



Discovering Collection Navigation Guide

The **Discovering Collection** is a comprehensive cross-curricular reference source combining thousands of biographies, topical overviews, critical analyses, plot summaries, event essays, and multi-media elements into a single, easy-to-use database that supports classroom learning. It provides integrated access to the same *DISCovering*, *Exploring*, and *U*X*L* reference content previously available as separate databases and now contained in the Gale Group’s Student Resource Center.

The Discovering Collection’s reference content is based on national curriculum standards and is designed to meet the needs of five core subject areas: History, Literature, Biographies, Science, and Social Studies.

Content:

- **Reference Sources in the Discovering Collection** – The Discovering Collection features thousands of biographies, overview essays, timeline event essays and plot summaries from the following *DISCovering*, *Exploring*, and *U*X*L* products:

- | | |
|--|--|
| <i>DISCovering Authors</i> | <i>U*X*L Junior Worldmark Encyclopedia of the Nations</i> |
| <i>DISCovering Biography</i> | <i>U*X*L Junior Worldmark Encyclopedia of the States</i> |
| <i>DISCovering Multicultural America</i> | <i>U*X*L Junior Worldmark Encyclopedia of World Cultures</i> |
| <i>DISCovering Science</i> | <i>Worldmark Encyclopedia of Canadian Province</i> |
| <i>DISCovering U.S. History</i> | <i>Worldmark Encyclopedia of the Nations</i> |
| <i>DISCovering World History</i> | <i>Worldmark Encyclopedia of the States</i> |
| <i>EXPLORING Novels</i> | <i>Worldmark Encyclopedia of Cultures and Daily Life</i> |
| <i>EXPLORING Poetry</i> | |
| <i>EXPLORING Shakespeare</i> | |
| <i>EXPLORING Short Stories</i> | |
| <i>U*X*L Biographies</i> | |
| <i>U*X*L Junior DISCovering Authors</i> | |
| <i>U*X*L Science</i> | |
| <i>U*X*L Junior Worldmark Encyclopedia of Canadian Provinces</i> | |

- The total number of biographies, overview essays, timeline events, and plot summaries is listed in the table below:

Biographies	Essays	Timeline Events	Plot Summaries
11,596	24,764	21,079	3,234

- **Student Research Tools in the Discovering Collection include** — The *Merriam-Webster’s Collegiate Dictionary*, *Merriam-Webster’s Biographical Dictionary*, *Merriam-Webster’s Geographical Dictionary*, and *Merriam-Webster’s Encyclopedia of Literature*.



Features:

- More than 60,000 reference documents from acclaimed Gale Group sources
- Over 13,000 photographs, maps, graphics, and illustrations
- More than 8 hours of audio and video clips
- Four complete Merriam-Webster resources: *10th Collegiate Dictionary*, *Biographical Dictionary*, *Geographical Dictionary*, and the *Encyclopedia of Literature*
- E-mail capability for document delivery

Getting Started:

Select the **Discovering Collection** from your list of available databases.

Search Options:

There are 5 different types of search you can perform in the Discovering Collection: Keyword, Custom, People, Literature, and Timeline searches. The default search is the **Keyword Search**. For a more specific inquiry a **Custom Search** is available. And, for “theme-based” searches, you can perform **People**, **Literature**, or **Timeline Search** for reference documents.

A “theme” search yields precise results that include:

- **People Search** - search by ethnicity, birth/death dates, nationality or occupation
- **Literature Search**– search by author, title, literary era, nationality, and much more
- **Timeline Search**– identify historical events by entering a date or range of dates from as far back as 3,000,000 B.C.

Let’s consider each of the five types of search.

1. Keyword Search:

The Keyword Search feature enables you to search the entire database for the presence of any word or words within a broader range of fields than a Subject Search.

There are several ways to refine a Keyword Search.

Use Wildcards:

1. Asterisk (*) -- matches any number of characters. (For example, kit* would search the database for all instances of “kit”, “kits”, “kite”, “kites”, “kitchen”, “kitten”, etc.)
2. Question mark (?) -- matches an exact number of characters. (For example, “Fr??d” would generate all documents containing “Freud”, “fraud”, etc.)
3. Exclamation mark (!) -- matches one or no characters. (For example, “colo!r” would generate all documents containing “color” or “colour.”)

Use Boolean Operators:

1. and
2. or
3. not

Order of Operators:

When using more than one Boolean operator, Discovering Collection evaluates them in this order:

1. and, not

2. or

Use Nesting Operators: (...)

If you want to override the order of operators, you can use parentheses so certain terms are searched together.

