



InfoTrac K-12 Kids Edition Tip Sheet

InfoTrac Kids Edition is designed especially for elementary schools (Grades K-6) and features titles most critical to their libraries and curriculum. It gives children easy access to magazines, reference books, and newspaper articles selected just for their age group.

Sources:

- 39+ popular children's magazines
- Hundreds of full-text newspaper articles appropriate for children from Knight-Ridder/Tribune News Service
- 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*

Date Range: Three years plus the current year; updates daily

Getting Started:

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

Search Options:

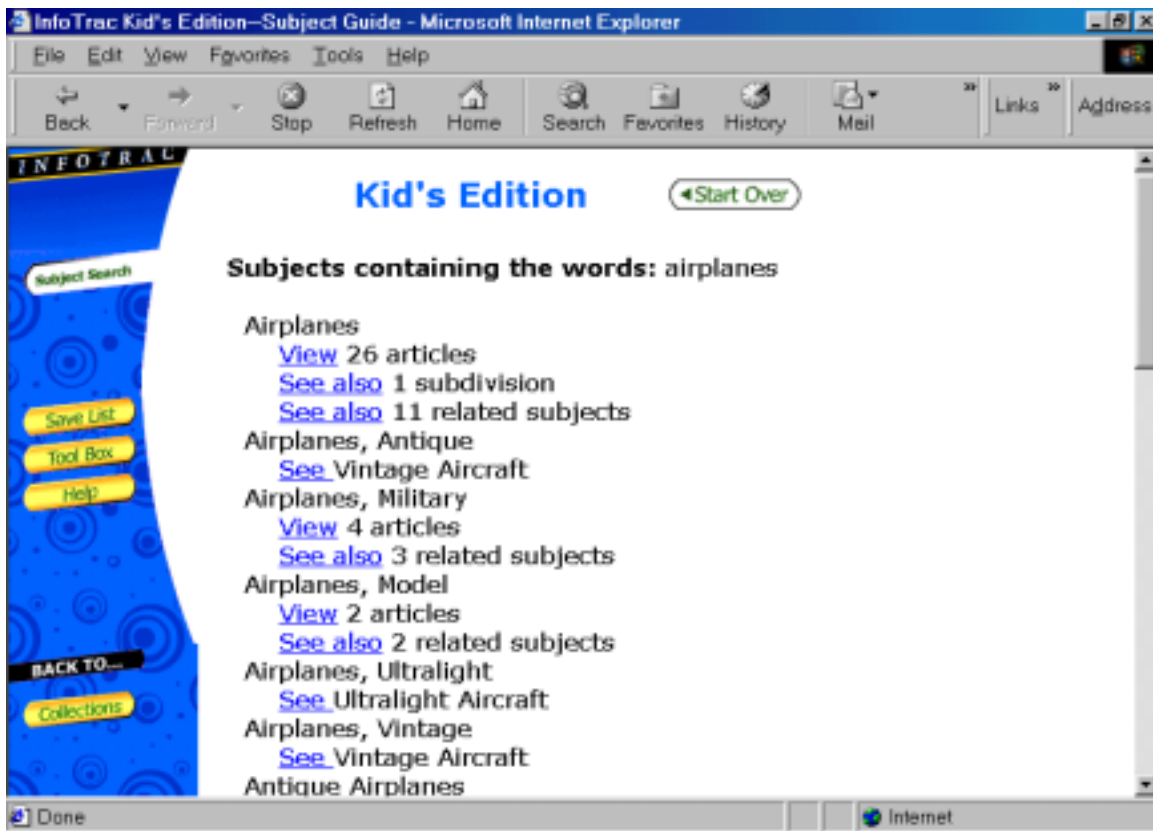
You can perform a subject search in InfoTrac K-12 Kids Edition database by one of two ways. You can enter a subject in the box and click **Find** or you can choose a subject by clicking on one of the colorful pictures on the screen with the following labels: Plants and Animals, Geography, People, Current Events, Science and Technology, Environment, Government and History, Just For Fun, Health, Arts and Literature, and Sports. You can start over at any time by clicking on the **Start Over** box.

