the American Psychoanalytic Association putting the journal code APA in the Journal Box.

Check the "**List Bibliography from your Search**" box

You can find this "List Biblio" at the bottom of your PEP Search Screen. You can see the Word Tree searching. It then tells you that there were 585 references. By further limiting your search to a specific journal (in this case APA), there are now 118 references.

Click on the OK tab

All of your references are in the Document Pane ready to be searched, exported or printed. The printing method is the same as printing an article explained above.

To print your "List"

Select the *Print* icon 


Select the Print Document Tab

Select the All radio and Press OK

Your bibliography list in the document pane will print out for you.

Printing out selected text

To print out selected text, first select the text you wish to print out. This selection of text is done in the same way it is done when using your word processor. Place the cursor at the beginning of the text you are selecting then, while holding down the Shift key, place the cursor at the end of the text and release the shift key. (Alternatively, for a short bit of text, click the cursor at the beginning of the text then while holding down the left mouse button, move the cursor to the end of the text and release the button.) The selected text will now show as highlighted in a color.

Select the *Print* icon 


You will see that the "Selection" radio has been selected automatically.

Click on OK The selected text will now be printed out.

Printing the Ranked Hit List

Printing the Ranked hit list is for printing out your results from running a Ranked Search. As you recall this search can either be done by typing words into the Query Tool dialog box located in the middle of the Toolbar or by using the rank radio located on the Advanced Search screen accessed by using the Advanced Search icon

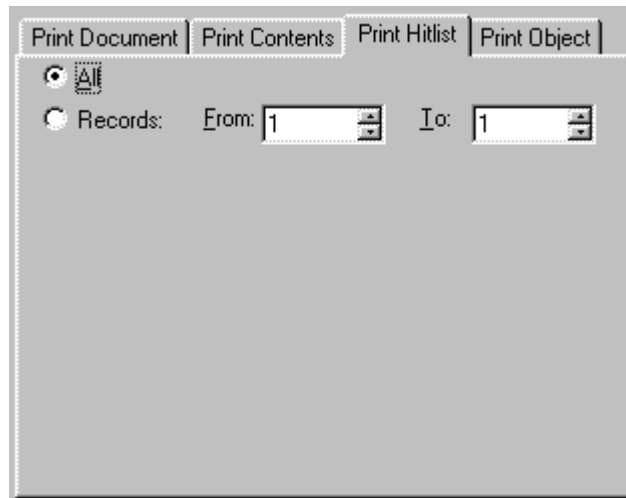
 or [Ctrl + 1].

Select the *Print* icon 

When the Print Dialog Box opens,

Select the *Print Hit List* Tab


- Click on the All box to print the entire Ranked list of references. Your screen should look something like this.



- Click on OK to print out the Ranked List of references.

NOTE: In order to get a ranked hit list, you must perform a "ranked search"

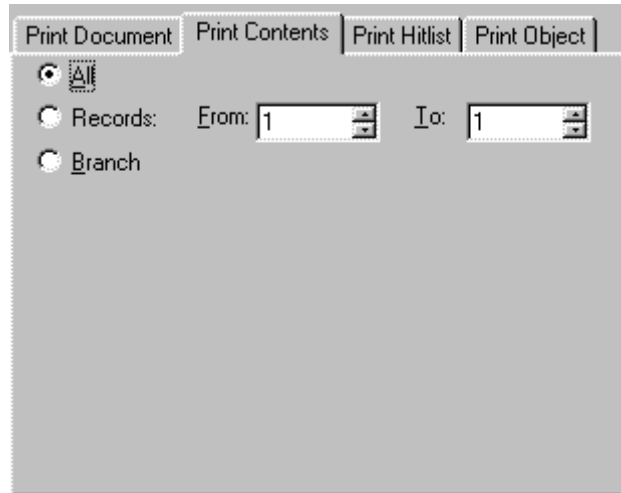
- Printing the Bibliography (Contents) or complete reference list

- Select the *Print* icon 

When the Print Dialog Box opens,

- Select the *Print Contents* Tab

- Click on the *All* box



- Click on OK to print out the complete List of references.


12. Using the Copy and Paste Commands

The PEP CD-ROM includes a copy command feature that allows you to highlight and copy text and images to the Clipboard in Microsoft Windows. This feature is provided for your personal use of the product. For example, you may wish to copy information on a certain topic to an electronic file to make a research file (notes, lecture, draft paper) for your future reference. You may wish to print out an article to read at a later time when you are away from your computer. For more instructions you can refer to the section on Printing, Copying and Pasting text by [clicking here](#).

However, copyright law does not allow you, for example, to copy an article for commercial publication or for posting onto a computer bulletin board. These examples are illustrative, and are not meant to summarise applicable law. See your license agreement for details.