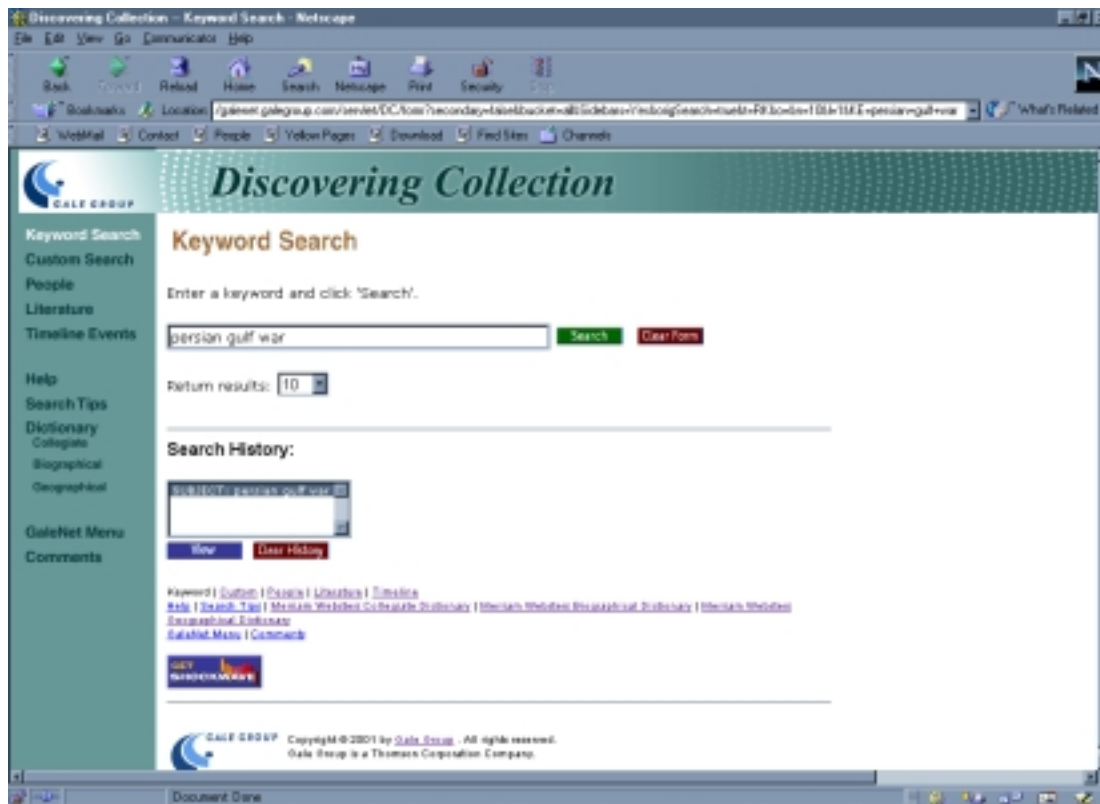
Use Restoration Marks:

When phrases contain operators that are also stop words, (ex., *and*, *or*, *not*, *but*, *a*, *an*, *for*, *from*, *if*, *is*, *in*, *the*, *to*, *with*, etc.) use quotation marks to override the stop words. By using quotation marks, Discovering Collection will search for all the words together.

Let's try a **Keyword Search**

Click on the link **Keyword Search** in the blue area on the left-hand side of the screen (this is the database's Navigation Bar). This will allow you to search your topic by keywords.