Subject Search:

The Subject Search will be the first screen that displays. The Subject Guide search screen will look like this:



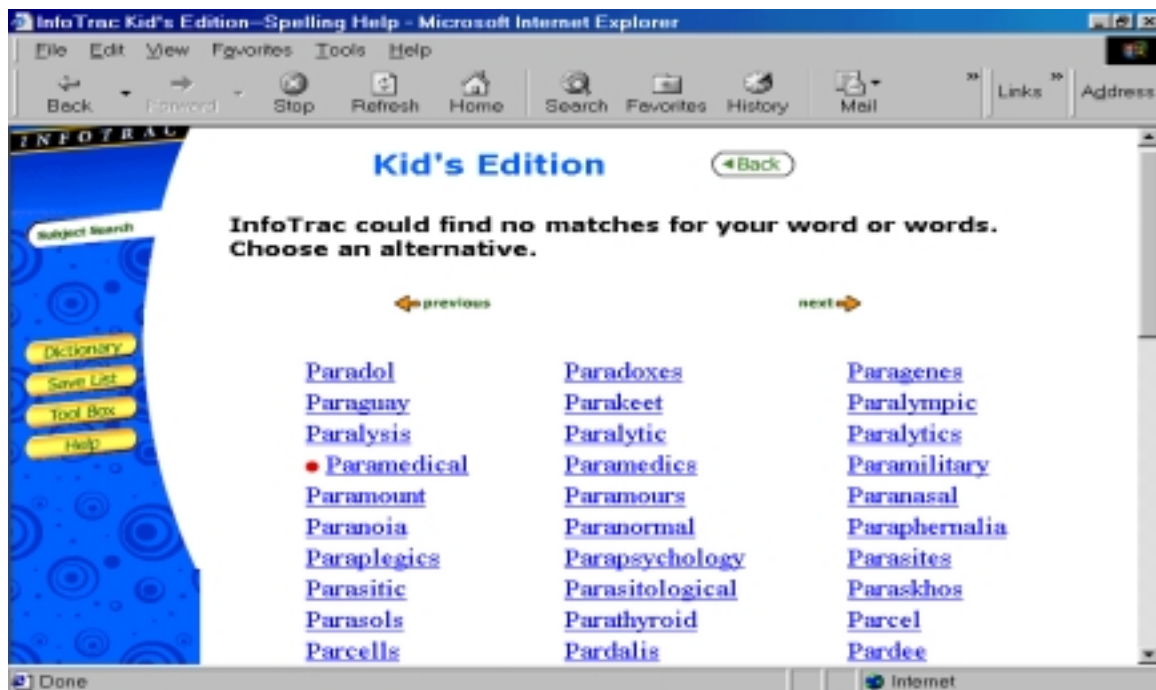
If you search for a subject that is listed in the Subject Guide, the subjects will be displayed on the screen. For example, a search for the subject **airplanes** resulted in the following screen:



