

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

DAILY LIFE ONLINE DATABASE GUIDE SHEET

URL: <http://dailylife.greenwood.com>

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

Greenwood Publishing's *Daily Life Online* combines content from the *Daily Life Through History* and *World Cultures Today* databases. It provides access to material from hundreds of Greenwood's print titles and includes primary documents, maps, timelines, and folk tales and fairy tales from around the world. This database is a rich source of historical background that can also be connected to contemporary society. It is especially strong in social history resources and will be valuable for many projects in a variety of subject areas.

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 on the right side of the top horizontal menu bar. Help topics are listed along the left-side of the main **Help** page.

Once you've logged in, you will see a horizontal menu bar along the top of the page. The main page itself is divided into 3 sections. Along the top menu bar, there is a link for **Index**, which provides access to the more than 600 indexing terms for *Daily Life Online*. Just like an index in a book, this can be a useful way to find what you need. You will also find the **Help** link in this menu bar.

On the left side of the main page, there are links for: **Advanced Search**, **Browse by Subject**, **Browse by Time Period**, and **Browse by Region**. Clicking on any of the **Browse by...** links gives you a drop-down menu with further choices.

The middle section of the main page highlights content from the database, usually 3 **Featured Content** sections covering major topics or themes in history. At the bottom of the page there is a rotating **Did You Know?** section with interesting facts from history.

The right side of the page has links for **Resources** such as **Primary Documents** and **Maps**. Once you click on one of these links, you can use the checkbox at the upper-left-hand corner of the screen to **Search Within Your Results** in order to narrow your focus.

The third section along the right-side of the main page is **Skills Center**. **Research Tutors** offers generalized tutorials on various aspects of doing research, including, plagiarism, interpreting primary sources, and reading an image. These are video tutorials that take you through each topic. The **Wizards** link provides help with completing common types of assignments, for example, writing a comparative essay. Each **Wizard** prompts you to complete certain forms and questions and you can print out your content at the end. While the **Wizards** should never be a substitute for your teacher's guidance on completing an assignment, they may be useful when you get stuck on how to approach a certain type of writing task.

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Advanced Search

When you click on the **Advanced Search** link along the left-side of the main page, you will have a number of useful options for specifying your search.

You can choose to search either the ***Daily Life Through History*** or the ***Daily Life Through History Premium*** database. The latter includes content from ***World Cultures Today***.

The default searching method is **Keyword** but you can also choose **Boolean** searching. This is a fairly sophisticated method. Look at the **Insert Boolean Operator** drop-down menu for the various search capabilities available. More information can be found on the **Help** page under **Searching**.

On the **Advanced Search** page, you can also limit your results to one or more **Types** of text or multimedia, such as **Folktales** or **Maps**.

There are 4 limiters in the **Search By** section: **Subject**, **Time**, **Region**, and **Country**. You can make choices from one or more of the menus. You can put search terms in the **Search For** box or leave it empty and browse the results.

Results List

The **Search Results** page has 6 tabs above the list of results: **Full Text**, **Tales**, **Primary Documents**, **Multimedia**, **Maps**, and **Other Resources**. These tabs show how many of each type of result was returned by your search. You can click on a tab to retrieve only that type of resource.

The list of **Results** gives the title of the book/source and the title of the article/chapter/section in which your search terms were found. You are given a snippet showing the context in which your search terms were found in the article/chapter/section.

Once you click into a result, you are taken to the first instance of your search term in that particular resource. Your search terms are highlighted where they appear. If you then scroll up to the top of the page, the left-side menu shows you the **Region/Country**, **Subject**, and **Time Period** of your article's topic. Clicking into any of these links brings up more content related to that heading. This can be a useful way to find more material about your topic.

The right-side menu shows the **Table of Contents** for the book or resource you are viewing. You can click into any of the chapters or sections to find more or related content.

At the top of the page you will find links to:

- **Cite** : which shows how to format the citation according to MLA or the Chicago Manual of Style;
- **Print**: brings up a printer-friendly version of the article and also a dialog box for printing;
- **E-mail**: allows you to e-mail either the full text of the article or a link to the article to yourself or others;
- **Dictionary**: provides access to the *American Heritage College Dictionary* in case you are struggling with unfamiliar terms.

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