



# Student Resource Center Silver Navigation Guide

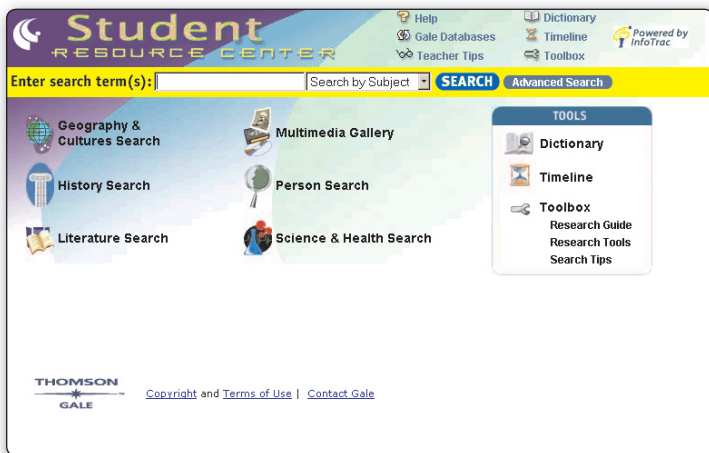
*Student Resource Center Silver* is a fully integrated database containing thousands of curriculum-targeted **primary documents, biographies, topical essays, background information, critical analyses, full-text coverage from more than 900 full-text magazines, newspaper articles, vocational and technical periodicals, glossary of terms, thousands of photographs, graphics, and hours of audio and video files.** *Student Resource Center* offers a multitude of potent resources designed to aid in the study of classroom subjects within a flexible and convenient search tool that supports undergraduate, high school and middle school research.

*Student Resource Center Silver* contains several reference sources published by Thomson Gale® and Primary Source Microfilm™:

- *American Decades*
- *American Eras*
- *American Journey: The African American Experience*
- *American Journey: The American Revolution*
- *American Journey: The Asian American Experience*
- *American Journey: Civil Rights in the United States*
- *American Journey: The Civil War*
- *American Journey: The Cold War*
- *American Journey: The Constitution and the Supreme Court*
- *American Journey: The Great Depression and the New Deal*
- *American Journey: The Hispanic American Experience*
- *American Journey: The Immigrant Experience*
- *American Journey: The Native American Experience*
- *American Journey: Westward Expansion*
- *American Journey: Women in America*
- *American Journey: World War I and the Jazz Age*
- *American Journey: The Vietnam War*
- *DISCovering Authors*®
- *DISCovering*® *Biography*
- *DISCovering*® *Multicultural America*
- *DISCovering*® *Science*
- *DISCovering*® *U. S. History*
- *DISCovering*® *World History*
- *Exploring Novels*
- *Exploring Short Stories*
- *Exploring Shakespeare*
- *Exploring Poetry*
- *Gale Encyclopedia of Science, 2nd ed.*
- *Jr. Worldmark Encyclopedia of Canadian Provinces*
- *Jr. Worldmark Encyclopedia of Nations*
- *Jr. Worldmark Encyclopedia of the States*
- *Jr. Worldmark Encyclopedia of World Cultures*
- *Newsmakers*
- *Presidential Administration Profiles for Students*
- *UXL*® *Biographies*
- *UXL*® *Jr. Discovering Authors*
- *UXL*® *Multicultural*
- *UXL*® *Science*
- *Worldmark Encyclopedia of Canadian Provinces*
- *Worldmark Encyclopedia of Cultures and Daily Life*
- *Worldmark Encyclopedia of the Nations*
- *Worldmark Encyclopedia of the States*

## SEARCH OPTIONS

*Student Resource Center* offers several search options: **Basic Search (Subject, Keyword, Full-text), Geography & Cultures, History, Literature, Multimedia Gallery, Person, Science & Health and Advanced.** Which search you use will depend on the topic(s) you are researching as well as what kind of results you are looking for. **Subject, Keyword, Full-text** and **Advanced** search across all content while the others focus on particular sources in the database.

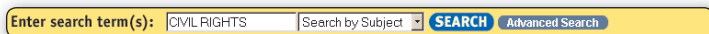


## BASIC SEARCH - SEARCH BY SUBJECT

Subject searching is a great place to start for research projects. Subject headings are assigned by a group of indexers at Thomson Gale using our own controlled vocabulary, which is based on Library of Congress Subject Headings. Because of this indexing, subject search typically returns the most on-target search results. It is most useful for single topic searches.

If **Search by Subject** does not find the subject terms you entered, it will default to a keyword search. If a keyword result is not found, then the database assumes the term was misspelled and gives you a list of similar terms. You can click on the appropriate word to link to results.