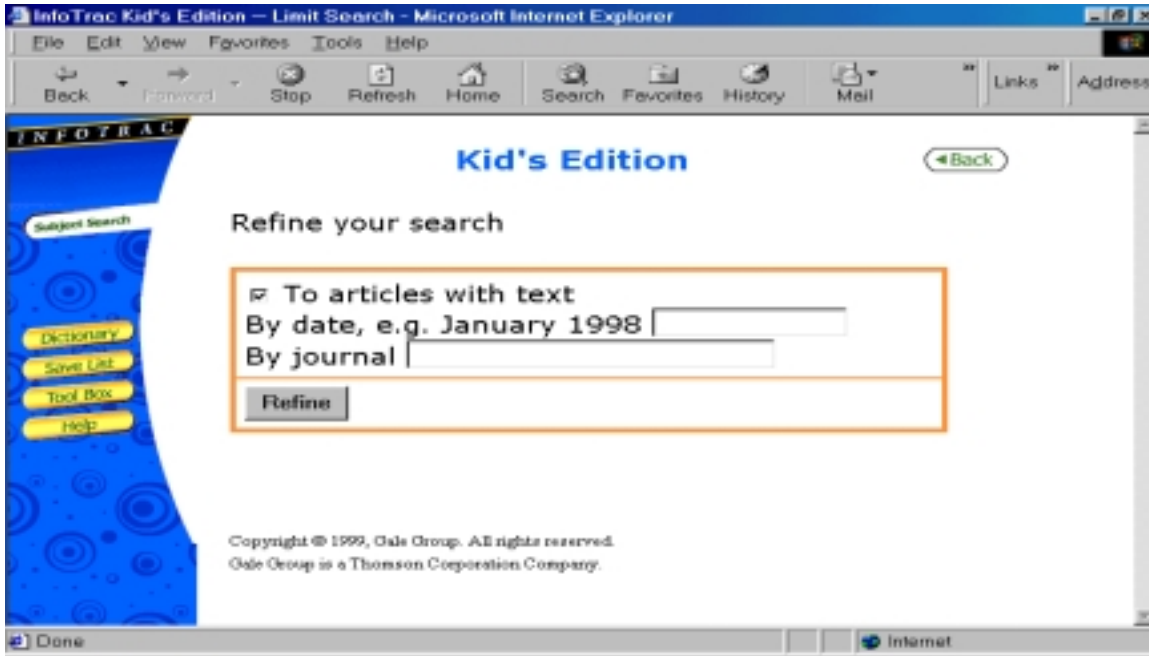
If you type in your topic and no matching Subject Heading is found, K-12 Kids automatically defaults to a Keyword Search. This means that you'll see a citation list NOT the Subject Guide. For example, a search for **space shuttle** resulted in a list of 62 citations.



If K-12 Kids 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. For example, a search for **paramedic** resulted in the following list:



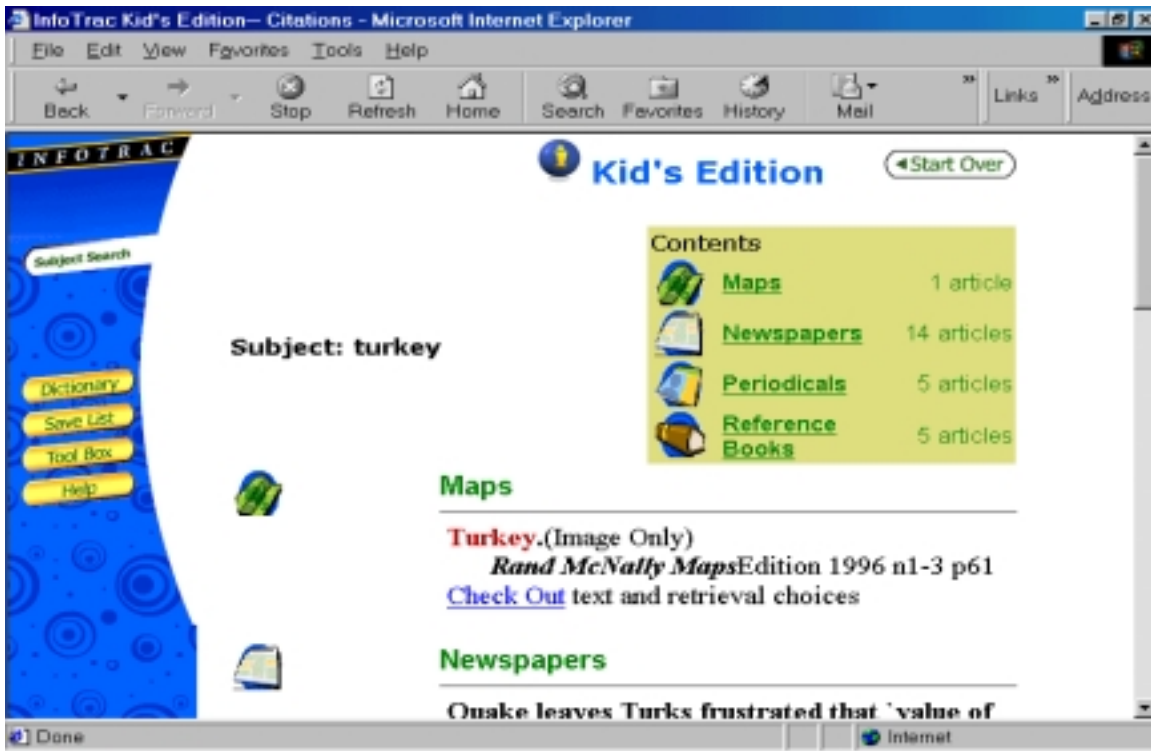
There are several ways to refine a Subject Search, either by articles with text, date, or journal name. Click on the red box **refine your search** above the list of citations and fill in the blanks.



