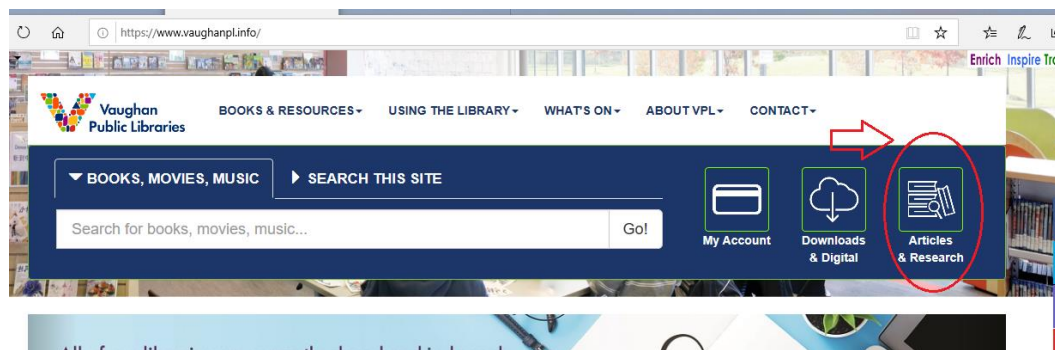## What Is MasterFILE Premier?

MasterFILE Premier is a research database for use in public libraries. It gives people access to a collection of full articles from many publications, like magazines, journals, reference books, primary sources and images.

This database covers a large number of subjects, like general reference, business, health, education, encyclopedia, general science, multicultural issues and much. This makes the it an excellent resource for general research on many topics for grades 7 – 12.

How to Access MasterFILE Premier from Vaughan Public Libraries website at www.vaughanpl.info.

1. From the main page, select the Articles & Research button on the top right of the screen.

2. From *Articles & Research* screen, click the *M* and choose *MasterFILE Premier* to access the database.
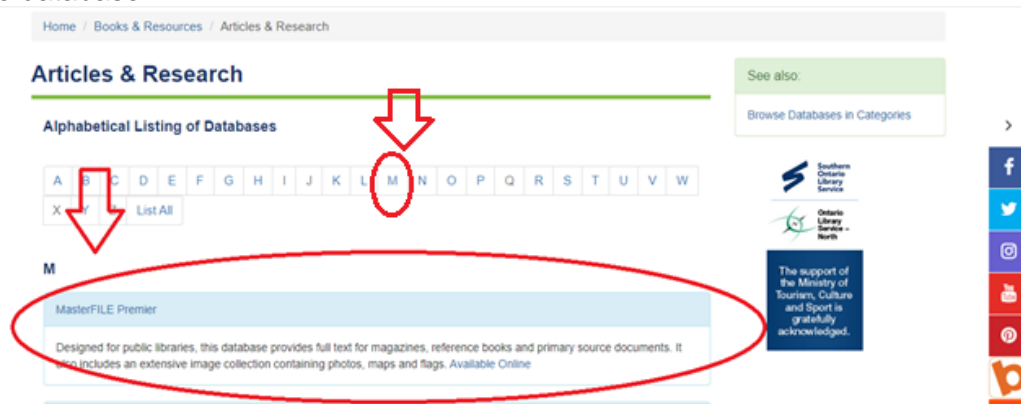
3. To access MasterFILE Premier from home, you will need to sign in with your Vaughan Public Libraries library card number and PIN.


If you do not have a library card, you can sign up for a digital card by going to:
https://www.vaughanpl.info/online_registration
If you do not know your PIN, you can get help from library staff through phone, email, or social media at https://vaughanpl.info/ask_us.

How To Search for Information

1. To do a basic search, type in a key word or key phrase into the search box and
click on the green *Search* box.
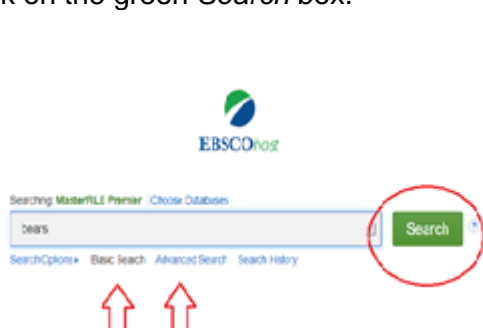
> **TIP**
> To search for a phrase, use quotation marks so that the database will search for the term exactly how it is entered. Without using quote, it will search each word in a phrase, as a separate key word and you will not get the most accurate results.

2 . When you are ready, click the yellow *Search* button (bottom of the page, right side) to search the database.
How to Browse the Results.

3. There is an *Advanced Search* feature to get more accurate result under the Search box. Click on it to do an advanced search.