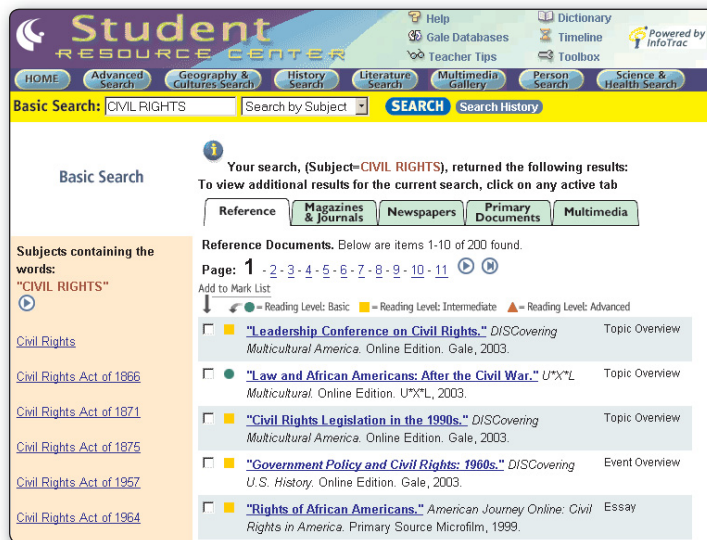
**Search by Subject** is found in the navigation bar of most pages; this allows you to try a new search at any time. Let's search using the example of a research paper on civil rights.



Search by subject returns articles with your search terms in their subject headings. Our search for **civil rights** would bring back hits from several subject headings: Civil Rights, Civil Rights Act of 1964, Civil Rights Activists, Civil Rights Law, Civil Rights Groups, etc. If you'd like to focus your search in a single subject heading you can choose from the list on the left hand side of the results page. In this list you'll find your subject heading as well as related subject headings.

## SEARCH RESULTS

The Search Results screen shows you your article hits as well as your subject heading matches. Your subject headings appear on the left hand side of the screen in the beige box. Your **Search Results** are returned under tabs separated by document type. You also notice the navigation bar at the top of the screen; this contains links to all of your other search paths, as well as Basic Search, and links to Help, Thomson Gale Databases, Teacher Tips, Dictionary, Timeline, Toolbox and Search History. The navigation bar will appear on every search result screen. Typically you only have one click to move to the next step, whatever it may be.



Your search results are displayed on what look like folder tabs. These tabs are broken down into 5 categories:



RESULTS TABS	DOCUMENT TYPES INCLUDED	SORTS BY
Reference	Biographies, Country Overviews, Criticisms, Culture Overviews, Era Overviews, Essays, Event Overviews, Explanation, Landmark Overviews, Narrative Biographies, Play Resource Pages, Plot Summaries, Province Overviews, State Overviews, Study Questions, Text of Plays, Text of Poems, Topic Overviews, Web site Lists	Relevance
Magazines & Journals	Magazine Articles	Date - most recent first
Newspapers	Newspaper and Newswire Articles	Date - most recent first
Primary Documents	Primary Documents	Relevance
Multimedia	Audio Clips, Flags, Images, Maps, Video Clips	Relevance

Our search on civil rights returned hits on every tab. This will not happen for every search; if there are no results on a tab then it will be dimmed out and you won't be able to click on it.

Click on the subject heading for Civil Rights (you may have to scroll down.) This will narrow your search results and only bring back articles with an exact subject heading of "Civil Rights."

The screenshot shows the Student Resource Center interface. At the top, there are navigation tabs for HOME, Advanced Search, Geography & Culture Search, History Search, Literature Search, Multimedia Gallery, Person Search, and Science & Health Search. A search bar contains the text "Civil Rights" and a "SEARCH" button. Below the search bar, a message states: "Your search, (Subject='Civil Rights'), returned the following results: To view additional results for the current search, click on any active tab". There are five tabs: Reference, Magazines & Journals, Newspapers, Primary Documents, and Multimedia. The Reference tab is active, showing a list of results. On the left, there are sections for "Subjects related to: Civil Rights", "Broader Term: Human Rights", and "Narrower Terms: Academic Freedom, Children's Rights". The results list includes items like "Law and African Americans: After the Civil War," and "Civil Rights at the End of the Civil War," with reading level indicators (Basic, Intermediate, Advanced).

On your results list you'll see the article title, source and document type. Also, the reading level of each article is displayed to the left of the result citation. The reading levels are as follows:

- = Reading Level: Basic
- = Reading Level: Intermediate
- ▲ = Reading Level: Advanced

**NOTE:** Reading levels do not appear in the Multimedia tab, or for results from the following searches: Literature: Encyclopedia of Literature, Literature: Literary Eras, or Dictionary searches.

Also note your subject heading choices in the beige box have changed because you chose a specific subject heading from the list - you now have Broader Terms and Narrower Terms to choose from. This can be useful when you have a large number of results or are trying to limit your results to certain topic.

**Subjects related to:**  
Civil Rights  
[Narrow](#) by subdivision

On the **Magazines & Journals** and **Newspapers Tabs**, you'll notice your subject heading choices may allow you to narrow by subdivision. If you click on the link for Narrow, your choices will display. Using the subdivisions can help focus your topic into a more specific area. Once you choose to narrow your results by subdivision your results will only be displayed on the **Magazines & Journals** and **Newspapers Tabs**; the other results tabs do not use subdivisions for their subject headings. You can use your browser's back button to get your other results tabs back.