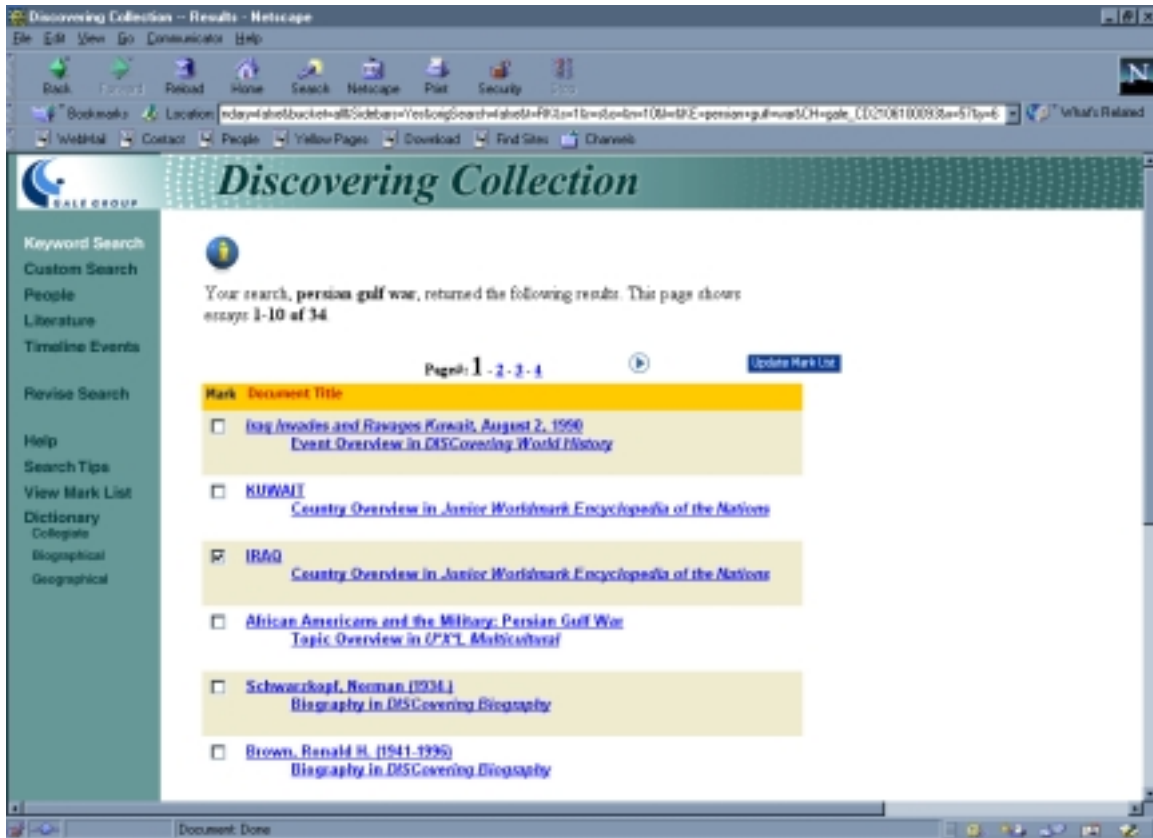
1. Click on the primary search field (just to the left of the green search button) and type the words **Persian Gulf War**. Then press Enter on your keyboard or click on the **Search** button to execute the search. Note, the search history is displayed in a list box at the bottom of the search screen. Search terms are captured in the list box when you enter a term and the Search button is clicked. Scroll down the list to see your search history. To execute a search from the list, select the search term and click the "Search" button next to the Search History box. Search history is automatically cleared when you time out of a session. You may also clear the search history by clicking the "Clear history" button.



2. The Discovering Collection returned 34 reference documents ranging from event overviews, country overviews, and topic overviews of the Persian Gulf War to



biographical essays about primary figures involved in the war. (See the screen below.) From here you may revise the search using the above-mentioned methods of refinement or do a Custom Search to narrow the search further.



Mark List:

The Student Resource Center allows you to mark documents that you find interesting in order to create a personalized citation list. Documents may be selected from a results list by checking the box to the left of the citation (or, while viewing a document, by clicking in the Mark box in the document). (Note, when marking documents in the results list, you must click on the **Update Mark List** button before proceeding to another screen to save your selections.) After selecting one or more documents, you may view your citation list by clicking on the **View Mark List** button on the Navigation Bar. To remove a document from your Mark List, deselect the box to the left of the citation then press the **Update Mark List** button.

2. Custom Search:

With Custom Search, you can conduct a search on a particular field, document type, or date of publication. Below are descriptions of the types of search you may conduct.

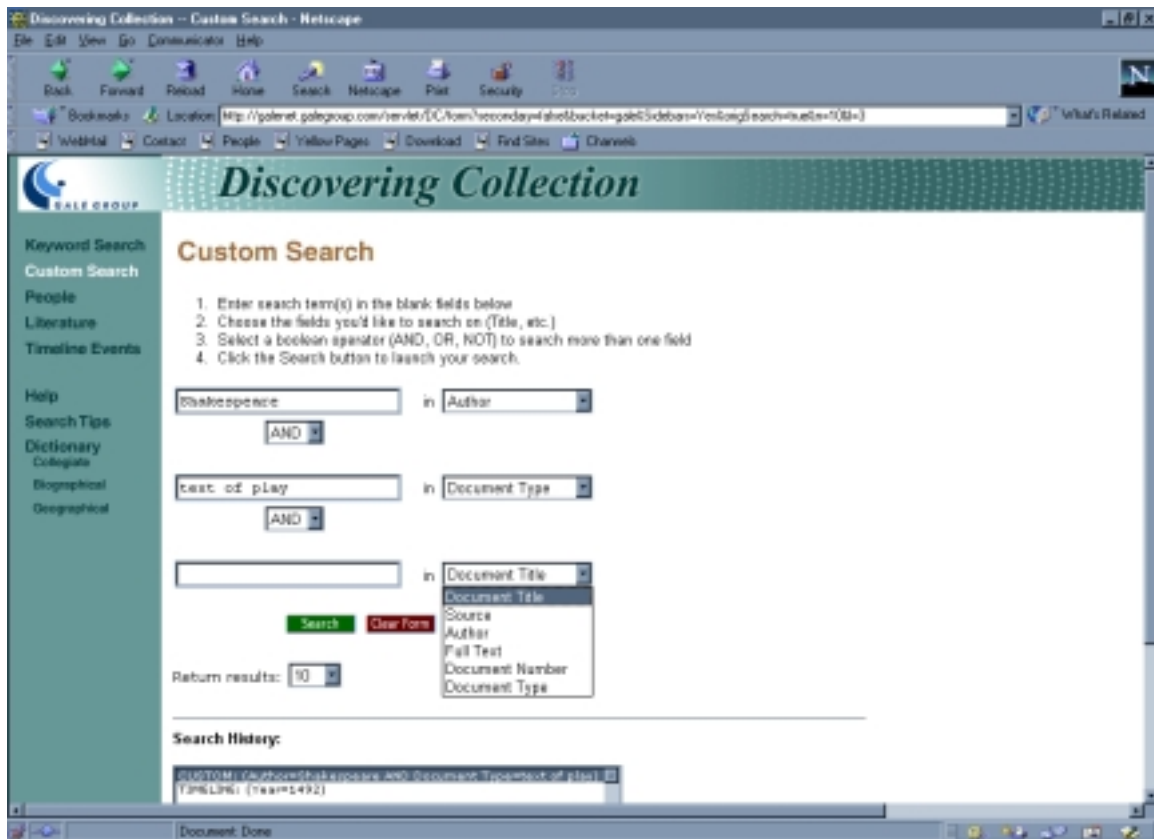
- **Document Title:** Use this option to search for words in the title/headline of a document. This is a good search to use if you only know part of the title.
- **Source:** Searches for a particular source, such as a magazine or reference work. (Click on **Help** to view a complete list of sources.)
- **Author:** Searches for the author of an article, essay, or critical review.



