



InfoTrac K-12 Junior Edition Tip Sheet

InfoTrac K-12 Junior Edition is designed especially for junior high and middle schools and features titles most critical to their libraries and curriculum.

Sources:

- 60+ indexed and 50+ full-text general interest magazines
 - 40,000 full-text newspaper articles
 - 14 full-text reference books
 - 500 historical images
 - 300+ full-color Rand McNally maps
 - *Information Please™ Almanac (Atlas and Yearbook)*
 - *Information Please™ Sports Almanac*
 - *Information Please™ Environmental Almanac*
 - *The Reader's Companion to American History*
 - *Merriam-Webster's Collegiate® Dictionary, Tenth Edition*
- Thousands of Newspaper articles from Knight-Ridder/Tribune News Service (the source used by newspapers nationwide)

Date Range Current 36 months; daily updates

Getting Started:

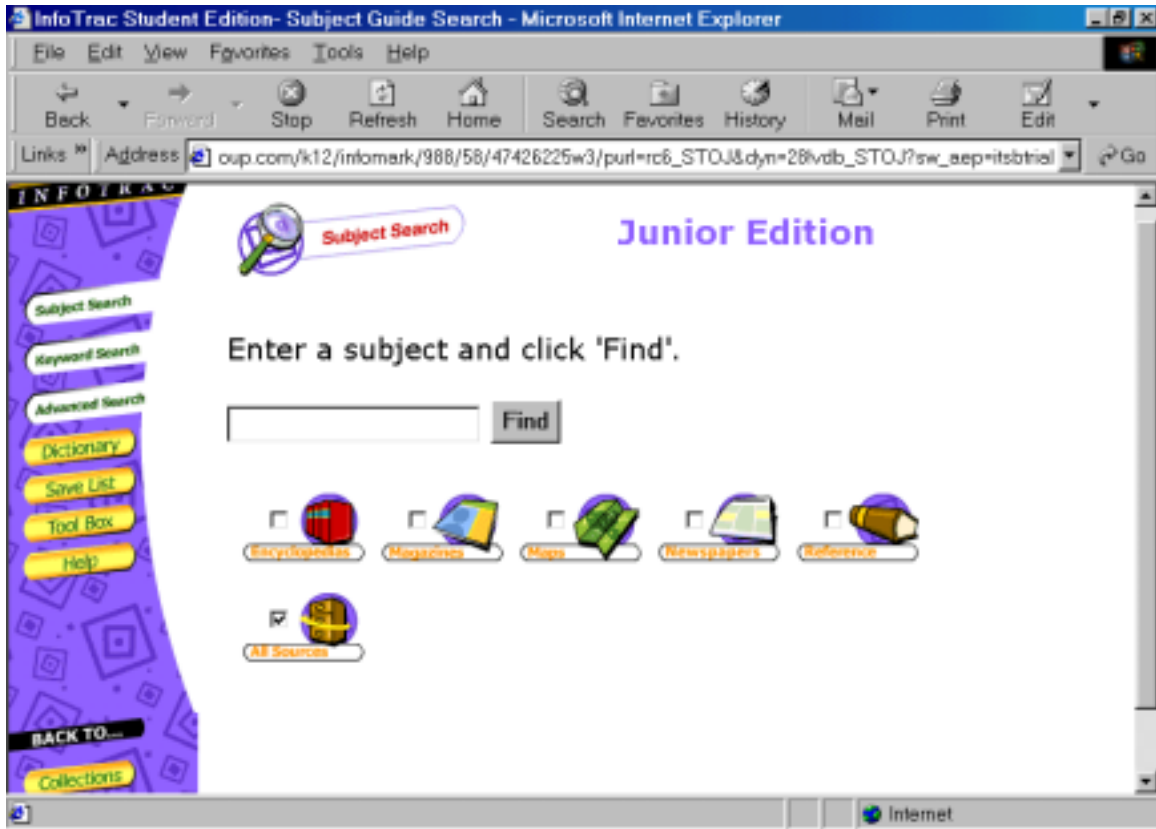
The screen will ask you to select a collection to search. Under the **Junior Edition** description, click on the link **Start Searching** to go to the search screen.

