

# eLibrary Elementary™ Quick Start Guide

## About eLibrary Elementary™

eLibrary Elementary™— the ultimate elementary reference resource—tailors all the media types and search functionality of bigchalk Library for the young reader. Students of all ages use eLibrary Elementary's powerful, yet easy-to-use search interface to find the answers they need. Natural language, Boolean (keyword), topic, and publication searches are available. Magazines, newspapers, books, transcripts, maps, images, web links, and audio/video are included. Everything for today's generation of students.

## Part 1: Submit a Search Query

All eLibrary Elementary 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 enhance your search focus.



search method  
navigation menu

Main search page

### 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 made up 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: *salmon AND endangered*

Boolean searching is best used for more specific searches.

A keyword can consist of a single word (examples: asteroid, milk) or a phrase. For best results, enclose phrases in quotation marks (examples: "box turtle," "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. Tell eLibrary Elementary which search query format you used by selecting either the **Natural Language** or **Boolean Operator** radio button (**B**). Natural language is the default.
3. Check the types of media you want to search (**C**). All media types are checked by default. Choices include newspapers, magazines, books, maps, audio/video, pictures, and transcripts.
4. Click the **start** button (**D**). eLibrary Elementary searches the database for documents matching your search query and displays a list of matching documents in the form of a results list (as discussed in Part 2).

### Optional advanced search features

The advanced search section (**E**) offers additional search fields that help you to limit your search results to a particular Date Range, Document Title, Publication Title, Subject, and a list of additional options. Click on the **open/close** button to display the additional search fields.

In the example below, the advanced search features are used to limit results to documents published in the last two years by the *Los Angeles Times*.

The screenshot shows the search interface with the following elements:

- B**: Points to the search query format buttons:  Natural Language and  Boolean Operator.
- C**: Points to the media type selection buttons:  Newspapers,  Magazines,  Books,  Maps,  Audio/Video,  Pictures, and  Transcripts.
- D**: Points to the **START!** button.
- E**: Points to the advanced search section, which is expanded to show:
  - Date Range:** Last Two Years (dropdown), 6/9/2000 (text), and 6/9/2002 (text).
  - Document Title:** (Example: Teachers Seek Way to Keep Art in the Classroom)
  - Source Title:** (Example: Ranger Rick) Los Angeles Times (text) Review through our list of publications
  - Subject:** (Example: Education) Do a separate search by subject
  - Just in case you need some more fields:** Author's Name (dropdown) and a text input field.

Advanced search page

## Part 2: Review Your Results List

After clicking the start 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 Elementary search results page. At the top, the search query is "are salmon endangered?" and it indicates 3 results were found. A summary section (A) shows the distribution of results by media type: 3 newspapers, 0 magazines, 0 books, 0 maps, 0 audio/video, 0 pictures, and 0 transcripts. Below this, the results list (B) shows three newspaper articles with their respective details. A 'DOCUMENTS' section (C) includes a 'sort by' dropdown menu currently set to 'Relevancy'.

Typical results list page

### 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 shows each document that matches your search query.

**C** - This drop-down list provides options for resorting the results list. You can sort by relevancy to your search query, publication date, document size, document reading level, alphabetical by document title, and alphabetical by publication name.

### 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 list, rebuild your search query, or start a new search.
2. When you see a good result listing, click the title (**B**) 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 that document appears. Scroll through the document or click the **skip to best part** button (A) to jump to the text that most closely matches your search query. To print or email this document, click the appropriate button (B).

**A** → Skip to the best part!

**B** → PRINT | EMAIL

**B** → PRINT | EMAIL

*bibliographic information*

*full text*

**HINT:** Highlight any word or phrase, then click either **search**, **topics**, or **reference desk** to find more information.

Typical documents page

### Part 4: Additional Searching Methods

In addition to a basic search, eLibrary Elementary offers two additional easy-to-use searching methods for finding information. These search methods include **topics** search (A) and **reference desk** search (B). Click a search method tab on the navigation bar to begin a new search.



**Topics search method**—categorizes eLibrary Elementary documents by topic heading (example: Arts & Crafts, Current Events, Science) and provides easy information retrieval with “point-and-click” navigation or keyword searching. Enter your subject in the text box and click the **search** button, or explore the topic tree by clicking a main topic heading and reviewing the corresponding subheadings for a narrower focus.

**Reference desk search method**—performs keyword searches against many reference publications. Enter your subject in the text 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 other. When ready, click the **start** button.

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