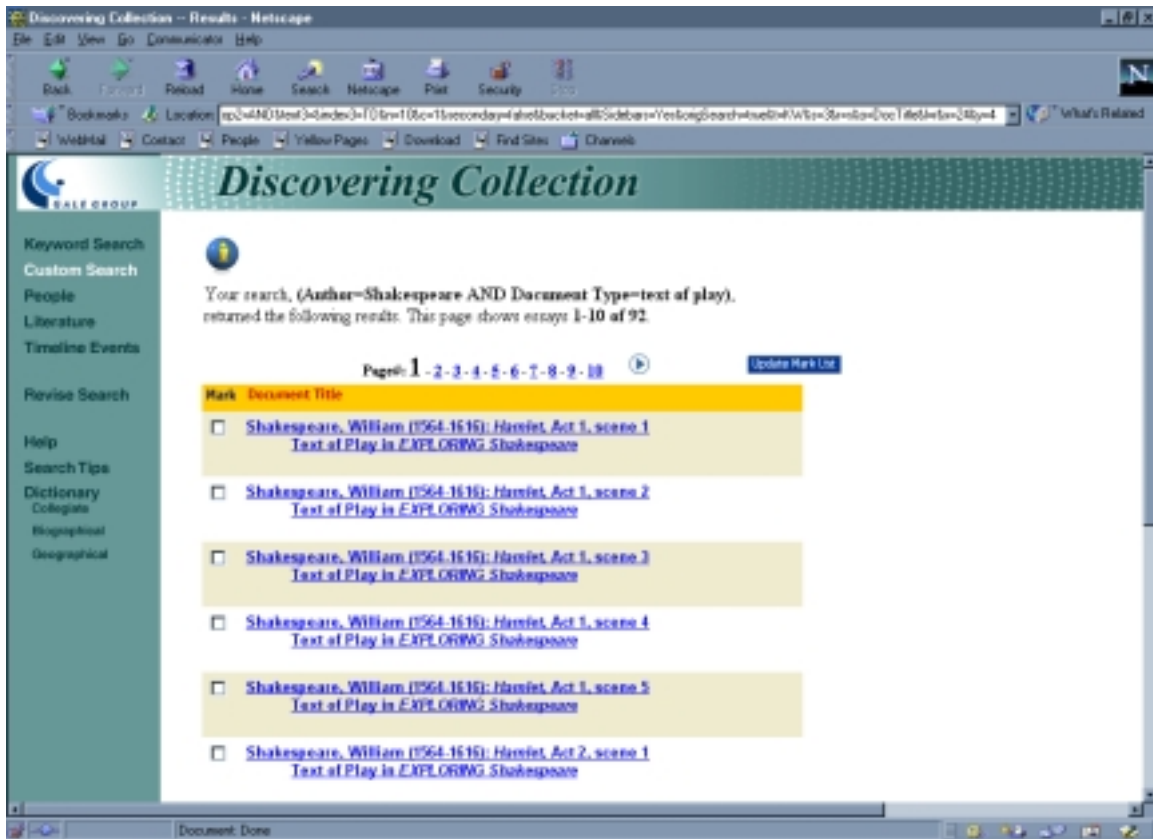
- **Full-text:** Searches the full text of a document. This is a good search to use if you are looking for a particular line of text or an unusual phrase.
- **Document Number:** Searches for a specific document based on the document's unique identifying number. You have to know the document's number to conduct this search. You can find the document number at the bottom of a document. Be sure to note this number if you think you'll need to access the document later.
- **Document Type:** Enter a specific type of documents to search for, such as Plot Summaries, text of poem, or province overview. (Click on **Help** to view a complete list of Document Type terms.)