Search Options:

There are 3 different types of searches you can perform in the InfoTrac K-12 Junior Edition database. You can search for articles by subject or keyword. For those who want to do a "power search," an advanced search option is available. The advanced search can be as simple or as complex as you would like.

Subject Search:

Many times the Subject Search will be the default screen. If not, to start a subject search, click on the **Subject Search** in the purple area on the left-hand side of the screen. This will allow you to search your topic by subject. You also have the option of searching all sources or choosing one or more of the sources. You can check or uncheck the boxes for searching Encyclopedia, Magazines, Maps, Newspapers, and Reference Books. The Subject Guide search screen will look like this:



If you type in your topic and no matching Subject Heading is found, K-12 Junior automatically defaults to a Keyword Search. This means that you'll see a citation list NOT the Subject Guide.

If K-12 Junior does not find the subject terms you entered, the database will display a list of subject headings spelled similarly to the term you initially typed. You can click on the appropriate word to link you to the subject heading.

There are several ways to refine a Subject Search:

Wildcards:

1. Asterisk (*) -- matches any number of characters
2. Question mark (?) -- matches an exact number of characters
3. Exclamation mark (!) -- matches one or no characters

Boolean Operators:

1. and
2. or
3. not

Restoration Marks:

When phrases contain operators that are also stop words, like AND, you can use quotation marks ("...") to override the stop words. By using quotation marks, K-12 Junior will search for all the words together.

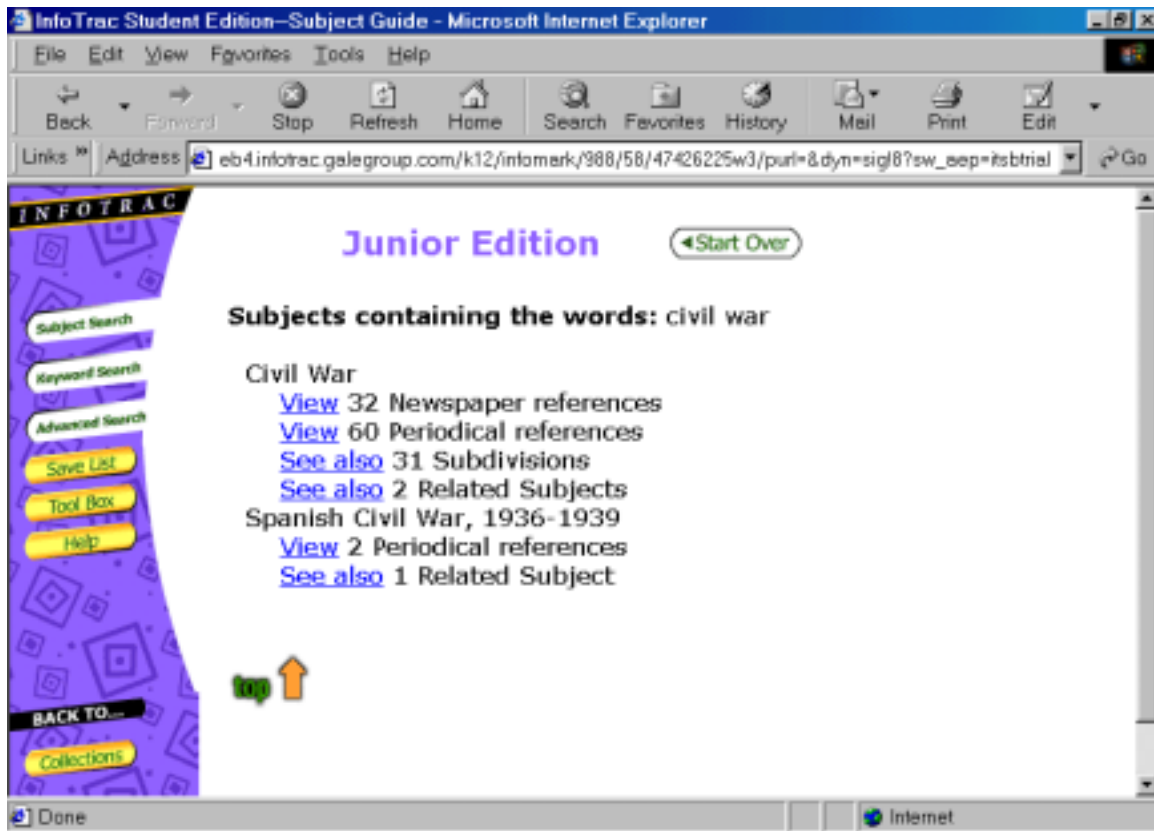
e.g. "crime and delinquency"



