

### What is Primary Search?

Primary Search is a database of popular children's magazines, encyclopedia entries, and images covering a wide range of topics. It is geared toward elementary students.

### How to Access Primary Search

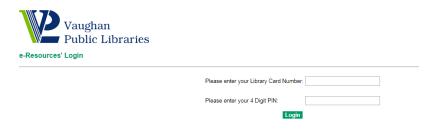
1. Go to the Vaughan Public Libraries website (<u>www.vaughanpl.info</u>) and select the *Articles* & *Research* button on the top right of the screen:



2. From the next screen, click the P and then choose Primary Search to go to the database.

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 To access Primary Search from home, you will need to sign in with your library card number and PIN. If you do not have a library card, you can sign up for a digital card by going to <u>https://www.vaughanpl.info/online\_registration</u>. If you don't know your PIN or need help with your library account, you can get help from library staff through phone, email, or social media at <u>https://www.vaughanpl.info/ask\_us</u>.





## **Using Primary Search**

Primary Search is used to do general research to find information on a topic.

### How to Search for Information

1. If you want to do a basic search, you can type a word or phrase into the Search box in the middle of the screen, then click the green *Search* button.



- 2. You can also use the Advanced Search feature to get more accurate results. You can get to the Advanced Search by clicking the link under the Search box on any page.
- 3. A Boolean Search uses *and*, *or*, and *not* to broaden or narrow down a search. For example, if you want information about volcanoes, but not in Hawaii, type *volcanoes NOT Hawaii* into the Search box.

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- You can also ask Primary Search to find results that contain all your search terms or any of your search terms. SmartText Searching allows you to enter as much text as you want – a sentence, paragraph, or even a whole page.
- 5. Additional search filters include full text articles, peer-reviewed articles, publication date, number of pages, publication type, publication name, or Lexile® Reading Level (this is a system more commonly used in the United States). You can also choose the type of images you want, such as black and white photograph, colour photograph, map, chart, or diagram.
- 6. When you are ready to search, click the yellow Search button at the bottom of the screen.

#### How to Browse for Information

- 1. Once you have searched for a word or phrase, either by using the Search box or one of the Advanced Search features, you will get a list of results.
- 2. If you want to narrow down your search results, use the menu on the left side to filter the results, for example, by choosing only full text articles or only peer-reviewed articles (content that has been evaluated by people who are knowledgeable in that subject).



3. The search results tell you what type of document each item is (periodical, report, video, etc.). The result in the image below is from a periodical, which means a magazine or newspaper that is published on a regular basis. At the top right, you can see images related to the search.



- 4. Underneath the title, you will find the citation, which tells you where the article came from (see *red arrow*). It is important to use citations to give credit when you are using information from a primary source.
- 5. If you click the *magnifying glass* on the top right of each search result, it will bring up a summary of the content, including the title, authors, source, date, publication type, subjects, and abstract. The abstract is a short summary of the article. You can also add this search result to a folder, where it will be saved if you want to save it, print it, or email it to yourself.
- 6. To view an item, click the title. At the top of the page you will see options to view the HTML or PDF full text article, if available. In the middle of the screen you will find basic information about the document, such as title, author, publication source, and subjects covered.
- 7. The Tools menu on the right-hand side gives you several options, including print, save, email, cite, save to folder, save to Google Drive, listen, or translate.
- 8. Scroll down to read the article. Use the Contents menu to jump to different parts of the article. You can also listen to the article, if available, and download an mp3 to listen to later.



# For more Tips and Tricks

If you need more help using Primary Search, click on *Help* on the top right corner of any page. You can view a short video tutorial here: <u>https://connect.ebsco.com/s/article/Introduction-to-EBSCOhost-Tutorial?language=en\_US</u>.



You can also contact library staff for help by going to https://www.vaughanpl.info/ask\_us.