Let's try a **Subject Search**

1. Click in the rectangle box and type the word **turkey**. 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** to see the articles.

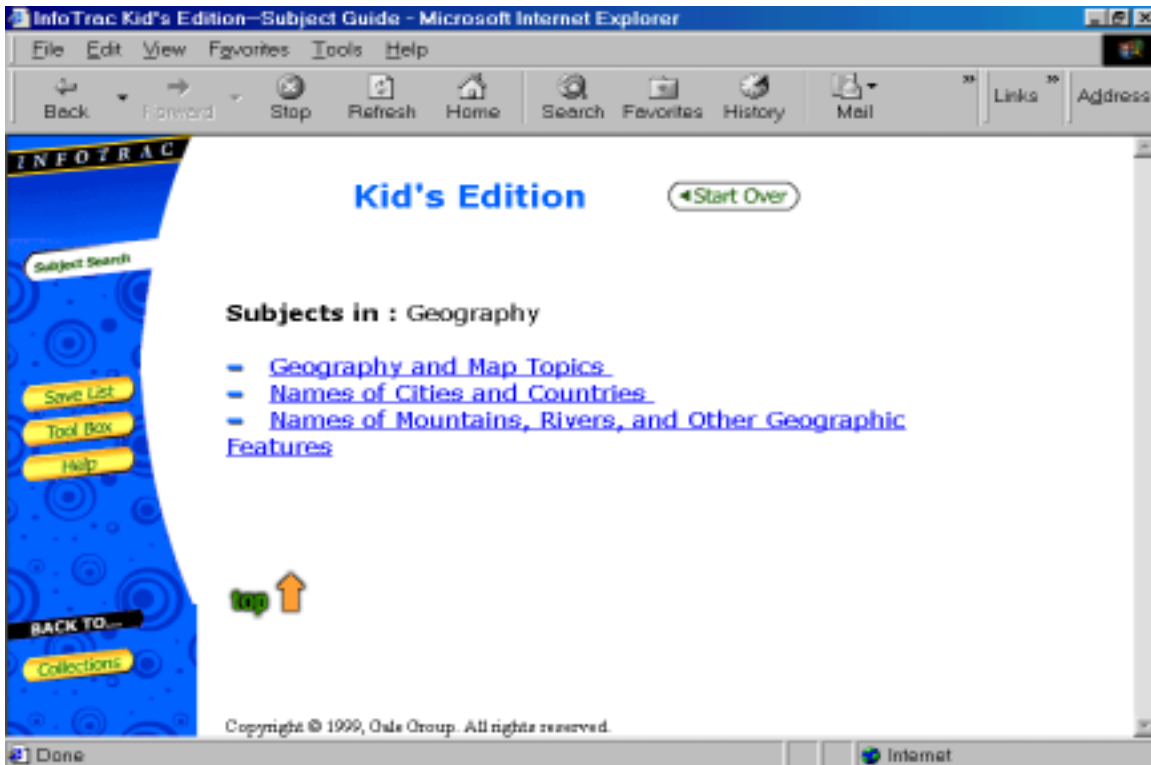




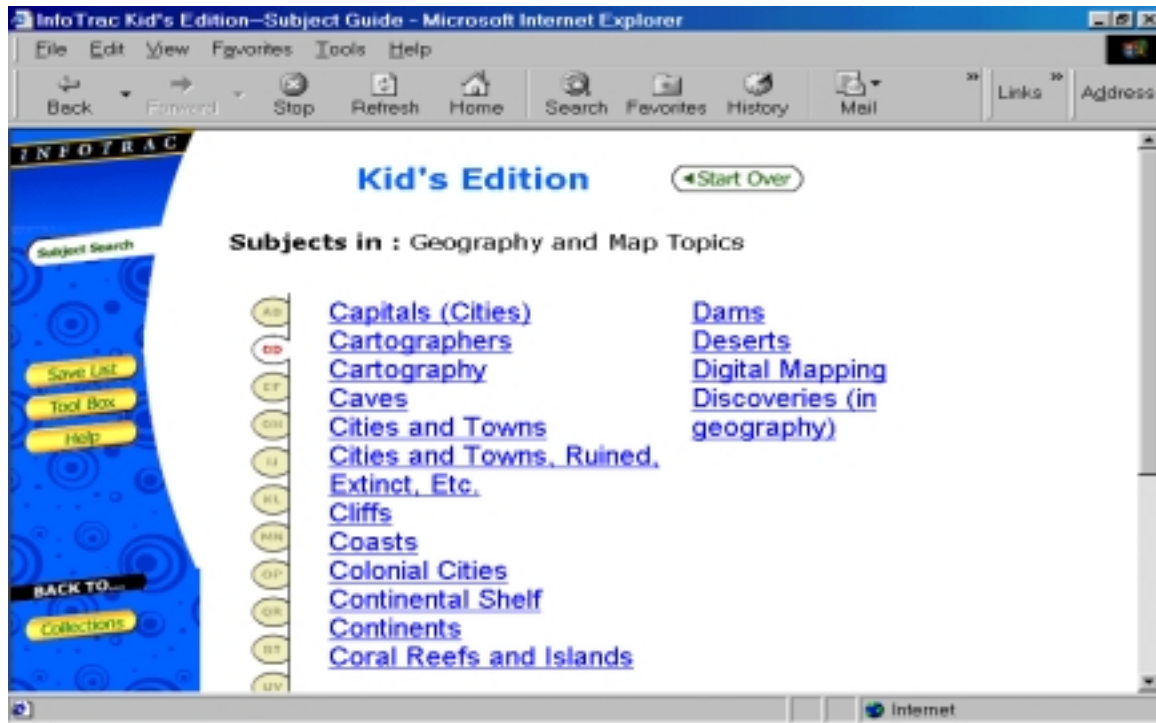
If you select **View** you will be able to look at documents from different sources.

Search by Pictures:

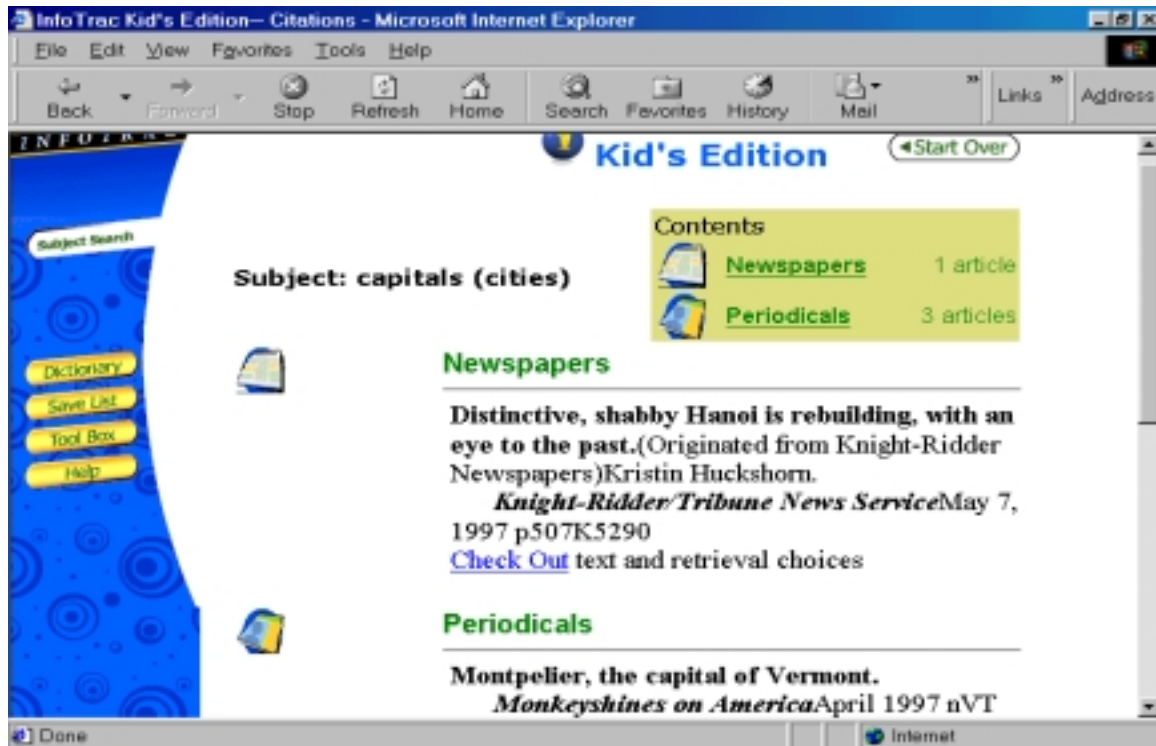
A search by clicking on one of the pictures on the screen will give you a pull-down list of topics. For example, if you click on the picture labeled **Geography** you will get the following list:



If you select one of the topics listed, you will be taken to a more detailed list of subjects in alphabetical order and arranged by radio buttons dividing the alphabetical list. For example, clicking on the subject heading for **Geography and Map Topics** yielded one of the following lists:

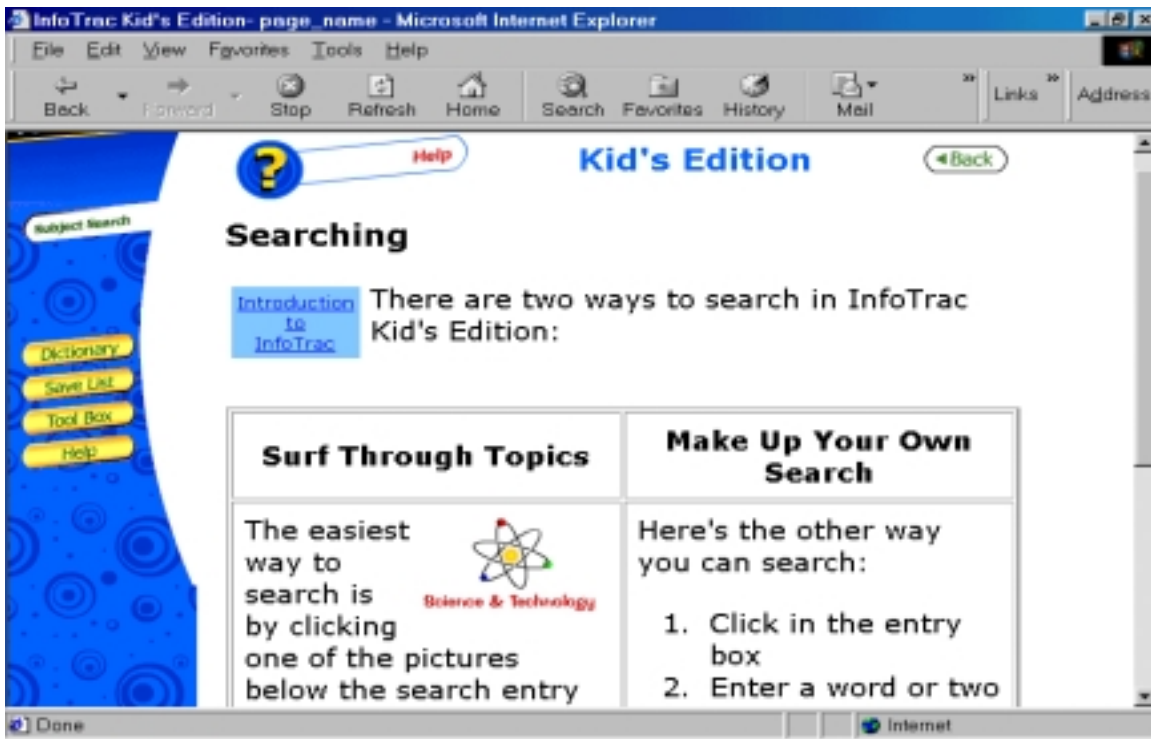


Clicking on **Capitals (Cities)** then took us to a citation list where