

DIRECTION SHEET FOR CDH'S DATABASES

- A. In school all of these databases can be accessed by going to the CDH web site and click on **Students** and then on **Research Tools and Web Links**.
- B. All the databases can be accessed at your homes. Again, go to the CDH web site, click on **Student** and then on **Research Tools and Web Links**. However, the GALE database & OPPOSING VIEWPOINTS require you to use "raiders" as a password or code.
- C. Print only what you NEED and always follow the directions for printing.
- D. When using more than one search term use the word "and" to connect the two words or phrases.

EBSCO

This database indexes magazines and provides some full- text articles...

1. Choose the database you want to search –**Master FILE Premier** is recommended.
2. Enter your search term in the **Find** field. Use **keyword** search.
3. In the Refine Search field check Full text.
4. Click on **Search**.
5. Choose the article you want and click on it to bring up the text.
6. **To Print:** Go to the end of the article, click on the **Printer Icon**. Click on **Estimate Number Of Pages**, and then **Print**.

GALE

This site has 8 databases available but there are 3 that will be helpful for students. Two of them, **Discovering and Junior Reference Collection** contain information from general reference books and on-line sources published by Gale Company.

1. Choose the database and click, then click on the **broad subject area** you want to search and type in your search term.
2. Choose the article(s) you which you want and click.
3. **To Print:** Go to the upper left corner of the screen and choose either the **Print icon** or the **E-mail icon** and proceed

The third site, **Student Edition**, indexes magazines and provides some full text articles.

1. Choose this database and click
2. Go to the shaded left hand column and click in the **keyword search** box
3. Type in your search term(s) and the click in the box to limit the current search to articles with text.
4. Choose the article you want and click on it to bring up the text.
5. **To Print:** Click on the **print icon** in the column on the left.

OPPOSING VIEWPOINTS

This database provides articles on both sides of a variety of current issues.

1. Type in your search term(s) or choose from one of the topics listed on the first screen. Click on search.
2. The **tabs** at the top of the screen tell you the different types of information sources that are available.
3. Click on the article you want to see.
4. **To Print:** Click on the **print** or **e-mail icon** in the column on the left and follow the directions.

NOTE: At home go to the CDH website > Students > Research Tools > Opposing Viewpoints. "Please enter your library ID, bar code, or other code" > raiders

PROQUEST

This database provides articles from national newspapers, some of which are full text. The Star Tribune is included.

1. Type in your search term. Be sure to click in the box marked **full text**. If your search term is too broad the database will list alternatives in the column on the left.
2. HINT: find the sort results by box and use the pull down menu. Choose most relevant articles first.
3. **To Print:** Click on the **print** icon on the Proquest page under **Document & View**, at the top left of the screen click **Views**, then **Text Size**, then **Smaller**. Click File & Print or highlight on the text you need and click **File, Print, Selection, and OK**

SIRS RESEARCHER

This database provides information from magazines, government documents and a variety of other sources.

1. On the first search screen change from **subject heading** to **keyword/natural language**
2. Type in your search term(s) and click
3. The result screen will give you the total number of articles and also break it down by the types of information sources.
4. Read the abstract before choosing an article. Notice further search terms printed in blue at the end of each abstract. Click on the article you want.
5. **To Print:** Click on the **clean copy icon** Click **View text size** then click **smaller**, then **Print** or highlight only the text you need, click **Print, Selection, OK**.