



# InfoTrac K-12 Kids Edition Navigation Guide

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:**

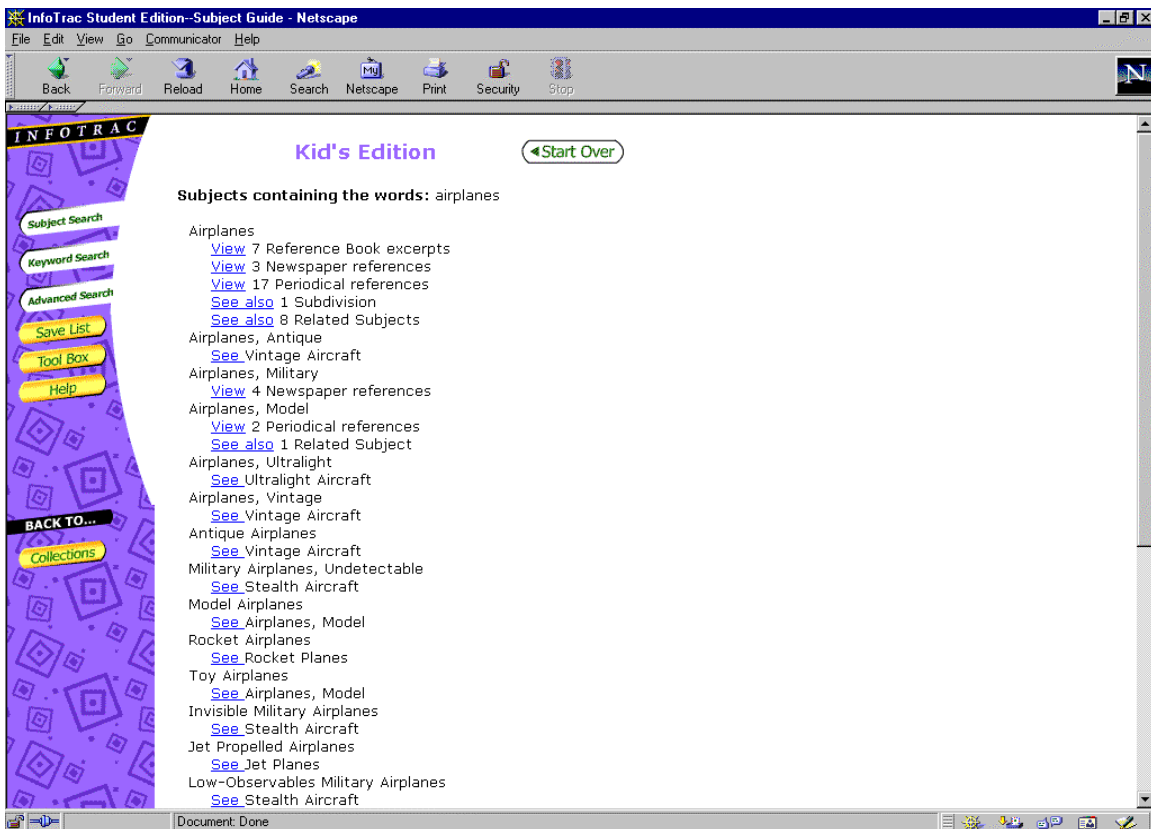
You can perform a subject search in InfoTrac K-12 Kids Edition database by one of three ways. You can search for articles by subject or keyword. For those who want to do a "power search," an advanced search option is available. The advanced search can be as simple or as complex as you would like.

## **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 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, 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:

**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:**

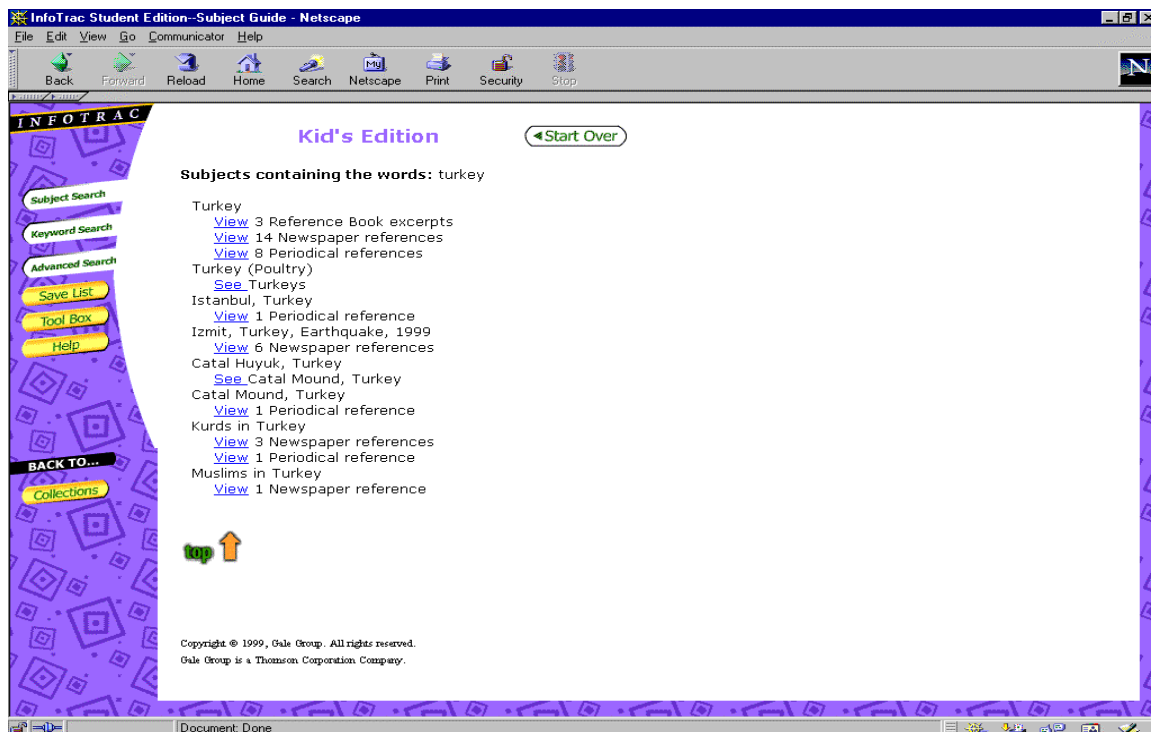
When phrases contain operators that are also stop words, like AND, you can use quotation marks ("...") to override the stop words. By using quotation marks, K-12 Kids will search for all the words together.

e.g. "crime and delinquency"

In this example, K-12 Kids 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 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.





### **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 Kids evaluates them in this order:

1. and, not
2. or

### **Nesting Operators: (...)**

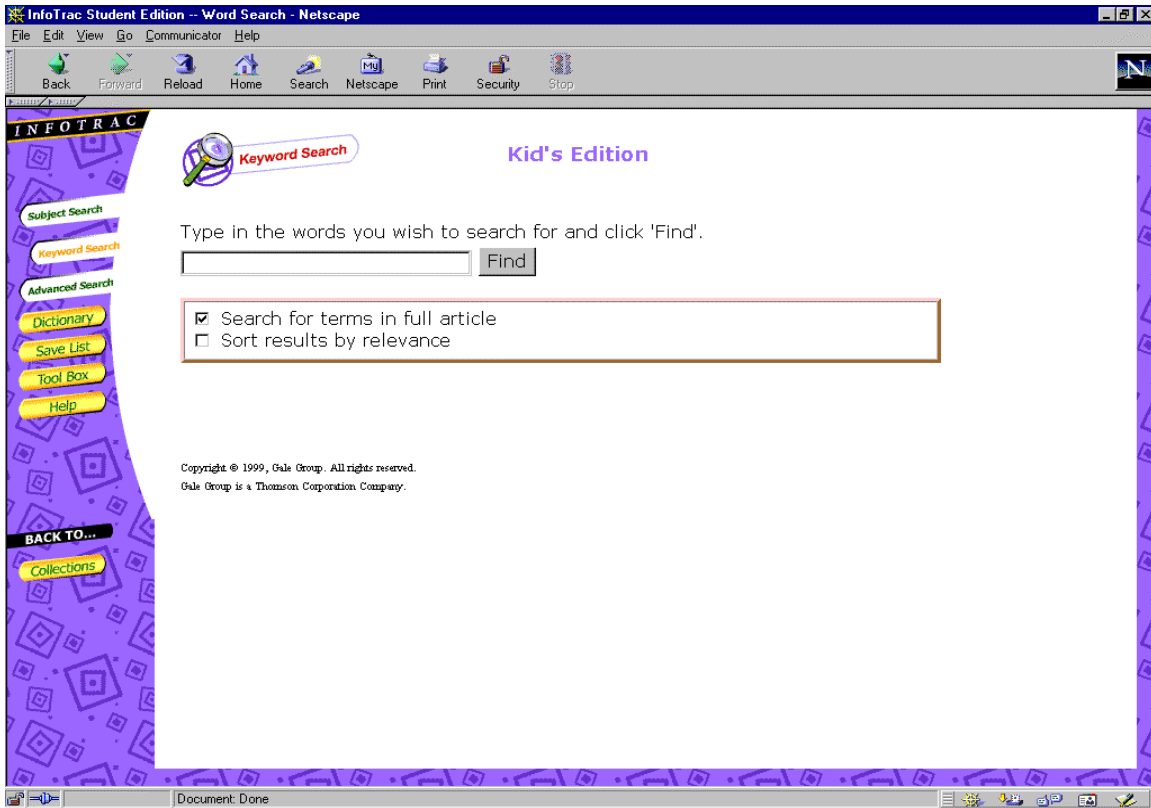
If you want to override the order of operators, you can use parenthesis so certain terms are searched together.