In this example, K-12 Junior will look for the phrase **crime and delinquency** rather than the word **crime** and the word **delinquency** separately.

Let's try a **Subject Search**

1. Click in the rectangle slot and type the words **civil war**. Click on the Find button to start the search.
2. The subject guide list will be displayed on the screen. There are several different types of materials to select depending on your research needs. Click on the link **View** or **See also** to see the articles.



Keyword Search:

A Keyword Search looks for the word or words entered. Results are listed from most recent to oldest publication date.

There are several ways to refine a Keyword Search.

Wildcards:

1. Asterisk (*) -- matches any number of characters
2. Question mark (?) -- matches an exact number of characters
3. Exclamation mark (!) -- matches one or no characters

Boolean Operators:

1. and
2. or
3. not

Order of Operators:

When using more than one Boolean operator, K-12 Junior evaluates them in this order:

1. and, not
2. or

Nesting Operators: (...)

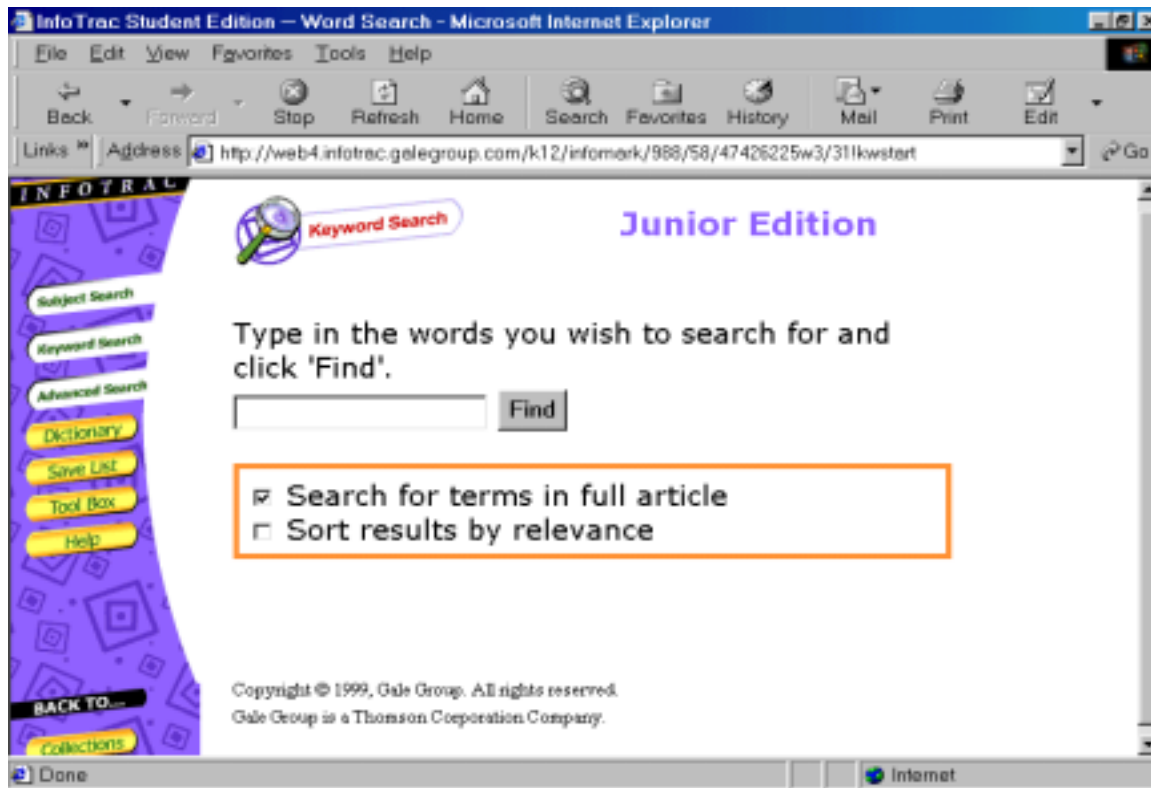
If you want to override the order of operators, you can use parenthesis so certain terms are searched together.

