

Junior Reference Collection Search Tips

Junior Reference Collection covers the subjects most frequently studied by middle-school students in a single integrated database. Thorough, in-depth entries from award-winning U•X•L® reference sources are written at an appropriate reading level. You receive the curriculum coverage and adherence to the national standards you demand, while your students get the speed and flexibility they need to grow from Web surfers to sophisticated researchers. For a complete list of sources used in the *Junior Reference Collection* database, visit: www.gale.com/title_lists.

HOW TO USE JUNIOR REFERENCE COLLECTION:

Go to the *Junior Reference Collection* URL with your Internet browser. At the home page, you will find several search options.

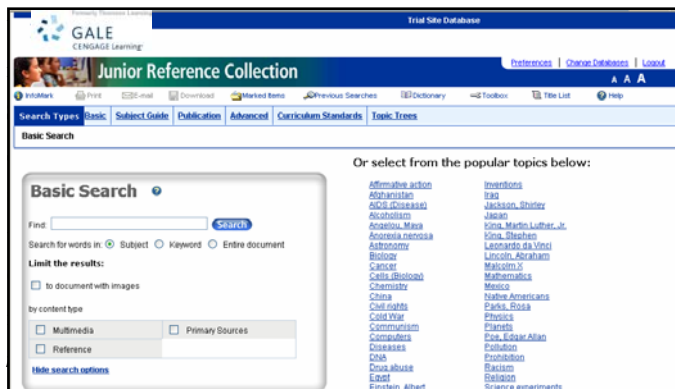
BASIC SEARCH BY TOPIC

Click on a topic from the *Topics List* for immediate results, without having to enter a search term or visit intermediary screens. This list is only available from **Basic Search** mode.

BASIC SEARCH BY SUBJECT, KEYWORD, OR ENTIRE DOCUMENT

To broaden or narrow your search in one step, three types of searches are available from **Basic Search** mode.

- **SUBJECT SEARCH** – For common topics, enter your search term in the entry box, select the **Subject** radio button and then click “Search”. **Subject** search searches the subject terms that have been assigned to the documents in the database and is meant to yield very specific results.
- **KEYWORD SEARCH** – For less common terms such as proper nouns, repeat process but select **Keyword** search. **Keyword** search searches the key fields of the documents in the database such as the title, introductory text, author, and subject terms.
- **ENTIRE DOCUMENT SEARCH** – For jargon, new terminology or more abstract topics, repeat process but select **Entire Document** search to conduct the broadest search.



PUBLICATION SEARCH

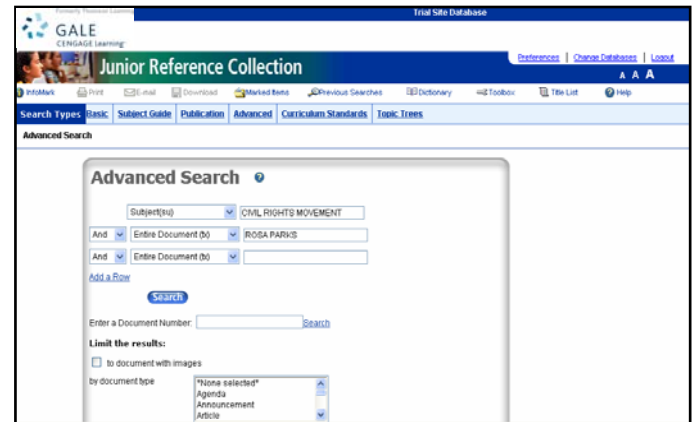
Publication Search is best used when you would like to browse and view the contents of a specific publication.

ADVANCED SEARCH

Use **Advanced Search** for:

- Finding a specific article, when you already know the title, publication name or author
- Locating all documents by a specific author
- Combining your terms with Boolean operators and index fields
- Limiting your results by document type – Biography, Poem, Documents with Images, etc.
- And much more!

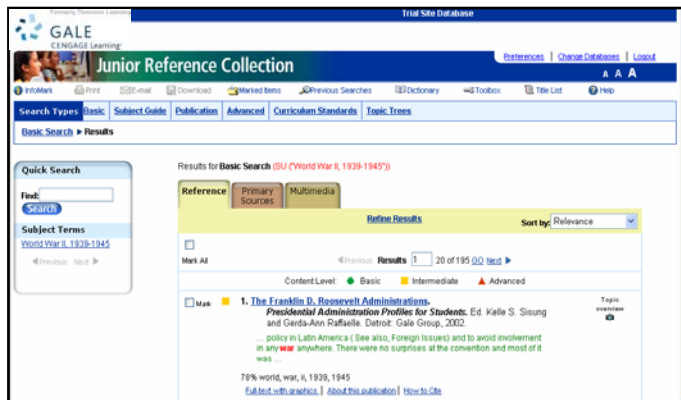
Enter the term(s) in an index field. Boolean operators, **and**, **or** and **not** let you connect up to ten terms or you may limit your search even further by selecting one or more of the search limiters provided.



