History Reference Source

You're going on a scavenger hunt! When you're done, you'll have lots of information to help you the next time you use History Reference Source on Explora. Follow the instructions below and answer all the questions. Please ask your teacher or instructor if you need any assistance!

1. Take a look at the home page. **Describe 4 ways you could find information** using this database.

    a. _____

    b. _____

    c. _____

    d. _____

2. Below the featured image, you'll find buttons that show popular topics, people and events in history. Click each button to change the image.

    What are some of the popular topics featured today?

    a. _____

    b. _____

    c. _____

    d. _____

    e. _____

3. Locate the Search box at the top of the home page. Type *abraham lincoln*. Hit enter or click the magnifying glass icon to initiate the search.

    a. How many results do you get? _____

    b. What did you notice when you started to type his name? _____

4. Note the **Topic Overview** that appears at the top of your result list. How might this information be helpful to you?

    _____

    _____

5. Click the **All Filters** button (under the search box). A filters panel will appear on the right side of your screen. You can use this panel to narrow your search results.

    This panel features several headings, including **Date Range**, **Source Type** and **Lexile Range**. Click these headings to expand or collapse your filtering options. The number in parentheses next to a filter indicates how many results are available.

    Let's try filtering by **Source Type**. Place a check in the box next to **Biographies**, and then click **Apply** at the bottom of the filter panel. This will narrow your result list to include only biographies of Abraham Lincoln.

    How many results do you get? _____

6. Now, locate the dropdown menu at the top right of your result list. **Relevance** is the default. This is another tool you can use to organize your search results. Besides sorting by Relevance, what are your choices?
    _____

7. Choose **Date Newest**. This will organize your results so that the oldest articles are listed first (under the Topic Overview). Click the title of the first article to open the full record. Write down the following:

    a. **Title of Article:** _____

    b. **Name of Author(s):** _____

    c. **Title of Source:** _____

    d. **Date of Publication:** _____

8. You can also browse the database by category. Click the Explora logo at the top left of your screen to return to the home page. (You can use this feature any time you want to start over.)

    Below the featured image and popular topics, you'll find topic categories. Click the **Early Civilizations** category to be brought to a page of sub-categories. Choose **Ancient Egypt**. Now you will be able to browse an alphabetical list of topics. Click the letters of the alphabet below the category image to jump to topics beginning with that letter. Choose a topic. Which one did you choose? _____

    This brings you to a Topic Page which can feature a Topic Overview, related topics/overviews, your first three search results and a carousel of featured content (when available). Click the **View all results** link. How many search results did you get? _____

    Now browse through some of the articles about your topic to learn more. To read a complete article, click **Access options** at the bottom of the article preview. These options will be **Online Full Text** and/or **PDF**. (You can also click **View details** to read a summary of the article.)

    Read the Online Full Text or PDF and then name 2 interesting facts you learned from the article:

    a. _____

    b. _____

You can also narrow your search results by publication date. Click **All Filters** to access your filter panel. Expand **Date Range** and click **Custom Range**. Search for articles published between January 1, 2018, and the present. Use the date picker or type in the month and date (01/01/2018) and click **Apply**.

Now how many results appear? _____

9. Now let's conduct a keyword search and filter by **Subject**. Locate the search box, type in the keywords *berlin wall* and hit enter. Click the **All filters** list, expand the **Subject** list, and then put a check in the boxes next to **cold war, 1945-1991** and **united states**.

   Click **Apply**. This will narrow your result list to include items with only these subject headings.

   How many results do you get? _____

   You can also further refine your results by **Source Type**. Expand the section and put a check in the box labeled **Primary Source Documents**. Click **Apply**. This will limit your results to only historical materials.

   Now how many results do you get? _____

10. Open one of the full-text articles in your most recent search results list. When you are writing a paper for class, you will need to cite any sources you include. With History Reference Source, it's easy to find that information. Locate the toolbar at the top of the screen. Click the quotation marks icon [❝] to launch your **Cite** window. From here, select the **MLA 9th Edition** citation **Style** from the drop-down menu and **Copy to clipboard**. Paste (or write in) your sample citation in the space below. Make sure to format properly!

    You can also **Export** citations to bibliographic management software, such as EasyBib and NoodleTools.

11. Explora also allows you to download articles to your computer, listen to them read aloud, share them to Google Drive and Microsoft OneDrive, and save records to a project folder within Explora. (You will need to create a MyEBSCO account to use the project folder feature. If you need help, ask your teacher or librarian.)

    To save a record from the search results page, click the three dots that appear to the right of the article title. Click **Add to Project** and choose a project in which to save the article. (You also have the option to create a New project.) If you're already in the full text article, you can also click the **Add to Project** icon 🗂 at the top right of your screen.

    Go ahead and add a few items to a project folder. Once you've done this, click the **Projects** button in the left-hand navigation panel. Here, you can view and open project folders to access saved articles.

To delete items from a project folder, click the three dots next to the article title and select **Delete**. You can also **Cite** the article, **Share** the record to Google Drive or Microsoft OneDrive, and **Download** the record to a PDF or Word document. To export or download records, click the check box next to the article title. Check multiple boxes to export or download more than one item.

Congratulations, you're finished!

Feel free to explore History Reference Source on your own to find more helpful features and interesting content. Remember to ask your teacher or instructor if you have any questions!

Note to instructors: Because most questions have no single correct answer, no answer key is provided.

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