**Subdivisions of:**  
Civil Rights

- [achievements and awards](#)
- [advertising](#)
- [afghanistan](#)
- [africa](#)

Choose to view one of your *Reference* hits.

## ARTICLE VIEW

Every article in *Student Resource Center* is full text — when you click on the link for an article you move into Article View. Here you'll find the full text of your article as well as its subject headings and retrieval options. Your search term will appear in red in the article. You can move from one article to another by using the next article and previous article arrows at the top and bottom of the page. There is also a link for Current Results to take you back to your hit list. You'll see the navigation bar and folder tabs are still available so you can move to different areas of the database. Along the left margin, a Related Subjects box lists all of the subject terms the article has been indexed to. For users looking to refine or narrow their search topics, clicking on a term in this list launches a search and links users to all articles indexed to that term.

The screenshot shows the article view for "Civil Rights in the United States". At the top, there are navigation tabs for HOME, Advanced Search, Geography & Culture Search, History Search, Literature Search, Multimedia Gallery, Person Search, and Science & Health Search. A search bar contains the text "Civil Rights" and a "SEARCH" button. Below the search bar, a message states: "Your search, (Subject='Civil Rights'), returned the following results: To view additional results for the current search, click on any active tab". There are five tabs: Reference, Magazines & Journals, Newspapers, Primary Documents, and Multimedia. The Reference tab is active, showing the article "Civil Rights in the United States". On the left, there are sections for "Subjects related to: Civil Rights", "Broader Term: Human Rights", and "Narrower Terms: Academic Freedom, Children's Rights". The article text includes a "Table of Contents: SOURCE CITATION" and a "Declaration of Independence" section. The text discusses the history of civil rights in the United States, mentioning the 13th, 14th, and 15th Amendments.

Some articles will contain a Table of Contents; this can link you to portions of the article, related articles, and Multimedia Files. All articles on the Reference, Primary Documents and Multimedia tabs will have a link for the Source Citation.

The Source Citation is a citation to the article in modified MLA format for citing an electronic database. This can be used on the Works Cited page of a research paper. Students should also include the library where the database was accessed as well as the date of access. For more on citing Thomson Gale databases visit [www.gale.com](http://www.gale.com) or the database help files.

**Source Citation:** "Civil Rights in the United States." *American Journey Online: Civil Rights in America*. Primary Source Microfilm, 1999. Reproduced in Student Resource Center. Detroit: Gale, 2004. <http://galenet.galegroup.com/servlet/SRC>

## PRINTING/E-MAILING ARTICLES



You will see a print icon in the upper left hand corner of your article. Using this print button will reformat your article for printing. Using this option will save paper and toner.



You will see an e-mail icon in the upper left hand article corner of your article unless it is an image, audio or video clip (these items are not available for e-mailing.) Using this option will allow you to e-mail the article to yourself or someone else.

## BASIC SEARCH - SEARCH BY KEYWORD

Searching by keyword allows you to combine several topics in one search. Keyword search looks in certain parts of the article: title, citation, abstract (if available), subject headings, and the first fifty words of the article. You may use a keyword search if there is no subject heading for your search term or if you'd like a larger set of results.

Enter search term(s): GENETIC ENGINEERIN Search by Keyword SEARCH

## BASIC SEARCH - SEARCH BY FULL-TEXT

Full text searching searches in the full text of every article in the database. It can be used to find any mention of a term or terms.

## GEOGRAPHY & CULTURES SEARCH

**Geography & Cultures Search** allows you to search a specific set of sources that are limited to that particular subject. You may select **Geography & Cultures Search** from the *Student Resource Center* home page or from the top navigation bar on all other pages in the product.

To use the **Geography & Cultures Search** select either Places or Cultures (Places is the default option). A drop down list for each selection is present for you to narrow your choice even further. You must select one of the subtopics in the list in order to retrieve results. You may also enter a keyword in the search box so you can execute a search. The keyword search box will only allow 20 characters to be keyed into it.

### Geography & Cultures Search

1) Select from the places or cultures below.

- Places Georgia (Nation)  Cultures Abkhazians

SEARCH

CLEAR FORM

Return this number of results per page: 10

2) OPTIONAL: Narrow your search by entering a keyword:

3) OPTIONAL: Narrow your search by selecting a document type:

\*None Selected\*

SEARCH

CLEAR FORM

You will also have the option of limiting your search results to a particular document type such as Country Overview, Flag, Newspaper, and State Overview. The default is Any. You also have the option of choosing how many results you would like to show up per page. The choices are 10, 20, 30, 50, and 100. Documents are grouped by data type into the following tabs: Reference, Magazine & Journals, Newspapers, Primary Documents, and Multimedia.

## HISTORY SEARCH

**History Search** allows you to search a specific set of sources that are limited to that particular subject. You may select **History Search** from the *Student Resource Center* home page or from the top navigation bar on all other pages in the product.

