eLibrary Curriculum Edition® Quick Start Guide

eLibrary Curriculum Edition (CE) meets a growing range of research and curricular demands. Researchers find the answers they need from more than 2,000 full-text and multimedia sources, and can access History Study Center (D) and ProQuest Learning: Literature (D) 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.

PART 1: Submit a Search Query

eLibrary CE research begins at our main search page. You can search using a simple keyword query, by asking a question, or you can use advanced search (E) features to locate information by specific search field like Emphasis, Date Range, Publication, or Author. Popular Searches (F) also allows you to see the top queries posed recently by researchers using eLibrary CE. You may directly access Literature and History content here (D).

To submit a simple search query

1. In 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 search string comprised of keywords connected by Boolean operators (i.e., AND, NOT, OR, etc.).

   o Natural language search query example: What causes red tides?
   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: red tide AND causes
   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 the OR operator; NOT excludes documents that contain the keyword that follows the NOT operator.

2. Check the **types of media** you want to search (B). All media types are checked by default. Click Clear All to clear the check boxes, then click the boxes below the media types you wish to include in your search. (Try a search for just Pictures, etc.)

3. Click the **search** button (C). eLibrary CE searches the database for documents matching your search query and displays a list of matching documents, common topics, and vetted website links, and special History and Literature content (D) in the results page.

**Optional advanced search features**

Clicking the **advanced search** link (E) connects you to a set of additional search fields that enable you to limit your search results to a chosen topic, emphasis, date range, reading level or lexile, document title, publication title, author, and a more. Clicking **Create Your Query** (G) opens a special Boolean calculator, enabling users to create a more complex query. Finally, Educators can also click the **Standards** (H) link at the bottom to track down resources linked to specific U.S. state, national, and Canadian Provincial teaching standards.
PART 2: Review Your Results List

After clicking the search button, a results page appears, summarizing your search success and listing those eLibrary documents and resources that match your search query. (See next page for an example results set referenced by the labels below.)

Parts of the results page

I - The results summary box shows you the number of documents found. Users can also click a refine search link to the left to try an enhanced query.

J – The Why don’t you try: section is populated with automatic links that run searches with matches from Topic searches which are related to your query.

eLibrary’s Essential Content Pages (not shown) will appear at the top of our most popular searches. These Pages combine the power of a broad search of our aggregated, deep content with the human touch of editorial organization. You’ll only find all the very best, most relevant results (and multimedia) in these special areas, saving you time.

K – Click the Literature or History tab to view results from those built-in content sets: ProQuest Learning: Literature and History Study Center.

L – This drop-down menu provides options for resorting the results.

M – Clicking a results type from this list will bring those results to the top.

N – Clicking a link in this box connects you to a related topic of results. The larger the font, the more closely the topic is relevant to your original search.

O – You may change the date range of your results set here.

P – Our Reference Desk links contain relevant content from encyclopedias and other sources.

Q – Clicking these “preview” icons down the right side will show you the “best part” of each result. (A small photo thumbnail will also appear here if the result is a picture.)
To view a document listed on the results page

1. Review your results list. If you do not see a listing of interest right away, you may want to resort the results, refine your search, start a new search, etc. using the noted controls.
2. When you see a promising result, click its title (R) to view the full document.

PART 3: Work With the Full Document

After clicking a document title in the results list, the full-text of the item appears. Scroll through the document or click the to best part button (S) to jump to the text that most closely matches your search query. To print or email this document, click the appropriate link (T). Get a citation by clicking (U).

You may also translate this document (V) into Spanish, German, French, Chinese, and several other languages using this feature.
PART 4: Additional Search Methods
In addition to a simple search, eLibrary offers two additional easy-to-use searching methods for information retrieval. These search methods include Topics (W) and Reference (X) search. Click a search method tab on the navigation bar to begin a new search.

Topics: Categorizes eLibrary documents by topic heading (example: Arts, Business, Regional Studies) and provides easy information retrieval with “point-and-click” navigation or keyword searching. Results may include magazines, newspapers, books, transcripts, maps, images, audio/video titles, as well as editor-selected websites. After clicking the Topics tab, you may enter a subject in the Topics search box, or explore the topic tree by clicking a main topic heading and reviewing the corresponding subheadings for a narrower focus.

Reference: Performs keyword searches against multiple reference publications. After clicking the Reference tab, type your query in the Reference search box and check the types of reference resources you want to search. All reference resources are checked by default. Choices include dictionary, thesaurus, encyclopedia, almanac, atlas, and others.

Get the most out of your eLibrary CE subscription with our email newsletter (archives), videos, free monthly Web training, library marketing kit, additional presentation files, and other resources. All of our K-12 resources are just a click away at proquestk12.com.