You can also *Limit Your Results* by *Publication Type*.
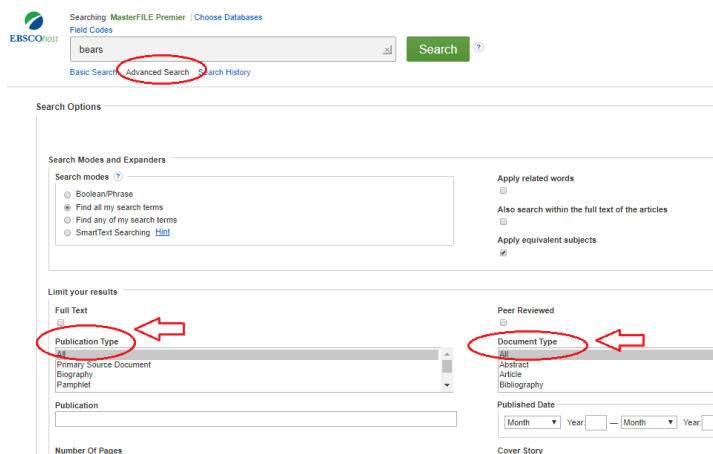
4. MasterFILE Premier lists the search results in the middle of the website page.
If you want to narrow down the results of your search, use the *Refine Results* menu on the left side, to filter the results, from the option listed. For example, you can choose to set *a Limit To* only *Full Text* articles or set a *Publication Date* range,
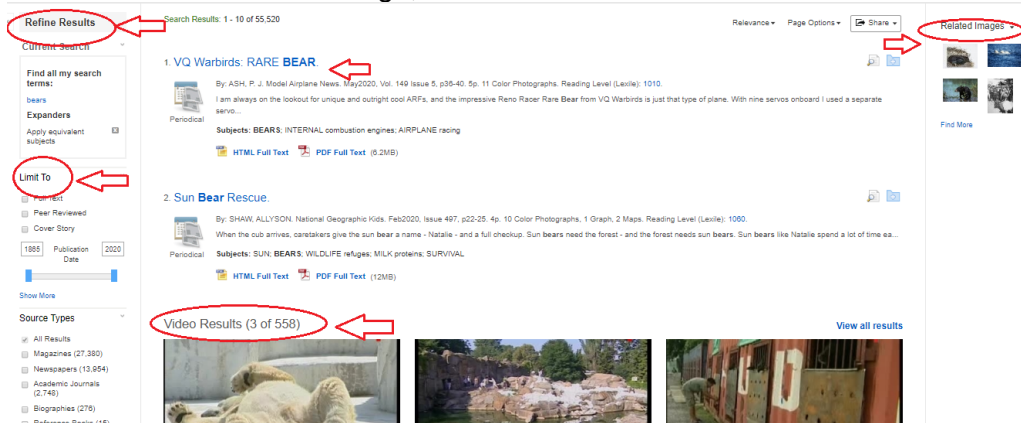
5. At the top right, you can see images related to the search and if there are videos, they will appear in the middle of the screen.
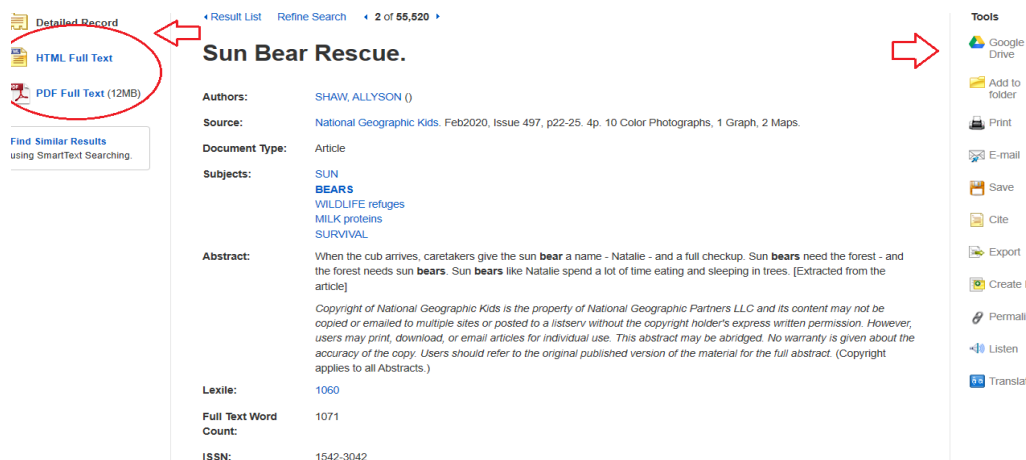
6. To quickly scan what the article is about, there is a magnifying glass icon on the top right corner of the description for the article. You will find following information: Author, Source (the publication), Subjects covered, and Abstract (a summary of the article).

Under the title is citation information: author, title of publication the article appeared in, date; and page numbers it is found in a publication.
This is important information for citation, which gives credit to the person or the people who are responsible for the information.

7. If you click on the title, you will be brought to the full article page.
To left side of the screen there is the option to view the article in HTML or PDF full text (full version).

8. To the right side, there is a *Tools* menu. This gives you the options to print, save, email, cite, save to folder, save to Google Drive, listen or translate the article.

9. Scroll down and you will find the full article to read. If it is available, there may also be option to listen to the article.

For More Information & Help

If you need any help using MasterFILE Premier, click on the *Help* option that is found on the top right corner of every page.