To use the **History Search** select either All, U.S. History, or World History from the pull-down menu (All is the default option). You must select one of the subtopics in the list in order to retrieve results. You will only be able to select one subtopic. A keyword must also be entered into the search box before you can execute a search. If you do not enter a keyword an error message will appear reminding you to do so. The keyword search box will only allow 20 characters to be keyed into it.

### History Search

1) Select one of the topics below.

World History

2) AND narrow your search by entering a keyword: BERLIN WALL

SEARCH

CLEAR FORM

Return this number of results per page: 10

3) OPTIONAL: Narrow your search by selecting a document type:

\*None Selected\*

SEARCH

CLEAR FORM

You will also have the option of limiting your search results to the following document types: Biography, Era Overview, Event Overview, Primary Document, Topic Overview. The default is Any. You also have the option of choosing how many results you would like to show up per page. The choices are 10, 20, 30, 50, and 100. Your results are grouped by data type into the following tabs: Reference and Primary Documents.

## PERSON SEARCH

There are two ways to search for a person. One is with a simple name search, the other is with to search using Biographical Facts. When adding a person's name in the search box, you will have a number of retrieval options. One option is retrieving only biographies on the person; the other choice is to retrieve all results, including topic overviews, magazine and newspaper articles, criticisms, and more.

**Person Search**

Choose to limit your search to biographies of our most-studied people or to view all results for a name you enter:

Biographies only  All results

**Name** Name:

Name contains  Start of last name

**SEARCH** **CLEAR FORM**

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**Biographical Facts**

By entering criteria in one, some, or all of the fields below, you will restrict your search to the biographies of our most-studied people. For example, you could search for American inventors born between 1850 and 1900 by filling in the Nationality, Occupation, and Birth Year fields.

Occupation:  (singular form recommended)  
[View occupation list](#)

Nationality:  Ethnicity:

Gender:

The **Person Search** enables you to search on a complete name or any word or combination of words known to be part of a person's name. Variant names and pseudonyms used by an individual are also searchable. You may search for a person by selecting **Name contains** or **Start of last name**. Searching by **Name contains** allows you to key a full name or any word or combination of words known to be part of the person's name.

Searching by the **Start of last name** will yield less precise results than searching by a first and last name. For example, searching on bon will return a results list that contains Sonny Bono, as well as Bonaventure, Surya Bonaly, Bobby Bonilla and many others. Matching variant names and pseudonyms should return the person's full name in the results list. If only one name is found to match your criteria, the application will take you directly to the main tabbed results page for that name.

## BIOGRAPHICAL FACTS

The **Biographical Facts** 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, multiple, or all terms on the page. The

search results will be displayed on the Reference tab. Once you have identified the type of person you are looking for, you may then decide to launch a search for more results on the person by clicking the Expand Results button in the left sidebar.”

### Name

Enables you to search on a complete name or any word or combination of words known to be part of a person's name. Variant names and pseudonyms used by an individual are also searchable.

### Occupation

Searches for an individual based on occupational information that appears in the career section of the biography. Singular form of the occupation should be used, e.g. author not authors. This section typically contains information on the person's various job titles, employers, places of employment, and other details. Within this field, enter a word or combination of words that specify a particular job title, field of endeavor, place of employment, or a related concept. For example:

- professor
- accountant
- lecturer
- Michigan State University

You will now be able to choose an occupation by selecting the “View occupation list” link underneath the text box.

### Nationality

Enables you to find individuals based on their birth or citizenship in a particular nation or country. For individuals who were born in one country and later became citizens of another, multiple nationalities have been identified. To make several selections from the Nationality list box, hold down the **Ctrl** key and click on the items that interest you.

### Ethnicity

Enables you to find individuals based on their membership in a group that shares a common language, culture, customs, or background. To make several selections from the Ethnicity list box, hold down the **Ctrl** key and click on the items that interest you.

### Gender

Enables you to find individuals based on their gender. Click on the arrow next to the drop down menu to specify Male or Female.

## Birth Year and Death Year

Enables you to search for individuals based on the year of their birth or death. You may search for birth and death dates:

- in a specific year by selecting *is* from the drop down menu and entering a year
- between a range of years by selecting *is* from the drop down menu and entering two years separated by a hyphen
- before a certain year by selecting *is before* from the drop down menu and entering a year
- after a certain year by selecting *is after* from the drop down menu and entering a year

## Birth Place and Death Place

Enables you to search for individuals based on the city, state or country wherein they were born or died. Within the **Birth Place and Death** Place fields, use a word or phrase. When searching by state, enter any known forms of the state name for best results.

If you choose “All results” for your search, *Student Resource Center* will search across the database and return results on the Reference, Magazines & Journals, Newspapers, Primary Documents and/or Multimedia.

## LITERATURE SEARCH

**Literature Search** allows you to search a specific set of sources that are limited to that particular subject. You may select **Literature Search** from the *Student Resource Center* home page or from the top navigation bar on all other pages in the product. **Literature Search** offers 5 searches:

### Literature Search

Author Search   Title Search   Topic Search   Encyclopedia of Literature   Literary Eras

## TOPIC SEARCH

The default search is **Topic Search**. The topics you can choose from are Authors, Novels, Poems, Shakespeare and Short Stories. You must select one of the topics in order to retrieve results. You must also enter a keyword in the search box so you can execute a search. If you do not enter a keyword error message will appear reminding you to do so. The keyword search box will only allow 20 characters to be keyed into it.

