

## ELEMENTARY WORKSHEET

### FOR STUDENTS AND STAFF

Welcome to eLibrary<sup>®</sup> Elementary! If you have never used our service before, this worksheet will help you learn how to retrieve the best possible results.

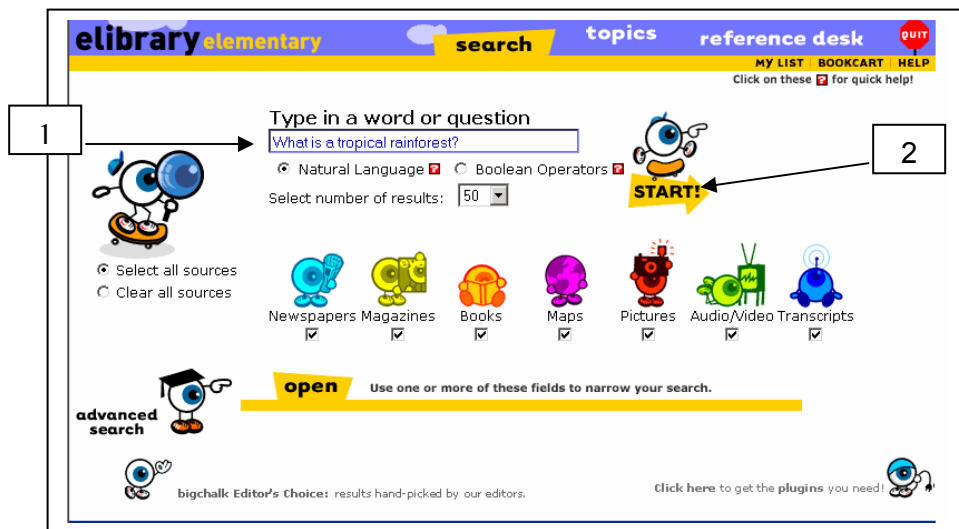
Learning how to use eLibrary<sup>®</sup> Elementary... Sit in front of the computer with this worksheet and perform the sample searches as outlined below.

### Let's get started...

- 1. TYPE IN THE QUESTION YOU WANT TO RESEARCH**
  - ✓ eLibrary Elementary works best if you use A SIMPLE QUESTION or KEYWORDS
  - ✓ Example: <What is the sun?> OR < sun, moon, planet>

Example: Let's try researching Rainforests

1. Type <What is a tropical rainforest?> in the search box
2. Click on the 'Start Search' button



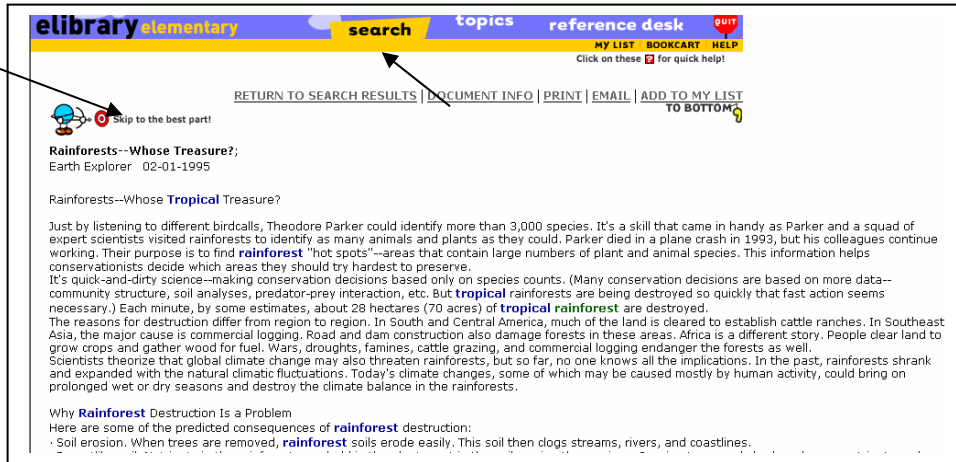
3. How many results did you receive in the following categories: (enter results below)

\_\_\_\_\_ Magazines                  \_\_\_\_\_ Transcripts                  \_\_\_\_\_ Books  
\_\_\_\_\_ Maps                                  \_\_\_\_\_ Photos                                  \_\_\_\_\_ Newspapers

4. Open one of the documents that you have retrieved.

## 2. 'SKIP TO THE BEST PART' BUTTON

- ✓ Once the article is open, click the 'Skip to the best part' button to see whether this article is relevant and contains the information you need
- ✓ Go to the top or the bottom of the article, click on the 'Search' button (to get ready for the next search)