Restoration Marks:

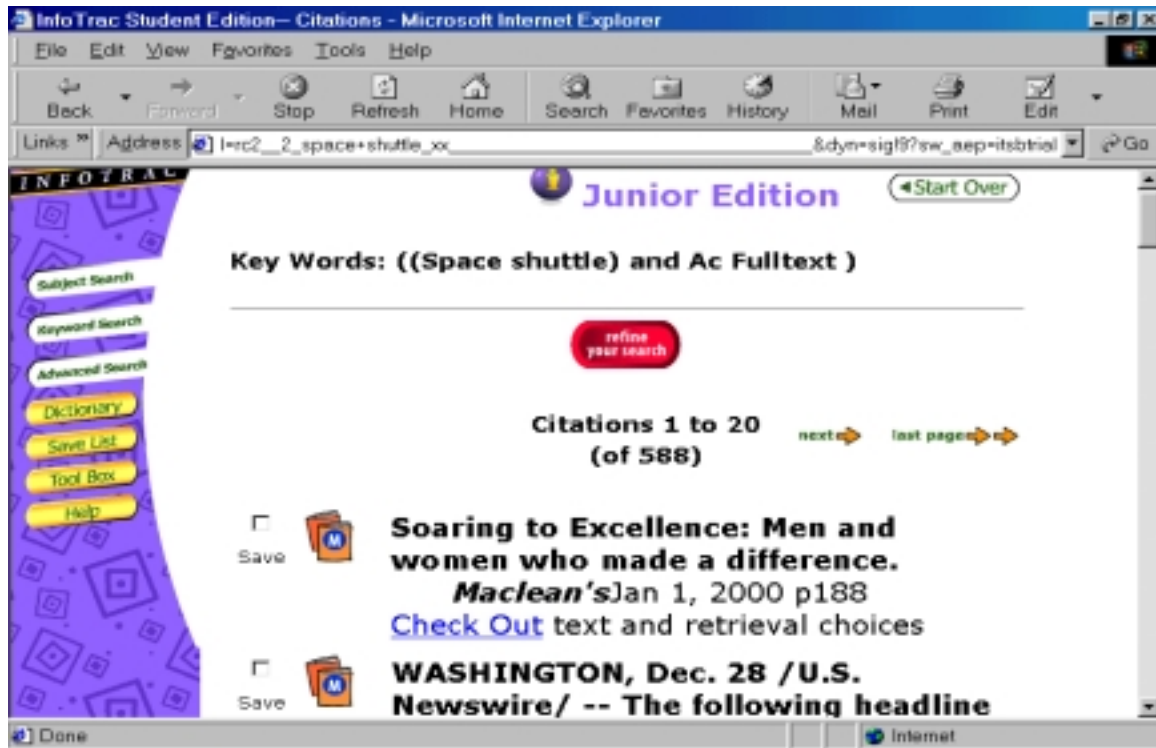
When phrases contain operators that are also stop words, like AND, you can use quotation marks ("...") to override the stop words. By using quotation marks, K-12 Junior will search for all the words together.