You will also have the option of limiting your search results to a particular document type such as Criticism, Plot Summary, Study Questions, Text of Poem. The default is Any. You also have the option of choosing how many results you would like to show up per page. The choices are 10, 20, 30, 50, and 100. Results will be available only on the Reference tab.

## AUTHOR SEARCH

**Author Search** is very similar to Person Search except you have three new search fields:

### Genre

Enables you to find authors based on the type of literature that they create. To make several selections from the Genre list box, hold down the **Ctrl** key and click on the genres that interest you.

### Literary Movement/Time Period

Enables you to find authors based on the literary movement(s) to which they belong or the major time period(s) in which they have written. To make several selections from the **Literary Movement/Time Period** list box, hold down the **Ctrl** key and click on the items that interest you.

### Theme

The **Theme** Search enables you to find authors based on the types of literary themes that are generally associated with their work. To make several selections from the **Theme** list box, hold down the **Ctrl** key and click on the items that interest you.

If you are not sure of the author’s name, you can look for the name by browsing the “View Author Names” link. To access the list, simply select the “View Author Names” link below the name text box. A screen will appear with an alphabetical list of letters and a list of names. Select the type of results you want: (Biographies only or all results). Select the letter you want and a new screen will appear with that letter and a new list of author names starting with the letter of your choice. Select a name, and the name will be added to the search box automatically. Select search and you will receive your results.

Literature

Author Search

Author Search   Title Search   Topic Search   Encyclopedia of Literature   Literary Eras

## 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:

SEARCH OPTIONS	DESCRIPTION OF SEARCH	EXAMPLES OF SEARCH TERM(S)
Match words exactly as entered (default)	Searches for titles containing the exact phrase entered	<ul style="list-style-type: none"> <li>Who's Afraid of Virginia Woolf?</li> <li>Across Five Aprils</li> <li>Kiss of the Spider Woman</li> <li>Frankenstein; or The New Prometheus</li> </ul>
Match any word(s) entered	Searches for titles containing any, some, or all of the words entered	<ul style="list-style-type: none"> <li>Virginia</li> <li>Five Aprils</li> <li>Spider Woman</li> <li>Prometheus</li> </ul>
Match all words entered	Searches for titles containing all of the words entered	<ul style="list-style-type: none"> <li>Afraid of Woolf</li> <li>Across five</li> <li>Kiss of the</li> <li>Frankenstein; or The Prometheus</li> </ul>

You may include a search on the author's name to narrow your results.

## ENCYCLOPEDIA OF LITERATURE SEARCH

This Search allows you to search the full text of Merriam-Webster's Encyclopedia of Literature for literary terms and authors.

Literature  
Merriam-Webster's  
Encyclopedia of Literature

Author Search Title Search Topic Search Encyclopedia of Literature Literary Eras

Key in the term or phrase and then click Search or hit Enter.

ALLEGORY

SEARCH CLEAR FORM

## LITERARY ERAS SEARCH

This search allows you to browse essays on literary topics and eras.

## MULTIMEDIA GALLERY SEARCH

The **Multimedia Gallery Search** allows you to search for multimedia files so that you may view images, hear recordings and/or view video associated with your subject. Selecting the multimedia button will bring you to a search screen. In the search box, you enter a subject term, title, or caption. Below the search box is another box in which all media types are selected at first, if you only wish to see specific media types (e.g. images only) then you must de-select the other types so they do not show up in your results list.

If you want to see a list of all the media items in *Student Resource Center*, leave the text box blank and hit "Search." If you want to see a list of only a certain type of media (image, audio, video, map, flag, or seal), deselect the media element check box(es) you are not interested in, leave the text box blank and hit "Search."

The documents retrieved are displayed in a single list arranged alphabetically by document title. Media documents are also searched through the other searches as well, and are displayed on the Multimedia tab. Select the document that you would like to see. The different media types will display differently:

<b>Image</b>	Select the link. A .jpg image is displayed.
<b>Audio File</b>	Select the link. A Shockwave control bar appears and the audio file loads. Select play on the player to begin playing (there might be a slight delay while the file is buffering)
<b>Video Clip</b>	A QuickTime control bar will appear in a new window when you click on the video link. A video file will begin to play once buffered.
<b>Map</b>	Select the link. A PDF image is displayed.
<b>Flag</b>	Select the link. A .jpg image is displayed.
<b>Seal</b>	Select the link. A .jpg image is displayed.

## SCIENCE & HEALTH SEARCH

**Science & Health Search** allows you to search a specific set of data that is limited to that particular subject. You may select **Science & Health Search** from the *Student Resource Center* home page or from the top navigation bar on all other pages in the product.

**Science & Health Search**

1) Select one of the topics below.