The cut, copy and paste commands are the same as those that you probably already use in your word-processor.

To copy text from an article into an open document in your word-processor:

- Select the text. (See the section on *Printing out selected text* above)
- Press [Ctrl + C] to copy. (Alternatively select *Copy* from the *Edit Menu*)
- Minimize the Folio Views window by clicking on the Minimize Window button  at the top right side of the *Folio Views* window Tile Bar

From the Start Menu (Windows)

- Open your document in your word-processor.
- Move your cursor to the place where you wish to place the text.
- Press [Ctrl + V] to paste the text. (Alternatively select *Paste* from the *Edit Menu*)



The selected text will now be in your document.

To get back to *Folio Views* exit or minimize your word-processor and maximize *Folio Views* by selecting the *Folio Views* tab on the Taskbar (Windows)

13. How to Email a Colleague your Search Results

Let's say you would like to email your colleague the results of a paper you are working on about transference and countertransference resistance and training analysis terminations.

First open up your email and type in your colleague's email address and name. Then switch back to your PEP Archive and run a search.


- Select either Search by Context  or Advanced Search  icon.
- Type in the top dialog box the following: "training analys*" termination and resistance and search at the paragraph level.
- Check the "List Bibliography from your Search" box**

By clicking on "List Bibliography" the results of your search, in this case 12 references, will be displayed in the Document Pane. **To cut and paste the entire contents of your search results:**

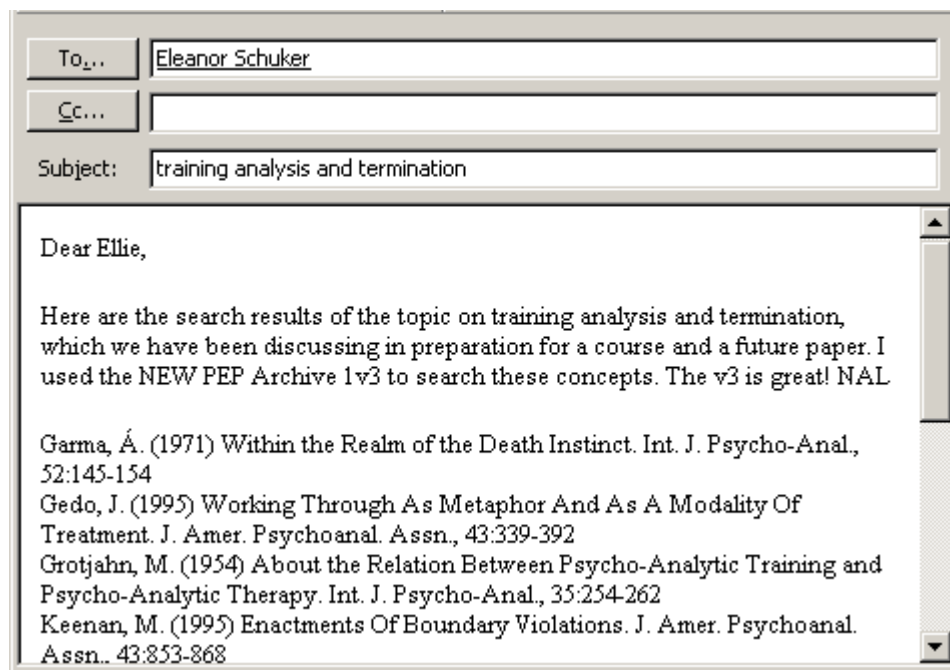
- Select the text by putting your cursor in the upper left side of document window on the name Garma and click.
- Hold the shift key down and at same time, move cursor to end of document and click.

All of the text in the Document Pane will be highlighted.

- Press Ctrl + C to copy. (Alternatively select *Copy* from the *Edit Menu*)

- Minimize the Folio Views window by clicking on the Minimize Window button  at the top right side of the *Folio Views* window Tile Bar
- Re-open your email document by clicking on your tab tray on the bottom of your screen.
- Move your cursor to the place where you wish to place the text.
- Press Ctrl + V to paste the text. (Alternatively select *Paste* from the *Edit Menu*)

Here is an example of one such email generated from this search.



14. What's Next

Other sections in this PEP-Help Manual and in the Folio Views Help (available from the Menu bar when running the PEP disc) introduce you to other features. As it is difficult to take in a lot of information at once and without a task we envisage you looking at these two sources as you go on with your research.

Use the instructions in the remainder of the PEP-Help Manual and in the Folio Help files to become more and more expert - but first [*click here](#) for some important information or select and print out "*What to do and Not to do when first using Folio Views*" from the Manual Contents. This gives a few warnings and bits of technical information which will keep your use of the disc minimally complicated.

PEP is continually working to improve the disc and make it more user-friendly with each update.

Press **B** to return to previous text or Topic
Press **C** for Contents