*Let's try a **Custom Search*****

1. Click on the **Custom Search** link from the Navigation Bar. The following screen will appear:



2. Type **Shakespeare** in the first search box and select **Author** from the pull down menu. In the second search box type **text of play** and select **Document Type** from the pull down menu. Click Search. (See the screen at the top of the next page for the results.)



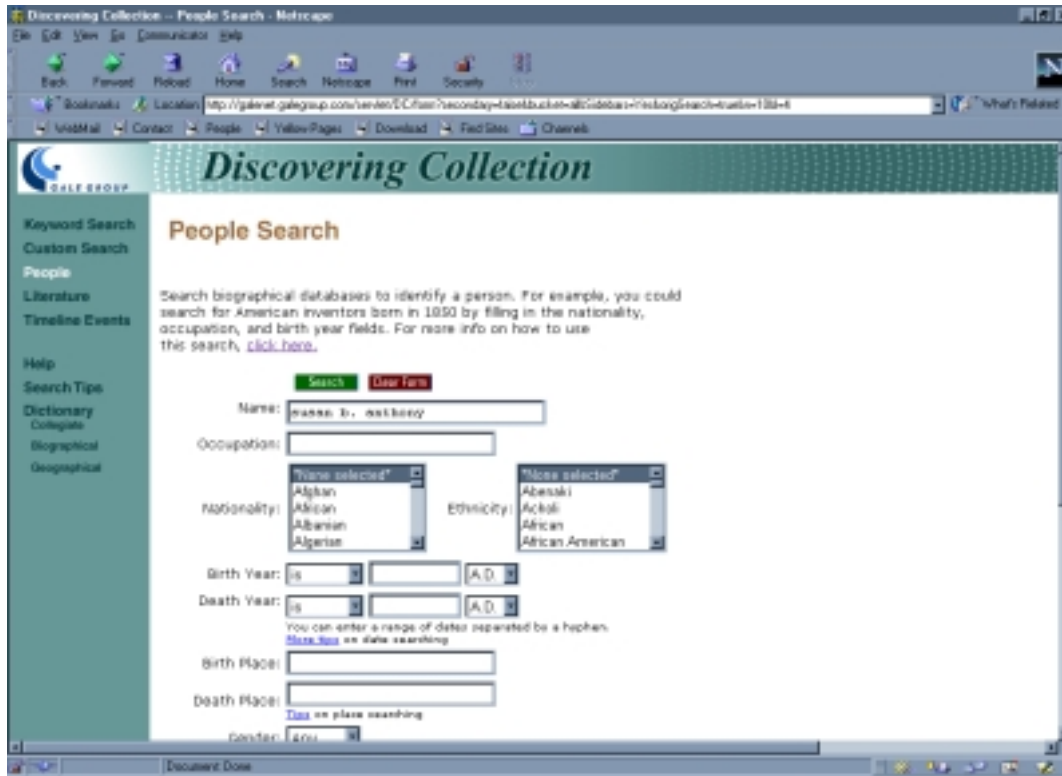
3. People Search:

People search feature also allows you to perform highly targeted searches on the biographical database to identify individuals who match certain search criteria. The search interface is flexible, allowing you to select one term, multiple terms, or all terms on the page for searching. Below is a list of items available on the People search page:

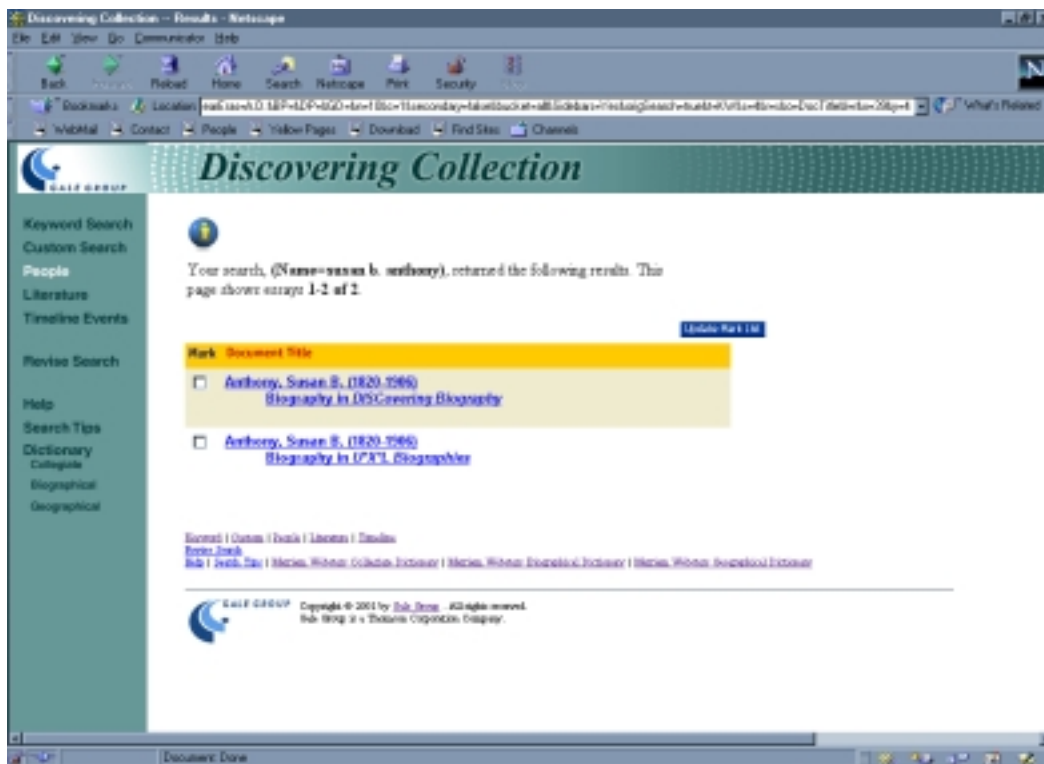
- Name
- Nationality
- Birth Year and Death Year
- Gender
- Ethnicity
- Occupation
- Birth Place and Death Place

Let's try a **People Search**

1. Click on the **People Search** link from the Navigation Bar. (See the screen on the top of the next page.)



2. Type **Susan B. Anthony** in the Name Search box. Select Female for gender. Click Search.
3. Discovering Collection returned two biographies from Gale's *DISCovering Biography* and *U*X*L Biographies*.

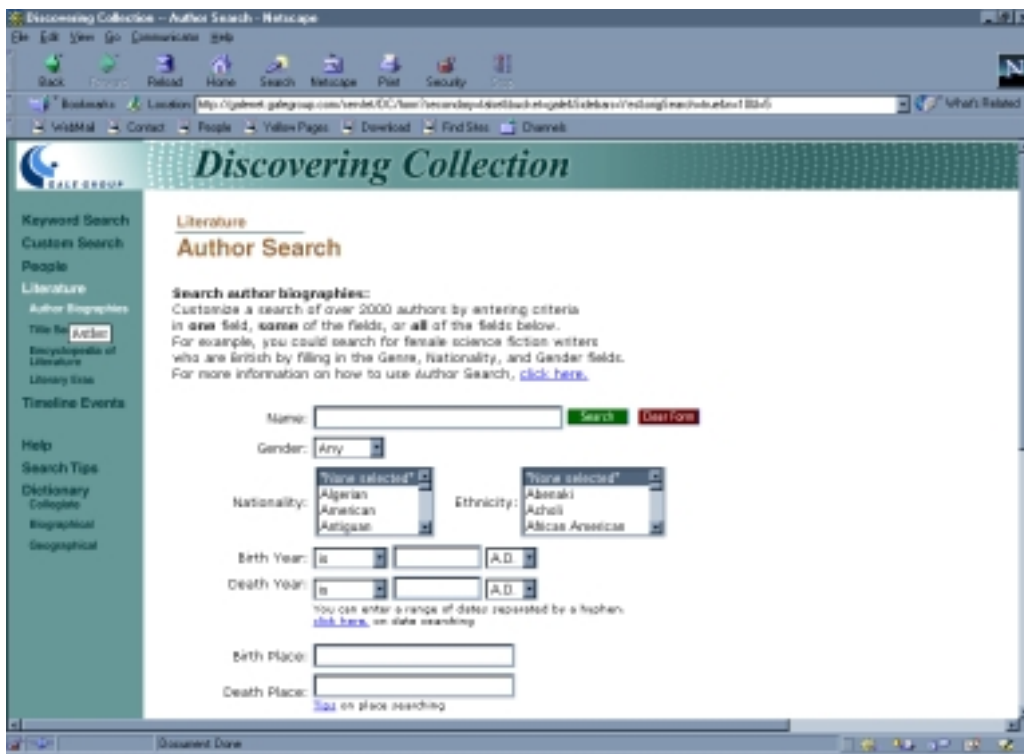


4. Literature Search:

Author Biographies: The Author Search feature allows you to perform highly targeted searches to identify authors that fit certain search criteria. You may fill in as many search fields as you like. Below are descriptions of Author Search fields.