Science ▾

2) AND narrow your search by entering a keyword: ATOMS

SEARCH CLEAR FORM Return this number of results per page: 10 ▾

3) OPTIONAL: Narrow your search by selecting a document type:

\*None Selected\* ▾

SEARCH CLEAR FORM

To use the **Science & Health Search** select either All, Health, or Science from the pull-down menu (All is the default option). A keyword must also be entered into the search box below before you can execute a search. If you do not enter a keyword error message will appear reminding you to do so. The keyword search box will only allow 20 characters to be keyed into it.

You will also have the option of limiting your search results to the following document types: Audio, Biography, Image, Topic Overview, and Video. You also have the option of choosing how many results you would like to show up per page. The choices are 10, 20, 30, 50, and 100. Results will be returned only on the Reference and Multimedia tabs.

## ADVANCED SEARCH

With **Advanced Search**, you can conduct a search on a particular field, data type, and/or date of publication. It's a very precise way to do a search. Below are descriptions of the types of searches you can conduct. Please see Search Tips to learn how to improve your search results.

**Advanced Search**  
 Enter search term(s) and select index type.  
 Indicate choice of Boolean operators (AND, OR, NOT)

I HAVE A DREAM in Title/Headline AND  
 in Title/Headline AND  
 in Title/Headline

**SEARCH** **CLEAR FORM**

**Date of Publication**  
 Note: entering a date or range of dates will limit your search to newspapers and periodicals only.

From (m) \*none\* (d) \*none\* (yyyy) \*none\*  
 To (m) \*none\* (d) \*none\* (yyyy) \*none\*

**Document Type:** \*None Selected\*  
**Document Number:**

SEARCH TYPE	DESCRIPTION
Title/Headline	Use this option to search for words in the title/headline of an article or document. This is a good search to use if you only know part of the title you are looking for.
Source	Searches for a particular source such as a magazine or reference work. For a list of sources included in the <i>Student Resource Center</i> , go to <a href="http://www.gale.com/SRC">www.gale.com/SRC</a>
Author	Searches for the author of an article, essay, or critical review. Note: if you are looking for information about a literary author, such as Charles Dickens, search by Subject rather than Author and invert the name (Dickens, Charles).
Subjects	This search allows you to find documents that are about a particular subject or person. The search works best with last names and with very broad search terms, such as politics or geography.
Keyword	Searches title, citation, subject headings, abstract and first 50 words.
Full Text	Searches the full text of a document. This is a good search to use if you are looking a particular line of text or an unusual phrase. To search for a phrase, you will have to type "w1" between words; please see the section "Proximity" in Search Tips for detailed instructions.

You can also limit your searches by date of publication, document type, or document number by choosing one of the limiters below:

LIMITER	DESCRIPTION
Date of Publication	Limits your searches based on the year(s) of publication. You can enter a specific date by selecting the month, day, and year from the "From" pull-down menus. Or you may select a range of dates by selecting the month, day, and year from the "To" pull-down menus as well. *Note: Entering a date or range of dates will limit your search to newspapers and periodicals only.
Document Type	Limits your search to a specific document type or types. Select Any or just specific document types from the pull-down menu. Document types include: ANY (default), Court Case Overview, Image, Magazine, Newspaper, Organization Overview, Primary Document, Statistical Table, Topic Overview, Viewpoint Essay
Document Number	Limits your Search to 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.

## DICTIONARY

The *Student Resource Center* allows you to search through three dictionaries:

- *Merriam Webster's Collegiate Dictionary*
- *Merriam Webster's Geographical Dictionary*
- *Merriam Webster's New Biographical Dictionary*

### Dictionary

Key in the term you are searching for.  
Then hit Enter or click Search.

Search in:

Merriam-Webster's Collegiate Dictionary  
 Merriam-Webster's Biographical Dictionary  
 Merriam-Webster's Geographical Dictionary

Return this number of results per page:

This feature enables you to search for any term that appears in the dictionaries. To use this feature, click **Dictionary** from the *Student Resource Center* homepage or any other search page. Choose which dictionary you wish to search and then enter a search term. *Webster's Collegiate Dictionary* is the default dictionary. To view a list of terms, type the first few letters of a term followed by the asterisk (\*) truncation character. Results will appear alphabetically. Click on the term you are interested to receive the description of the term.

## TIMELINE

The **Timeline** feature enables you to search for significant events that occurred from prehistory to the present. There are several different ways to search the **Timeline**:

### Student Resource Center

Timeline Search

Roll mouse over Timeline bar to make your selection.

Enter a specific year or a range of years: Start date:   AD. End date:   AD.

Search Timeline Event text:

Return this number of results per page:

**Chronology Bar Search:** You may scroll along the search bar and choose a specific time period by clicking on the time period box. A description of each period will pop up as you scroll your mouse over the search bar.

**Enter a specific year or range of years:** You may key in a date in which the event begins or ends in the boxes provided or key in a range of dates. If you choose to search on a start and end date, the two years will be linked with an implied "and". (NOTE: If you enter in a date in the start box that is after the date you key in the end box, the system will automatically reverse them in its query when it executes the search.) AD/BC may be chosen for each date with AD being the default.