### **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 Kids 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 word **hurricanes**. Notice you can choose to search for the terms in full article and/or sort the results by relevance. Click on the **Find** button to start the search. The results screen will look like the following:

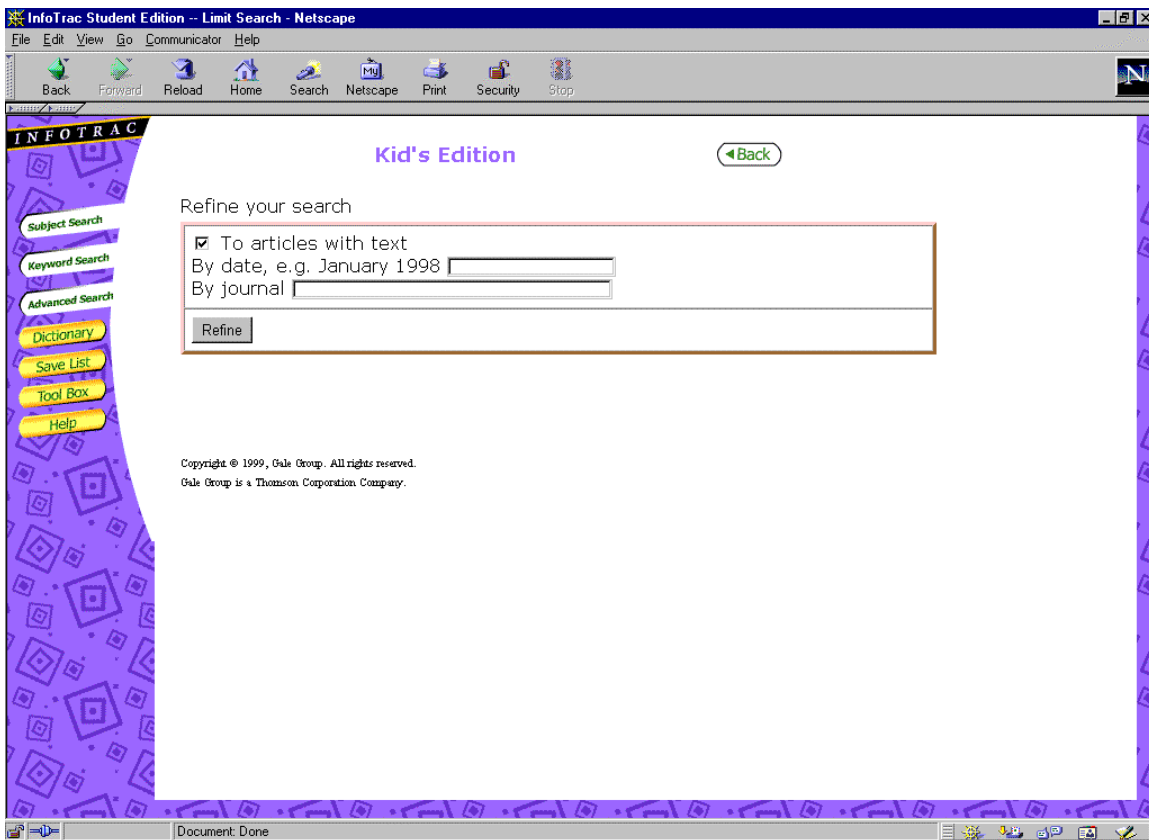




### **Refine Your Search:**

If a search finds more than a few articles, you'll see a button labeled refine your search at the top. Click the button to add requirements to your search. There will be fewer articles that match your original search plus what you've added, but hopefully they will be closer to what you want.

Click on the red **Refine Your Search** box in the upper portion of the screen.



Sometimes you want to match something more specific than "all articles." InfoTrac lets you choose as many as three ways:

- Click the check box and any articles that match will be guaranteed to have text. Click the box again to remove the check mark and allow abstract-only and reference-only articles.
- Enter a date in the box below the text limitation and the only articles that match will be from material published on that date.
- Enter a journal (meaning any publication) name in the last box and the only articles that match will be from that journal.

A journal name and an actual publication date will give you a single issue of that publication.

After entering your choices in the refine your search screen, 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:**

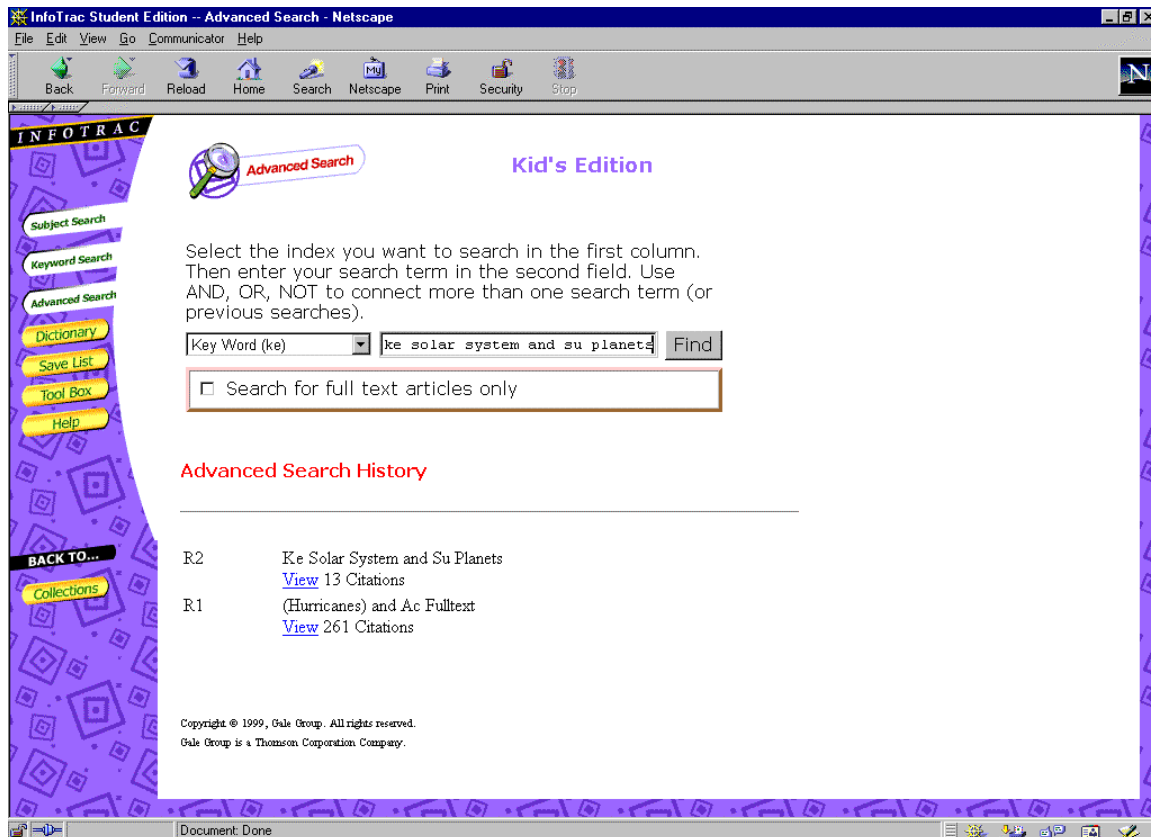
If you're not sure which search terms to use, you can browse first. At the Advanced Search prompt screen, look in the drop-down menu of index abbreviations. Any index abbreviation followed by an equal sign (=) indicates a browseable index.