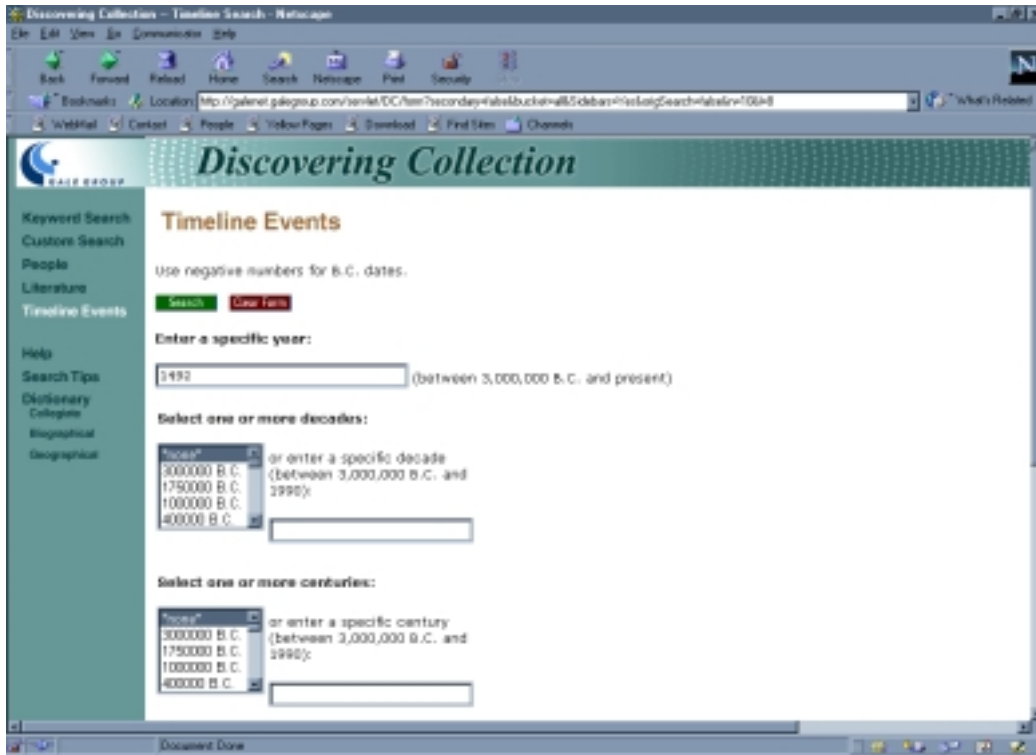
- Name
- Gender
- Nationality
- Ethnicity
- Birth Year and Death Year
- Birth Place and Death Place
- Genre
- Literary Movement/Time Period
- Theme

Author Search Screen:

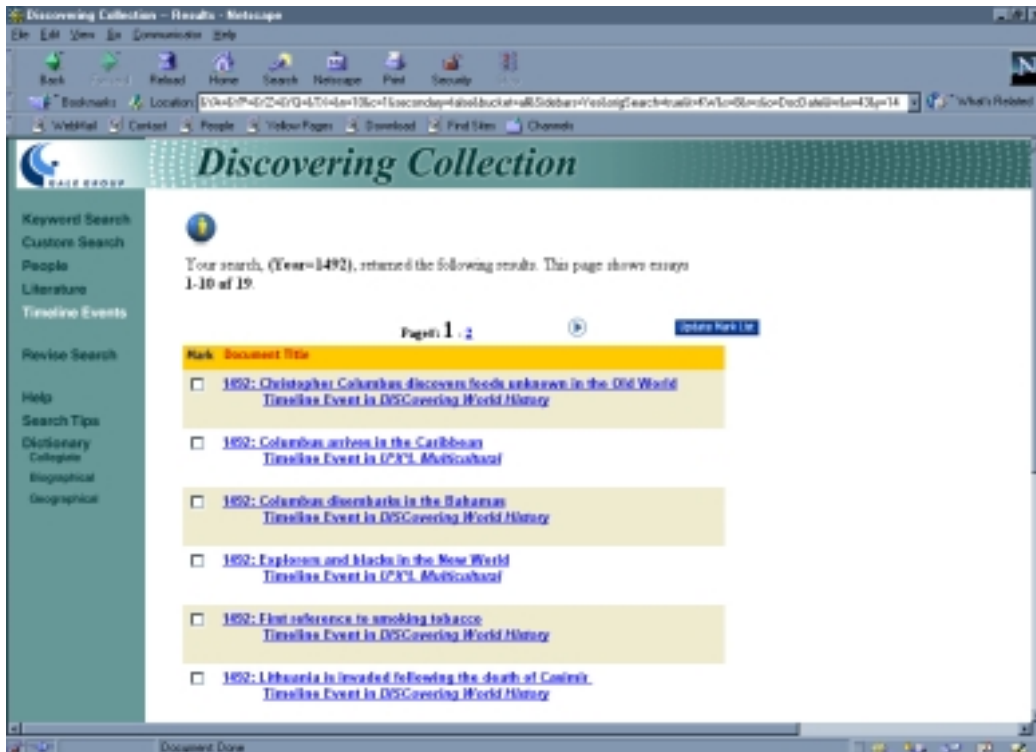


Title Search: The Title Search features allows you to search the entire database for titles of works based on all, part, or some of the words you enter in the Title Search field. You may select from three types of search options:

- Match any words entered (default)
- Match words exactly as entered
- Match all words entered



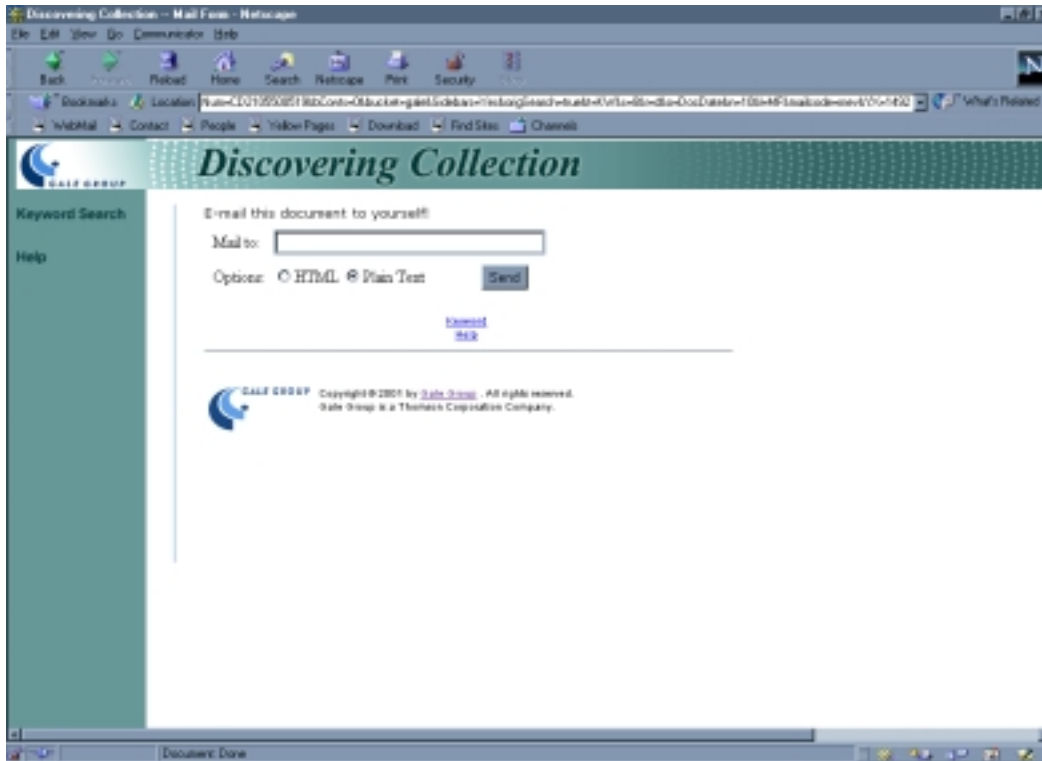
2. Discovering Collection returned the following results showing timeline events associated with the year 1492 AD. (See the screen on the next page.)





Retrieving Articles:

When you're viewing a document, you'll find "Format for Printing" and "E-mail Data Home" options in the Sidebar. You can format the document for printing or e-mail it to another address to conserve paper.



InfoMarks:



An InfoMark at the top of any page indicates that the URL of the page persists even when the session is over. Persistent URLs can be book-marked for future reference or copied into an electronic mail message or onto a Web page. Use your browser to save the page as a bookmark.

One common use for InfoMarks is to create a predefined search. Any combination of searching and limiting that produces results can be saved. A predefined search could be as narrow as a specific search or as broad as, for example, all articles from a particular journal. Each time the saved link is selected, the search will be run anew, so the results are always fresh. To create a predefined search, save the URL at the Result List page, the page with a list of matching documents.



Saving a Result List page provides a link to the list with the most recent count of matches. Saving a Mark List page provides a link to a list of selected articles. InfoMarks should be reasonably stable, but keep in mind that the journal selection and negotiated rights (for text and/or full content display) in a collection can change without notice. It's a good idea to verify your saved links from time to time.

Important: Anyone who uses a saved URL must have access to GaleNet and to the product from which the URL came. Users who have access to GaleNet but not the product from which the URL came will see the following message: This InfoMark specifies a database that is not on your current subscription list.

For more information about the Discovering Collection check out the **Help feature located in the blue area on the left-hand side of the database.