we could select articles from different sources as before.

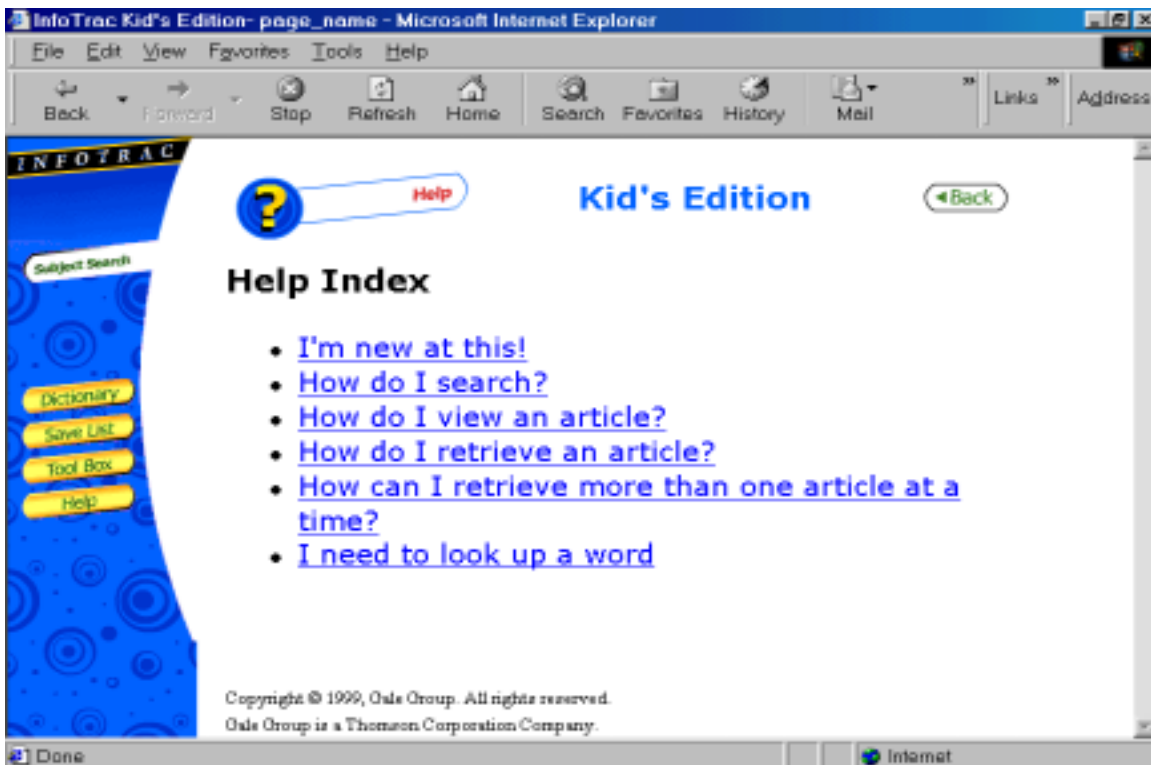


Help:

For more information about InfoTrac K-12 Kids Edition check out the Help feature located in the blue area on the left-hand side of the database. After entering the first Help screen, you can click on the Help Index and get help on a variety of features and functions.



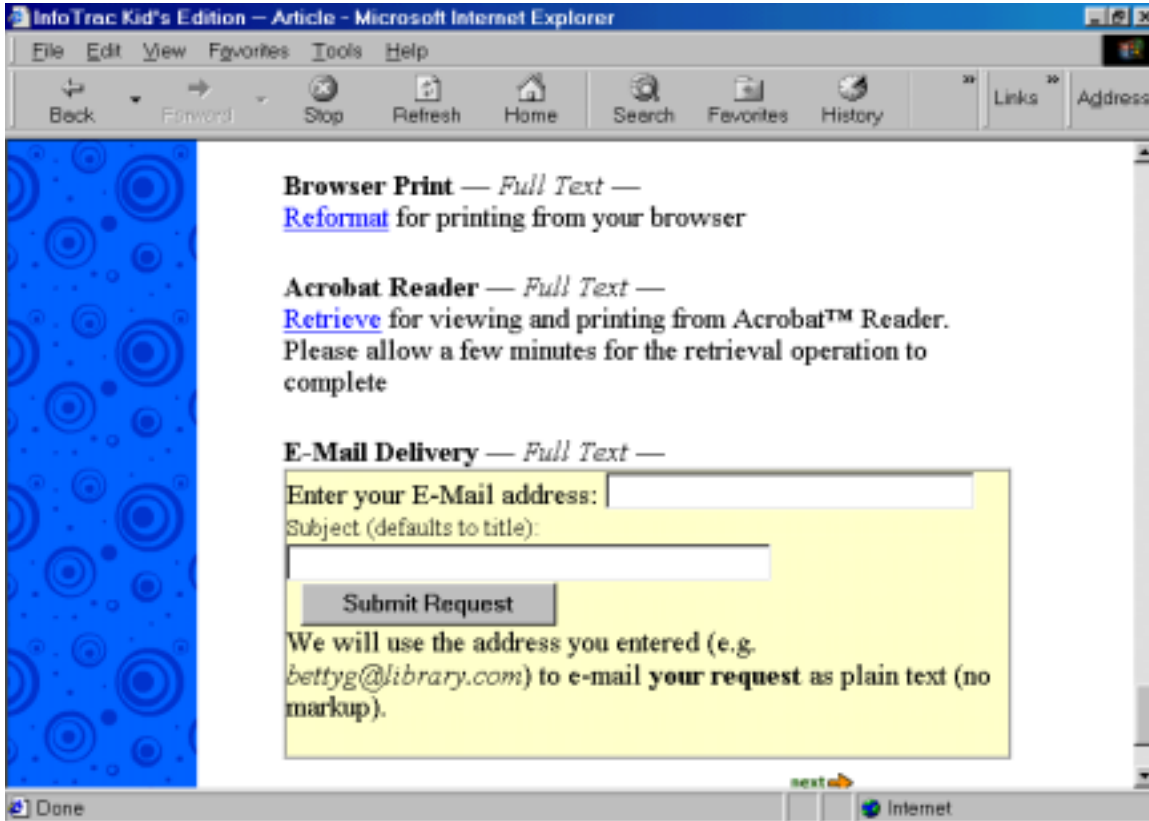
Help Index Screen:



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.