Let's try a **Keyword Search**

Click on the link **Keyword Search** in the purple area on the left-hand side of the screen. This will allow you to search your topic by keywords. A keyword search will look for the words in your topic in the full article unless you uncheck the box then it will look in title, citation, and abstract. You can also choose to have the database rank the articles by relevance by checking the appropriate box. The Keyword Search screen looks like this:

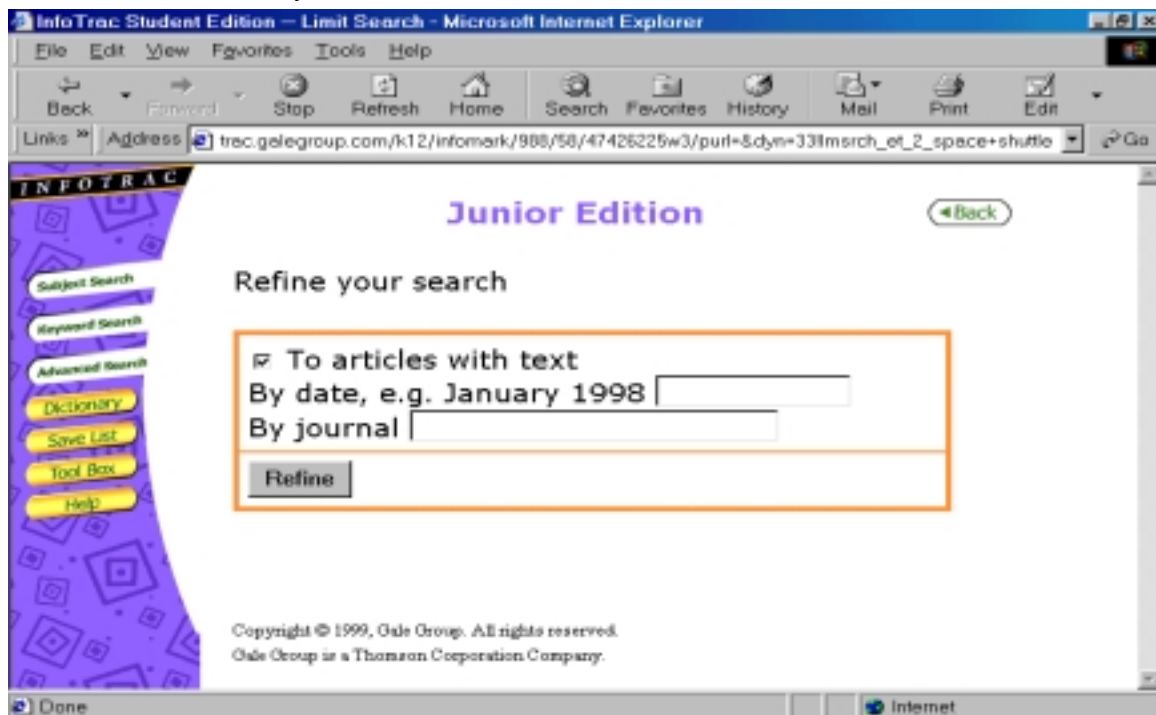


Click on the rectangle slot and type the words **space shuttle**. Click on the **Find** button to start the search. The results screen will look like the following listing the first 20 citations.



Refine Search:

1. There are times when you may want to refine your search. Above the citations list is a red box with "refine your search." Click on that link.





2. You can refine your search by limiting to articles with text, by date, and by journal.
3. Click on the **Refine** button when you are ready to re-execute the search with the refinements included.

Advanced Search:

The Advanced Search provides searchers with the most control. There are several different ways to refine your search.

