

# eLibrary Curriculum Edition Quick Start Guide

## About eLibrary Curriculum Edition

eLibrary CE meets a growing range of research and curricular demands. Students will find the answers they need from more than 2,000 full-text and multimedia sources, and can access History Study Center and ProQuest Learning: Literature resources with a single search. The product contains millions of documents including current full-text magazine and newspaper articles, maps, photographs, TV and radio transcripts, government publications, and reference collections. Turn to eLibrary CE to investigate world events and people in today's news, history, geography, social and debate issues, sciences, social sciences, and more.

Follow this simple 1–2–3 guide to see how easy it is to use eLibrary CE!

## Part 1: Submit a Search Query

All eLibrary CE research begins at the main search page. You can search the database using a simple word search, by asking a question, or you can use advanced search features to locate information by specific search field like Emphasis On, Reading Level, Date Range, Publication, Title, or Author.

The screenshot shows the eLibrary Curriculum Edition search interface. At the top, there is a navigation bar with tabs for SEARCH, TOPIC, REFERENCE, MY LIST, BOOKCART, QUIZZES, HELP, and EXIT. Below the navigation bar is a search text box containing the query "are salmon endangered?" and a blue SEARCH button. A red arrow labeled "A" points to the search text box. Below the search box is a row of seven icons representing different media types: NEWS, MAGAZINES, BOOKS, MAPS, PICTURES, AUDIO/VIDEO, and TRANSCRIPTS. Each icon has a checkbox below it, and there is a "clear all" button to the right. Below the media type icons is the "ADVANCED SEARCH OPTIONS" section, which includes fields for SEARCHING TOPIC, EMPHASIS ON, DATE RANGE, DOCUMENT TITLE, READING LEVEL, PUBLICATION, NEWSPAPERS, and AUTHOR NAME. At the bottom of the advanced search options is a "SEARCH TYPE" section with radio buttons for "Natural Language" and "Boolean Operator". On the right side of the page, there are two "VISIT OUR SPECIAL COLLECTIONS" sections: "LITERATURE" and "HISTORY".

### To submit a simple search query

1. On the main search page, type a search query in the search text box (A). You can format your search query as a natural language question or as a Boolean (keyword) search string comprised of keywords connected by Boolean operators (i.e., AND, NOT, OR, etc.).

- o Natural language search query example: *are salmon endangered?*

Natural language searching is a good choice for gathering general information. Phrasing your query as a question will generally provide better results than just using keywords.

- o Boolean search query example 1: *hurricane NOT Florida*

Example 2: *frogs OR salamanders AND "global warming"*

Boolean searching is best used for more specific searches. A keyword can consist of a single word (examples: *asteroid, Enron*) or a phrase. For best results, enclose phrases in quotation marks (examples: *"martial arts," "Martin Luther King"*).

AND retrieves documents that include both keywords connected by the AND operator; OR retrieves documents that contain at least one of the keywords connected by OR; NOT excludes documents that contain the keyword that follows the NOT operator.

2. Check the types of media you want to search (**B**).
3. Click the **search** button (**C**). eLibrary CE searches the database for documents matching your search query, and displays a list of matching documents in the form of a results list. (eLibrary knows whether you've posed a natural language or Boolean query. To force one or the other, click the radio buttons under Advanced Search.)

### Optional advanced search features

Advanced search offers additional search features that enable you to limit your search results to a particular date range, subject, publication, document title, author, and much more.

In the example below, the advanced search **Date Range** field directs eLibrary CE to limit results to documents published in the last year (**D**).

**A** → Search bar containing "are salmon endangered?"

**B** → Media type selection icons (NEWS, MAGAZINES, BOOKS, MAPS, PICTURES, AUDIO/VIDEO, TRANSCRIPTS)

**C** → SEARCH button

**D** → Advanced Search Options panel, specifically the DATE RANGE field set to "Between 10/01/2005 and 10/01/2006"

advanced features (optional)

**User Guide Available:** A comprehensive User Guide is available for printing, downloading, or viewing at <http://www.proquestk12.com>. Click the Product Information tab, then eLibrary CE.

## Part 2: Review Your Results List

After clicking the **search** button, a results list page appears, summarizing your search success and listing those documents that match your search query.

The screenshot displays the ProQuest search results interface. On the left, a vertical axis labels three sections: 'navigation buttons' (pointing to the top tabs), 'results summary' (pointing to the media type icons), and 'results list' (pointing to the document list). Red arrows labeled A through F point to specific features: A points to the media type icons (newspapers, magazines, books, maps, pictures, audio/video, tv/radio transcripts); B points to the first three document entries in the list; C points to the 'sort by' dropdown menu; D points to the 'Refine search...' link; E points to the 'GENERAL', 'LITERATURE', and 'HISTORY' navigation tabs; and F points to the 'common topics for the search results' section.

### Parts of the results page

- **A** – The results summary shows you the number of documents found for each media type, and provides an option to resort the results list by media type. (Click a media type icon to bring corresponding results to the top of the results list.)
- **B** – The results list identifies each document that matches your search query.
- **C** – The sort by drop-down list provides options for resorting the results list.
- **D** – The refine search link provides allows you to refine/edit your current search query, or start over with a new search query.
- **E** – The view results navigation buttons allow you to view results in our general eLibrary database content, or see results from literature (ProQuest Learning Literature) or history (History Study Center) sources. Click each word to resort the list to show these items.
- **F** – Common topics makes it easy to find relevant documents and vetted websites by clicking a link within each path.

## To view a document listed on the results page:

Review your results list. If you don't see a listing of interest right away, you may want to resort the list, refine your search query, or start a new search. When you see a promising result listing, click the underlined title (**B**) to view the full document.

## Part 3: Working With the Full Document

After clicking a document title in the results list, the full text of that document appears.

The screenshot shows the eLibrary interface with a document titled "Terror's Economics ; New political divisions may alter global financial alliances." by Robert Samuelson. A red arrow labeled 'A' points to the "go to best part" link, and another red arrow labeled 'B' points to the "printer friendly version", "document info", "email", and "add to my list" links. A vertical arrow on the left indicates the transition from "bibliographic information" to "full text". A hint box on the right states: "HINT: Highlight any word or phrase, then click either Search, Topics, or Reference to locate relevant information."

Scroll through the document, or click **go to best part (A)** to jump to the section that most closely matches your search query. To print, email, or add a document to a list, click the links across the top (**B**) to jump to those options.

## Part 4: Working With History & Literature Results

As outlined above, when you complete a search you'll notice the view results navigation buttons near the top. These buttons (tabs) allow you to view results in our general eLibrary database content, or see results from literature (ProQuest Learning Literature) or history (History Study Center) sources. Click each word to resort the list to show these items.

The screenshot shows the eLibrary search results for "william shakespeare" with the "history" tab selected. It displays a list of "Study Units" with titles like "European society and culture, 1500-1700" and "British society and culture, 1485-1603".

The screenshot shows the eLibrary search results for "william shakespeare" with the "literature" tab selected. It displays a list of results including "The Sonnet", "Drama", and "Elizabethan Period (1558-1603)".

For more information about eLibrary CE, click here:  
[http://www.proquestk12.com/productinfo/elibrary\\_ce.shtml](http://www.proquestk12.com/productinfo/elibrary_ce.shtml)