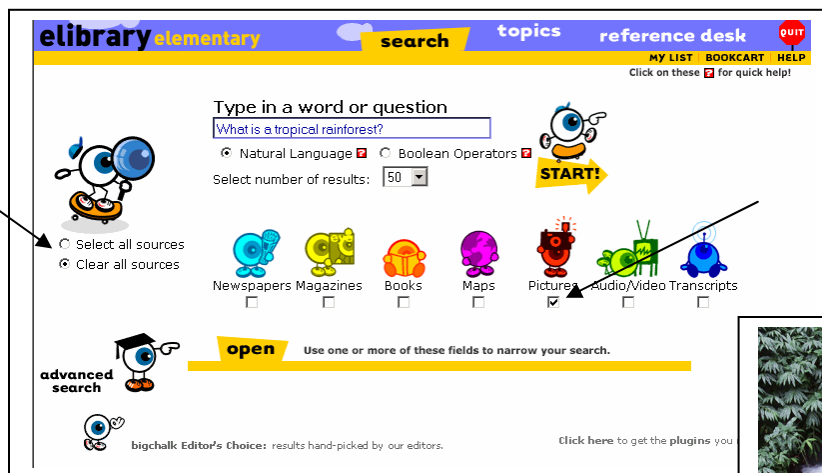


## 3. CHOOSING THE RIGHT SOURCE (i.e. Books, Pictures or Newspapers)

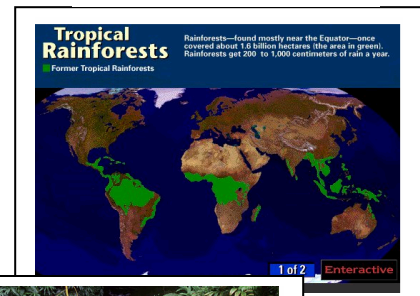
- ✓ The first time we did a search we asked eLibrary Elementary to look through all sources. This time we are going to do the search again concentrating on specific sources

### Example:

1. Type <What is a tropical rainforest?> in the search box
2. Click 'Clear all sources'
3. Click on the small box located underneath the 'Pictures' icon
4. Click 'Start Search.' This type of search allows you to search pictures only providing you with more detailed information



### Picture Examples



5. How many pictures were retrieved? \_\_\_\_\_

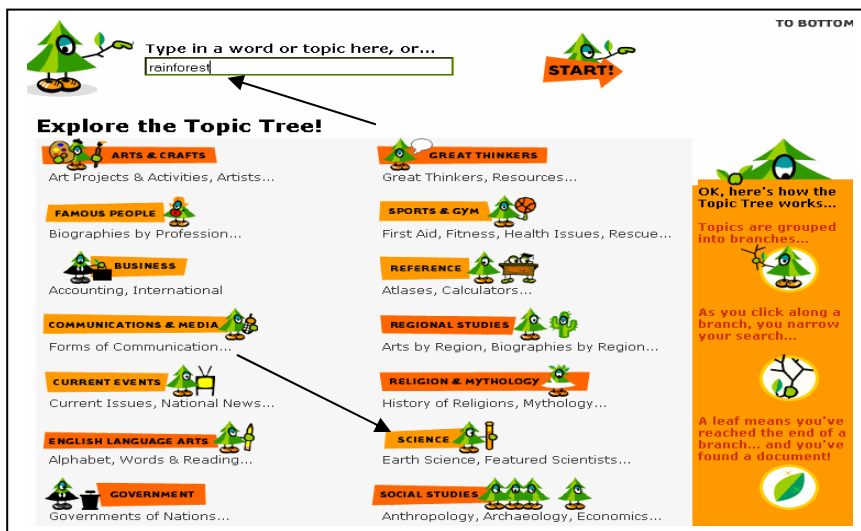
#### 4. TOPIC SEARCH IS GREAT FOR PROJECTS!

✓ Click on the 'topics' tab found at the top of any search screen

##### Example:

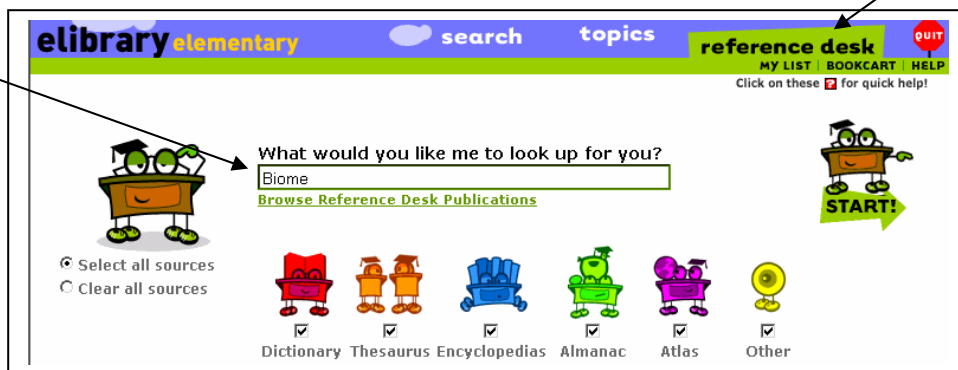
1. Type in the topic that you are interested in and click on 'Start.' In this example we are looking for the topic 'Rainforest'
2. You can also browse through the topics by selecting any of the topic headers listed below. For example: by selecting the topic 'Science,' researchers can explore all of the information for that topic (Earth Sciences, Scientists, Health, Physical Science, Projects and Games to name a few)

This method locates materials that have been conveniently classified by topic. It also locates links to Editor's Choice Web sites to supplement the information found in the database



#### 5. DO YOU WANT REFERENCE INFORMATION?

✓ Click on the 'reference desk' tab at the top of any search screen



What sort of results do you receive? \_\_\_\_\_

Reference Desk contains reference sources to supplement research. These reference sources include such tools as dictionaries, thesauri, encyclopedias, almanacs, atlases, and other materials considered reference sources