Wildcards:

1. Asterisk (*) -- matches any number of characters
2. Question mark (?) -- matches an exact number of characters
3. Exclamation mark (!) -- matches one or no characters

Boolean Operators:

1. and
2. or
3. not

Proximity Operators:

1. Wn--finds essays containing the specified words in the specific order within the number of words you indicate:
e.g. presidential w1 election
2. Nn--locates essays containing the words you specify within the number of words you indicate but the words can be in ANY order.
e.g. presidential n2 election

Range Operators:

- | | |
|----------------------------------|-------------------|
| 1. Since | 6. before |
| 2. After | 7. lt (less than) |
| 3. gt (greater than) | 8. < (less than) |
| 4. > (greater than) | 9 to |
| 5. ge (greater than or equal to) | 10. - |

Dates:

Dates can be written in several formats.

1. January 12, 2000
2. 1/12/2000 (do NOT use dd/mm/yy format)
3. March 1999
4. 3/1998

Browsing:

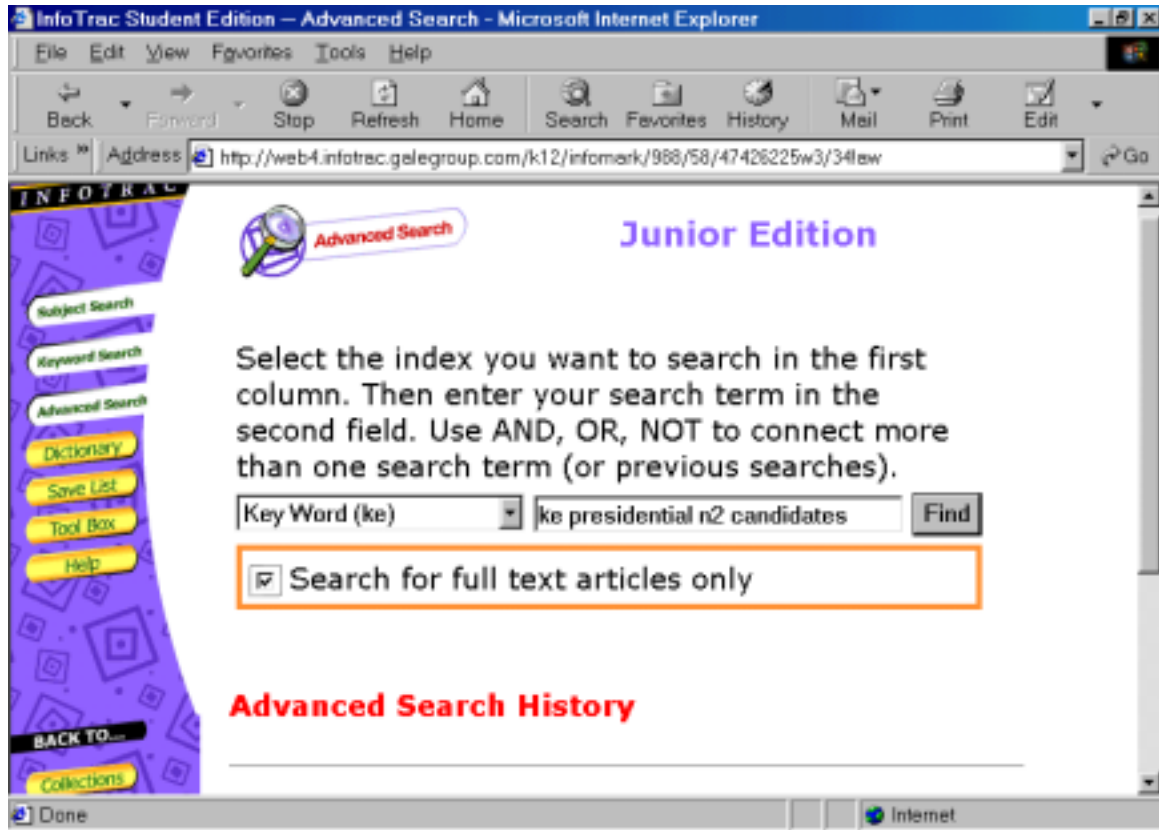
If you're not sure which search terms to use, you can browse first. At the Advanced Search prompt screen, look in the drop-down menu of index abbreviations. Any index abbreviation followed by an equal sign (=) indicates a browseable index.

e.g. jn=

This will allow you to browse the list of journal titles included in K-12 Junior.

