

GETTING TO KNOW ELIBRARY® ELEMENTARY IN 10 MINUTES (A BEGINNER'S GUIDE)

What is eLibrary Elementary?

eLibrary Elementary is a simple yet powerful online database that allows users to quickly answer research questions using its vast collection of publications. eLibrary Elementary focuses on providing the Canadian researcher with recognized Canadian and International resources including: full text Magazine, Journal and Newspaper Articles, Reference Books and Encyclopedias, TV & Radio Transcripts, Maps and Pictures from around the world and Audio / Video sources. It will allow you to search by **Natural Language** or by **Boolean**, and offers **100% Full Text Articles**.

Learning how to use eLibrary ElementarySit in front of the computer. Use this worksheet to familiarize yourself with eLibrary Elementary's functions and how it searches.

1. The Basics ...

When you first log on, you will see the main search window - take some time to familiarize yourself with the various features.

The screenshot shows the main search interface with the following callout boxes:

- Basic Help and Search Tips**: Points to the 'HELP' button in the top right navigation bar.
- Type your research Question or Keywords here**: Points to the main search input field.
- Click START to have the system look for answers to your question**: Points to the 'START' button.
- Change to a Boolean Search.**: Points to the 'Boolean Operators' radio button.
- Select Audio / Visual sources to search through thousands of streaming audio and video clips**: Points to the source selection icons (Newspapers, Magazines, Books, Maps, Pictures, Audio/Video Transcripts).
- Use the options in this area to limit your search. (See section below)**: Points to the 'advanced search' section.
- Click these boxes to select or unselect any of the sources**: Points to the checkboxes for 'Select all sources' and 'Clear all sources'.

2. Advanced Search Options

The second half of the search window provides advanced search options that let you limit or refine your search. You don't need to complete all the fields at one time. You can use some, none or all fields to generate more focused results.

The screenshot shows the advanced search interface with the following callout boxes:

- Type in words that will appear in the title or headline**: Points to the 'Document Title' input field.
- Date range search options**: Points to the 'Date Range' dropdown menu.
- To view content Browse/Search Publications**: Points to the 'Browse through our list of publications' button.
- A specific publication can be entered here**: Points to the 'Source Title' input field.
- Select one or two ways to limit your search from the drop down lists**: Points to the 'Author' dropdown menus.

LET'S BEGIN SEARCHING!

Searching is done in three easy steps:



- Type in your question and click **Search**
- Review your **Results**
- Read the **Full Text** of documents

Step 1: Type your question in the main search window and click search

You can enter in a few keys words (**Nunavut, Government**) or you can type in a complete question (**Where is Nunavut?**). In the beginning, you may retrieve better results if you express the search in the form of a question.

Example:

How it Searches: The search engine will only look for key words in the body of the article and look for them in the order they are typed. It will **NOT** search the title of the article. To search the title field of an article, also include your terms in the title search box.



Things to Remember: The Natural Language search ignores words like “THE”, “AND”, “OR”, “WHO”, “WHEN”, “TO”, “BE”, etc. It also ignores commas, colons, and semi-colons but will look for plurals, such as gem, gems, or doctor and doctors.

Step 2: Review The Results

When the search is complete, you will be provided with a list of sources that pertain to your query.

Check out the features on this page (reference the numbers below):

- 1) This image indicates the source type (i.e. magazine or newspaper), etc.
- 2) By default all results will be sorted by relevancy with higher numbers at the top. Relevancy is determined by the number of occurrences of your search words and the order in which they appear relative to your question. You can change how your results are sorted either by using the “**Sort by**” dropdown box OR click on the ‘**publication**’ icon.
- 3) Underneath each icon a number will be listed. This indicates the number of results retrieved for that specific source type.
- 4) “Bottom of the Page” and “Top of Page” feature.
- 5) The “My List” Feature enables you to add documents to your list from the results screen or from the document itself.

Step 3: Read the Document

To see the full text (or picture) of any of the sources found, click on the highlighted, underlined title from the results page to get to the document page:

The screenshot shows the ProQuest eLibrary Elementary interface. At the top, there is a navigation bar with 'search', 'topics', and 'reference desk' buttons. A 'PRINT' button is visible on the right. Below the navigation bar, there are links for 'RETURN TO SEARCH RESULTS', 'DOCUMENT INFO', 'PRINT', 'EMAIL', and 'ADD TO MY LIST TO BOTTOM'. A 'Skip to the best part!' link is also present. The main content area displays a search result for 'Nunavut' from the Britannica Intermediate Encyclopedia, dated 12-09-2002. The text describes Nunavut as a self-governing homeland for the Inuit people of northern Canada. Callout boxes provide the following information:

- Start a new search:** Points to the search bar.
- Print the document:** Points to the PRINT button.
- Allows you to send the document to an email account:** Points to the EMAIL button.
- Add document to your list. This will allow you to store articles as you research. You may then print or email the list before you log off.** Points to the ADD TO MY LIST TO BOTTOM button.
- Clicking on this icon, will take you to the bottom of the document, giving you information about the document you are viewing** (with a mouse cursor icon): Points to the TO BOTTOM button.
- Go the greatest concentration of your search words (the more terms you use the better this works):** Points to the search bar.
- Takes you back to the list of documents found:** Points to the RETURN TO SEARCH RESULTS link.

Further Options

1. To download or save documents, simply follow your computer browser's "save as" options.
2. Click the **Print** or **Email** button, if you wish to reference this document in the future. Or you may wish to add the document to the "My List".
3. When you are in "My List", you may print, save or email all of your documents at once.