e.g. jn=

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

\*\*\*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 **solar system** and **su planets**.
2. Click on the **Find** button to start the search.
3. The search results will be listed in the History section at the bottom of the screen. Click on View to display the list of citations.



### **Refine Search:**

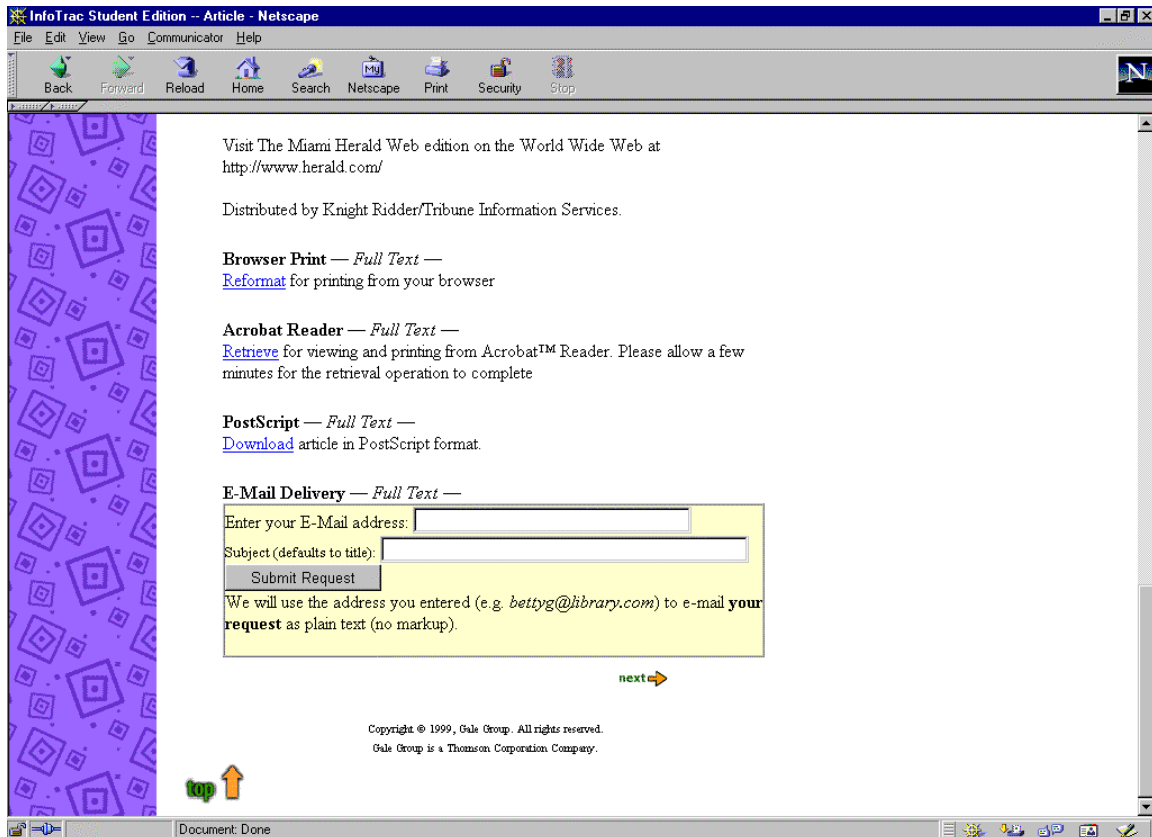
1. There are times when you may want to refine your search. Click the red box "refine your search" above the list of citations.
2. You will have several different options that will allow you to refine your search. You can refine by limiting to articles with text, by date, or by journal title.
3. Click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



## Help:

For more information about InfoTrac K-12 Kids Edition check out the Help feature located in the purple area on the left-hand side of the database. Link to other topics from help screens or choose topics from the Help Index.