**Search Timeline:** You may enter a specific event or keyword into the text box and click on the "Search" button.

**Search Timeline Event and specific year:** You may also key in a start and/or end date and a search term. The years and terms will be linked together with and implied "and".

### Tips for searching using the Date Boxes:

- If a start date is indicated but the end date is left blank, the search will cover the start date through the present.
- If an end date is indicated but the start date is left blank, the search will cover the beginning of the timeline (B.C.) through the end date indicated.
- If text is keyed into the "Search Timeline Event Text" box, but no dates are indicated in the year boxes, the search will include the entire timeline database.
- If dates are entered into the start/end boxes and a specific time period on the timeline is clicked, the years chosen on the timeline bar will override the years that were keyed in.
- If you wish to search in a single year, key the same year into both the start and end date boxes

The resulting articles from a Timeline search are very brief; usually not more than a few sentences or a paragraph. It's a great starting point for a report on a decade or year.

## TOOLBOX

The **Toolbox** is designed to help users of the database; it includes a Research Guide, Research Tools and Search Tips.

*Research Guide* — Information literacy and research skills for using *Student Resource Center* for research.

*Research Tools* — Tips and worksheets for writing a report or research paper. (see right)

*Search Tips* — for more on this refer to the Search Tips section of this document.



### Tools for Getting Started

- How to [Judge Information](#)
- How to Make a [Concept Web](#)
- How to [Choose a Topic](#)
- How to [Write a Topic Sentence](#)
- How to [Make an Outline](#)
- How to [Read and Interpret Graphs](#)



### Tools for Wrapping it Up

- How to [Cite a Source](#)
- How to [Organize a Report](#)
- How to [Build an Argument](#)
- How to [Write a Conclusion](#)
- How to [Write a Thesis Statement](#)
- How to [Create Visual Representations of Data](#) (charts, graphs, etc.)
- How to [Footnote](#)

## TEACHER TIPS

Teacher Tips provide information about the Student Resource Center to help teachers integrate the use of the database into their lessons and assignments. General information about the database as a whole are listed side by side files containing tips for individual subject area instructors. Tips include sample searches that support typical assignments, information about how to use InfoMarks for reading lists or class websites, a graphic search tips one-sheet, and a description of the research tools available for class instruction or individual student use.

## SEARCH TIPS

This advice will help you improve your search results:

**Use at least two or three search terms.** By using more search terms to narrow your search, you can locate essays that fit your information needs better. The following sample results are hypothetical:

Search Terms	Number of Hits
War	198
War soldier	98
War soldier confederate	19
War soldier confederate prisoner	3

**Note:** By default, the search engine finds only those essays containing all of the words you specify. See Search Operators below to learn how to use the AND, OR, NOT, and proximity operators.

**Note on the use of stopwords:** Because the search engine does not recognize stopwords, your search term must be enclosed in quotes *OR* you can drop the stopword from the title or phrase. For example, when searching for a title containing the word “to”:

- (1) Enclose the phrase in quotation marks. The search will work on the exact phrase (example: **“Farewell to Arms”**).
- (2) Omit the word “to” from the search (example: *A Farewell to Arms* would be entered as **Farewell Arms**).

**Stopwords include the following:** an, and, aspects, but, co, corp, etc, for, from, if, in, inc, into, is, it, its, jr, ltd, of, on, or, that, the, to, with.

**Be specific.** If you’re looking for information about ancient Rome, enter both of those words in your search. If you enter just Rome, your search may give you essays that discuss modern Rome or Rome, N.Y., in addition to ancient Rome.

**Use plural or other word endings.** For example, if you are looking for discussions of murder, search for various forms of the word using the OR operator as the connector, e.g. *murder or murders or murderer or murderous*. (Note: You may also enter multiple words without the OR operator.) It is also possible, depending on the desired search term, to use the truncation (or wildcard) feature to retrieve both singular and plural forms of a word, e.g. murder\*.

**Try using synonyms for your original words.** For example, enter “*nervous breakdown*” or “*mental breakdown*” or “*nervous disorder*” or “*mental instability*”.

**Check your spelling.** If you type *litrature* instead of *literature*, your search won’t find any matches.

**Find an exact phrase with the help of the “W” operator.** You can narrow your searches by requiring that the search terms appear as a phrase in the order that you typed them. For example, if you are looking for *time travel*, search for these words as a phrase, *time W1 travel*. (It literally means “find time “within 1 word of” travel.) This narrows your results from hundreds of matches to a few dozen matches, assuming the phrase that you typed is not too common.

## CAPITALIZATION

The search engine is not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following keyword searches are considered the same:

astronaut and spaceship or “outer space”  
astronaut AND spaceship OR “outer space”  
Astronaut and Spaceship or “Outer Space”  
astroNAUT and spACEship or “oUtEr SpAcE”

## PUNCTUATION

**Hyphen.** A hyphen (-) used between two words is considered part of the term. If you are searching for a word or phrase that normally contains a hyphen, include the hyphen:

- “nineteen-thirties”
- “self-doubt”

**Apostrophe.** Apostrophes (') are not recognized by the search engine and should be deleted from search terms.

- Salem Lot (instead of Salem's Lot)
- Chatterley (instead of Chatterley's)

**Ampersand.** Ampersands (&) are not recognized by the search engine. Instead use the W (Within) proximity operator. (See Search Operators below to learn more about proximity operators.)