Let's try an **Advanced Search**

Click on the **Advanced Search** link in the purple area of the screen. The Advanced Search can be as simple or as complex as you would like. The Advanced Search screen will look like this:



1. Click on the drop down menu in the search box area and select **ke** (keywords) from the drop down menu. Click in the search box after the ke code and type in **presidential n2 candidates**.
2. Check the box to limit search to full text articles.
3. Click on the **Find** button to start the search.

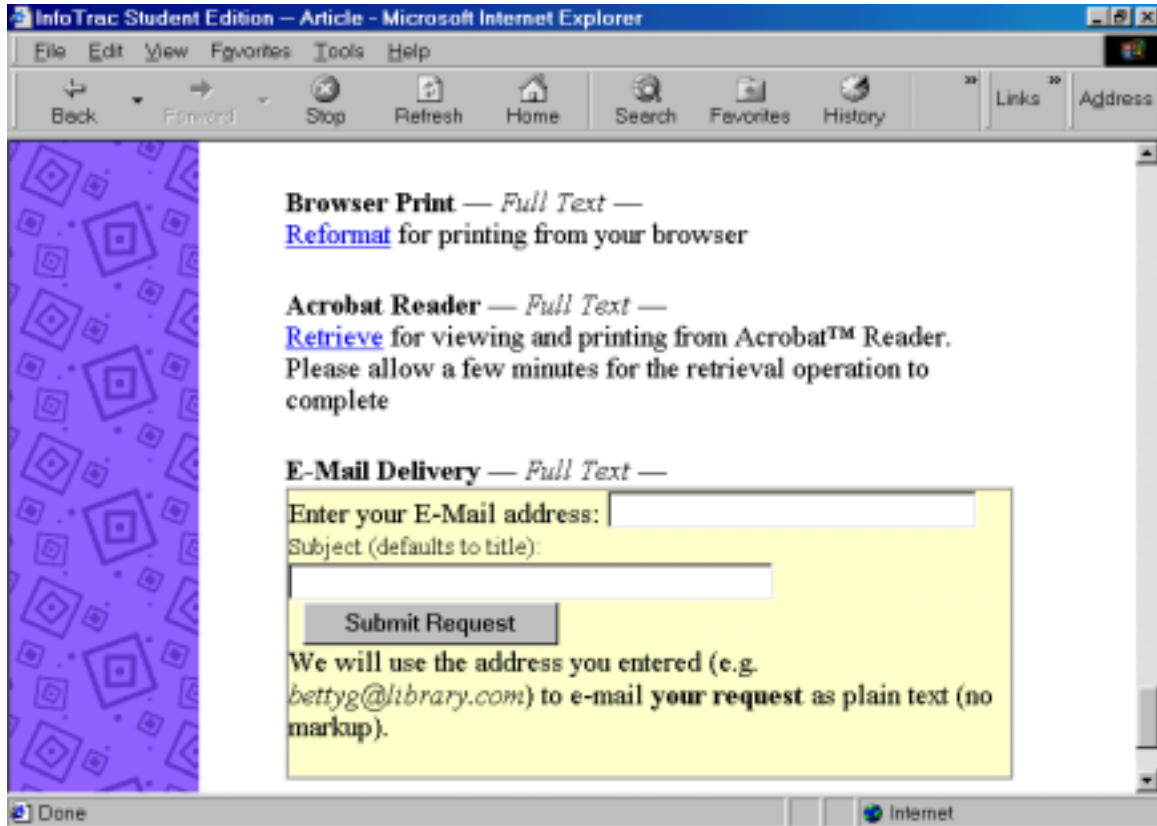
Refine Search:

1. There are times when you may want to refine your search. Click the red box "refine your search" above the list of citations.
2. You will have several different options that will allow you to refine your search. You can refine by limiting to articles with text, by date, or by journal title.
3. Click on the **Refine** button when you are ready to re-execute the search with your choice of refinements.