VIEWING YOUR RESULTS

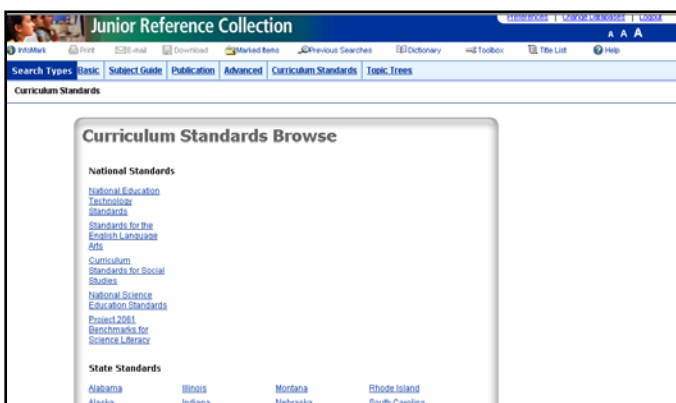
Once you execute a successful search, you will view a results list. Your results will be organized by content type such as: reference, primary sources, and multimedia. To view the contents underneath one of these tabs, click on the type of content you are interested in reviewing at the top of the search results list. Tabs with no results are "grayed out" and will not work. When you do a **Basic Search**, your results citations will include an excerpt showing the first occurrence

of your search term as found within the text of the document, this feature is called **Keyword in Context**. Scan the list of titles to locate one to fit your research needs. To use your results list click on the hyperlinked text to read the document.

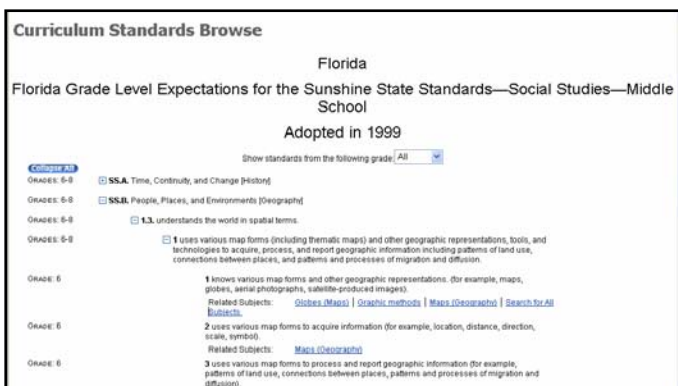


CURRICULUM STANDARDS SEARCH

Use the **Curriculum Standards** search if you are looking for content in the *Junior Reference Collection* database that correlates with National and/or State Educational curriculum standards.



Choose **Curriculum Standards** from the database toolbar. Choose the set of standards you wish to view. Further narrow your search by selecting the specific subject area and grade level. Click a plus sign (+) to expand (show) sublevels or click a minus sign (-) to collapse (hide) a level. When a curriculum standard has been fully expanded, you'll find links to **Related Subjects** which will take you to content that supports the educational standard you are viewing as seen in the next column over.



TOPIC TREES SEARCH



Topic Trees searching allows you to search lists of popular topics by subject area without having to enter a search string. These subject areas are: *Cultures, Geography, Literature, Science, US History, and World History*. **Topic Trees** can be found in **Basic Search** mode underneath the **Basic Search** box, or by selecting **Topic Trees** from the database navigation bar.

TOOLS YOU CAN USE

Everything that you need to build a successful paper, project or presentation is available from the homepage and subsequent screens!

- Merriam-Webster’s Collegiate *Dictionary* for immediate lookups
- A *Toolbox* that holds the “must haves” for a great paper: the *Research Guide* and *Research Tools*
- *Email, Print, and Download* buttons
- *InfoMarks* indicating persistent URL’s that can be used if copied, emailed, or bookmarked to return to a results list, to put together a reading list or to simply refer to in the future
- A link to access and edit your *Previous Searches*
- A link to access the database *Title List*
- Extensive *Help* files

If you require further assistance with *Junior Reference Collection*, please consult your librarian.