

Getting started with

Grolier Online[®]

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How to Search

1. Type your search term in the FIND IT FAST box
2. For Advanced or Boolean searching, click on ADVANCED SEARCH
3. Results are displayed in a tabbed format:
 - a. Encyclopedia Articles
 - b. Websites
 - c. Media
 - d. News Feature Stories
 - e. Magazines

(Only relevant tabs will be displayed.)

How to Print or E-mail an article

Once you select an encyclopedia article, there is a toolbar near the top of the page where you can choose to:

- a. Print the entire article
- b. Print portions of the article
- c. E-mail the article home or to a friend
- d. Bookmark the page

How to Cite Sources

At the end of an article, and in the printable view, there is citation help that offers popular citation styles such as APA, Chicago Manual of Style, and MLA.

Find it faster
and easier with
Grolier Online!



User Name: _____

Password: _____

Notes: _____



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Where do I find...

Safe Web Links

- Within an article, click the Web links or WWW button
- From your FIND IT FAST (All Grolier Online) search results, simply click on the WEBSITES tab

Current Events/News

- From *Passport* or *Kids* under News Now, you can access at least three feature stories
- *Passport* additional news features:
 - Associated Press live news feed
 - International news sources

Homework Help

- Within *The New Book of Knowledge* database, click on HOMEWORK HELP on the left-hand side to get help with research, writing, and studying
- Within *Grolier Multimedia Encyclopedia*, click on RESEARCH STARTERS for suggested topics as well as help with planning, writing, and citing references

Timelines

- *The New Book of Knowledge* and *Grolier Multimedia Encyclopedia*: Click TIMELINES on the left-hand side
- *La Nueva Enciclopedia Cumbre*: Click CRONOLOGÍAS from the enciclopedia side
- *America the Beautiful*: Click the TIMELINES tab at the top

Science Projects and Experiments

- *The New Book of Knowledge*: Click PROJECTS AND EXPERIMENTS on the left-hand side
- *The New Book of Popular Science*: Click PROJECTS on the left-hand side

Maps

From either homepage, click ATLAS. You can use the Atlas in four different ways:

- You can **search for a specific location**, by typing it in the MAP SEARCH box at the top.
 - 📷 Click on the camera icon and see a photo showing a place of interest
- **View four different types of maps** by selecting from those available within each map: Thematic (agriculture, population, etc.); Geopolitical; Exploration (shows routes of famous explorers); and Historical (maps showing old tribes)
- **Calculate the distance** between two points: click on Global Distances in the upper right-hand corner or on Local Distances in the upper left-hand corner
- **Find latitudes and longitudes** by clicking on Lats/Longs on the top left

Magazines

- Within an article, click the PERIODICALS or MAGAZINES button
- From your Grolier Online search results, simply click on the MAGAZINES tab

Dictionaries/Thesauri

There are two main ways to use the dictionaries and thesauri:

- From either homepage, click DICTIONARIES for a list of available dictionaries and thesauri
 - Type in your word
 - 📣 Click on the small megaphone for an audio pronunciation
- **Cool Feature!** From *any* database, highlight a word you want to look up, double-click it, then click the DICTIONARIES button in the top right to see the definition