Options for Saving, Printing, and E-Mailing:

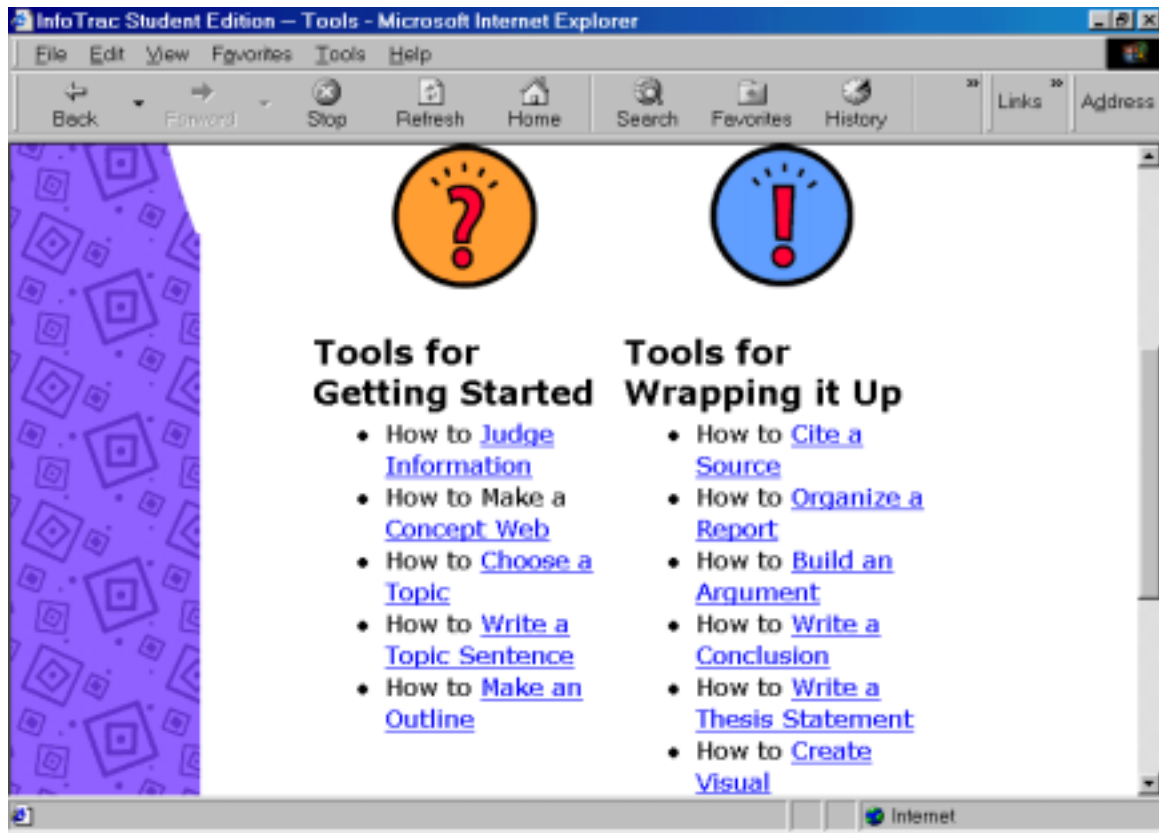
Just to the left of the citation, you'll see either a save box, if the article is not yet saved, or a red check mark, if the article is already saved. Check the box to put the article on your Save List. Click on the Save List button any time you want to see what's on your list. Note that if you start a new search or end the session, your Save List goes away.

At the bottom of the article, you'll see your options for obtaining a copy of the article, either via printing or electronic mail.



Tool Box:

Searching for articles in InfoTrac may seem easy, but putting all that information together for your report can be a challenge. We've created some tools to help you think about your ideas and organize your information so you can create the best report! You can access the tools at any point in your research process just by clicking on the tool box button at the top of your page.



**For more information about InfoTrac K-12 Junior Edition check out the Help feature located in the purple area on the left-hand side of the database.