

Resurrection High School Library  
7500 West Talcott Avenue  
Chicago, Illinois 60631

## READERS' GUIDE FULL TEXT SELECT DATABASE GUIDE SHEET

URL: <http://vnweb.hwwilsonweb.com/hww/>

If you need the username and password to access this database, pick up a blue sheet in the library.

**Readers' Guide Full Text Select** is a 100% full-text database containing comprehensive indexing, abstracting, and full-text of the most popular general-interest magazines published in the United States and Canada. Articles from over 200 magazines and journals are included. This database is useful for a wide variety of assignments, including the English II controversial issues research paper, the Morality project on social issues, biography assignments, and finding articles to summarize for Environmental Science class. In fact, this is an all-purpose database that will be helpful for all but a few of your assignments. You can even use it keep up with celebrity gossip!

Some basic ways to use the database and helpful features are listed below. For more help, see library staff or take advantage of the assistance provided within the database. There is a **Help** link at the top of the screen. You can either use the **Search Help** box or scroll down the left-side menu to find the applicable topic.

Because we subscribe to 3 databases from H.W. Wilson Company, once you've logged in you should click the checkbox to the left of **Readers' Guide FT Select** in order to access that database. You should automatically get the **Advanced Search** screen. If you don't, click on the **Advanced Search** tab in the blue horizontal menu bar. Using the **Advanced Search** screen allows you to specify your search in some very useful ways (see below).

### **Advanced Search**

Enter your search terms in the box next to **Find**. The **All – Smart Search** option will work best, but you can use the drop-down menu to choose to only search **Subjects** (if you know the proper Subject Heading) or one of the other options. Mostly though, the default **All – Smart Search** will be the best choice.

By using the **Sort By** drop-down menu, you can choose to have your **Results List** sorted in a variety of ways. **Relevance** and **Date** are the two most useful options. **Relevance** is the database search engine's estimate of how closely they matched your topic. **Date** arranges the article in chronological order with the most recently published listed first.

Use the **Limit Dates to** option to restrict your **Results List** to articles published only within a certain time period.

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If you do not find a sufficient number of articles using these search steps, click the checkbox next to **Expand**, which widens the search to all of the words in the articles, and not just the title, author, summary, and Subject Headings.

Students engaged in Science Fair research might want to click the checkbox for **Peer-Reviewed** under the **Limit to** heading. By clicking this box, your **Results List** will only contain articles from peer-reviewed journals.

### **Results List**

Once you have a **Results List**, take a look at the left-side menu under **New Search by Subject**, which gives a list of Subject Headings related to your search terms. Clicking on any of the Subject Headings will give you a list of articles about that topic. This is a good way to find more information on your topic.

Each entry in the **Results List** will show the author, title of the article, where it was originally published, date, page numbers, etc. Sometimes they will provide a little more information about the content of the article in brackets next to the article title. The tabs across the top allow you to limit your results. The most useful will be **Peer-Reviewed**, which will show you only articles from peer-reviewed journals.

Clicking on the title of an article will take you to the full citation along with an abstract (short summary) of the article. You can either scroll down to see the full text of the article or click on the **Full Text HTML** link. If you want to see a copy of the article as originally published, click on the **Full Text PDF** link, if available. This is the recommended option because you will see all of the material related to the article, including pictures, charts, sidebars, etc. You can scroll through the **Results List** by clicking on the numbered **Records** boxes above the article on the right side of the screen.

There are a number of useful options available once you've clicked into an article:

- **Back to Results** takes you back to your list of hits
- **Modify Search** allows you to go back and change some of your search terms and/or limiters in light of what you've learned from the **Results List** or specific articles
- **Print** brings up your printer's dialog box
- **Email** allows you to send the article to yourself or someone else (do not use this feature on RESHS computers)
- **Save** lets you save the article to a flash drive or some other storage option
- **Cite** will format the article citation according to MLA, APA, or Chicago/Turabian styles.

### **Other Features**

There is a **Browse** option in the blue horizontal menu bar. You can browse by **Subject**, which is probably the most useful. You can also browse by **Journal Name** which is helpful if you are looking for a specific issue of a specific magazine or if you are trying to get an idea of what kind of articles are published in that magazine. You can also browse by **Author Name** if you are trying to find articles written by a certain person.

There is also a **Thesaurus** link in the blue horizontal menu bar. A thesaurus is an organized listing of Subject Headings. Using this feature can help you find appropriate Subject Headings for your topic – which will make finding relevant articles easier.

This is just a basic introduction to this database. If you have any questions, please do not hesitate to ask library staff for assistance.