MCKEE LIBRARY DATABASE TIP SHEET

# Funk & Wagnalls New World Encyclopedia

Funk & Wagnalls New World Encyclopedia features images, biographies, and subject area information.



# **Conducting a Search**



Enter your search terms in the boxes and click search.



- PS (%)
- Put phrases in quotation marks.

topic as keywords.

- If your results aren't relevant, try different combinations of keywords, including synonyms and related phrases.
- If you are finding too many results, use more specific search terms. If you are not finding enough results, consider using more broad search terms.

## **Focus Your Results**



You can focus your results using the "Select a Field (Optional)" drop-down menu.

| disorder |                           | SU Subject *   |
|----------|---------------------------|----------------|
| AND •    | Select a Field (optional) |                |
| AND +    | Select a Fiel             | d (optional) 🔻 |



• Search in Subject Terms to locate your terms in the controlled vocabulary.

## **Refine Results**

Use the filters on the left side of your results to full text or source types.

| Limit To  | ~ |
|---|---|
| ☐ Full Text Show More                                     |   |
| Source Types  | ~ |
| <ul><li>All Results</li><li>Encyclopedias (399)</li></ul> |   |



# **Explore the Item Record**



Click on the title of the item of interest to access additional information, full-text options, and tools.

#### **Mental Disorders**

Source: Funk & Wagnalls New World Encyclopedia. 2018, 1p

Publication

World Book, Inc., Chicago.

Information:
Subject Terms:

Mental Disorders

Document Type: Reference Entry

Full Text Word

1500

Count:

Accession Number: me087300

- View important information like authors, publisher, publication, and more on the items record.
- In many cases, the location of the authors is helpful in figuring out where the research took place.



- The abstract is the summary paragraph. Reading this will give you a good indication on the item's topic.
- Pay attention to the keywords used in the resources you find most helpful.
- Use the subject terms to locate additional materials on your topic. Clicking on the subject term link will begin a new search.
- Need additional sources? Explore a relevant item's bibliography to find additional materials on your topic.

# Finding the Full Text



Click on the title of the item of interest.



To find the full text, click PDF Full Text, the HTML Full Text, or the Get Full-Text button on the left-side of the screen.









- Download the PDF and save to your computer or bibliographic management tool.
- Full-text not available? We will get it for you for free through interlibrary loan. Click "Get Full-Text" to go to the interlibrary loan request page.

## **Tools**

- Save to Google Drive or OneDrive to access record in the future.
- Email yourself a link to the article and record information.

  Note: this does not email the article's full-text.
- Select cite to view the citation of the item in your chosen format. These citations should always be double-checked for accuracy.
- To save a link to the article, make sure to use the permalink option.



# Get Help

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### **Research Coaching**

Help finding sources and refining search results.



#### **Writing Center Tutoring**

In-person or online appointments with a writing tutor.