- Tulips W2 Chimneys (means “tulips within two words of chimneys”; instead of Tulips & Chimneys)
- Socialism Radicalism W2 Nostalgia (instead of Socialism, Radicalism & Nostalgia)

## TRUNCATION (WILDCARD) CHARACTERS

The \* (asterisk) and ? (question mark) and ! (exclamation point) are used to search for words or numbers sharing a similar pattern. The \* and ? and ! replace alphabetical and numerical characters.

**IMPORTANT NOTE:** The \* and ? may not be used in date fields (such as Birth or Death year). Instead, use Date Range searching.

The \* (standing for any number of characters) is placed at the end of the term's root. The search retrieves all words sharing the same root. For example, the term faith\* retrieves essays that contain the words faith, faithful, or faiths.

The ? is used to replace exactly one character within a word to retrieve various forms of that word. For example, the term wom?n retrieves essays that contain either woman or women; and psych????y matches either psychology or psychiatry but not psychotherapy.

The ! point stands for one or no characters. For example, dog! Matches dog or dogs but not dogma or dogmatic.

## DATE RANGES

A date range is used to search for multiple years in date fields (such as Birth or Death Year fields).

- 1940 - 1949 (to search for any year in the 1940s)
- 1927 - 1932 (to search for any year from 1927 through 1932)

## SEARCH OPERATORS

The Boolean search operators AND, OR, NOT, and proximity operators may be used to refine your search. Whether the operators are typed in uppercase or lowercase does not affect the search. Please note, however, that if an operator appears in a title you are searching

for, such as *The Road Not Taken*, it will still be interpreted as a search operator. This may lead to irrelevant results. If you are searching for a title that contains a search operator, enclose the title in quotation marks.

**AND.** Use the AND search operator to retrieve documents that contain both of the specified search terms. This operator places no condition on where the terms are found in relation to one another; however, both terms have to appear somewhere in the field you are searching. For example, a full text search for apples AND bananas will find any essay that contains mention both of apples and bananas.

**OR.** Use the OR search operator to retrieve documents that contain one or both specified search terms. This operator places no condition on where the terms are found in relation to one another; however, one or both terms must appear somewhere in the field you are searching. For example, a full text search for apples OR bananas will find essays that mention apples, essays that mention bananas, and essays that mention both types of fruit.

**NOT.** Use the NOT search operator to retrieve documents that do not contain the specified term. For example, a full text search for apples NOT bananas will find essays that mention apples but not bananas.

**PARENTHESES.** The operators described above each operate on either simple terms (words or phrases) or a more complex query delimited by parentheses ( ). Parentheses allow you to construct very powerful queries. For example:

- “pulp fiction” AND ((detective AND crime) OR hard-boiled)
- (“cowboy\*” OR (“gold rush” AND california)) AND (1849 OR nineteenth century)

Boolean operators are applied in the order in which they appear. Therefore, the following searches are equivalent:

- apples AND bananas OR oranges
- (apples AND bananas) OR oranges

## PROXIMITY

The proximity operators W (within) and N (next to) may be used to refine your search:

- The **W operator** will find essays containing the specified words in the specified order within the number of words you indicate. For example, *old w4 sea* finds documents that contain the word *old* within four words of the word *sea*, and *old* must precede *sea*.
- The **N operator** locates documents containing the words you specify within the number of words you specify, but the words can be in any order. For example, *apples N4 bananas* finds documents that contain the words *apples* and *bananas* within four words of each other, regardless of their order (that is, *bananas* could precede or follow *apples*).

## FIELD LENGTH

The length of any given field is not limited to the window you see on the screen. As a search term or terms is keyed, the text will continue to scroll to the left, so that you can see the search expression as it is being keyed.

## MARK LIST

You may also save documents in a **Mark List** for reading in more detail later. Simply check the box next to the title in the Results List. The documents you checked will be put in a **Mark List** and a new button will appear on the left side of the screen labeled "View Mark List." From within an article, you can check the box next to the article to also add it to the **Mark List** automatically as well.

## 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. **InfoMarks** lets you save and re-launch searches and embed them on Web pages, e-mail, word processing documents, and more. With a click of the mouse, you can access a comprehensive knowledge base that you have designed. **InfoMarks** is the premier tool for creating reading lists, course packs, study guides, content services, guidelines for special projects, bibliographies, training sites, electronic journal directories, and so much more. For instance, you could track an author, **InfoMark** the search, then revisit the new and updated data as often as you like.

For more information on how to use **InfoMarks**, click the icon from within the database or refer to the Web site [www.gale.com/InfoMarks](http://www.gale.com/InfoMarks).

*For more information, documentation and title (source) lists for Student Resource Center visit [www.gale.com/SRC](http://www.gale.com/SRC).*