**English 100**

**Basic Library Instruction Session**

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**1. OneSearch (Articles, Books, and More)**

*Simple Search*

1. Go to the **University of Hawaii Manoa Library Website: http://manoa.hawaii.edu/library/**
2. Login to the Library System

* On the top upper right corner, click on **Guest**
* Click on **Sign In**
* Login with Your UH student ID and password

1. In the *Search for books, journals, articles, and more box*, enter your search terms
2. To refine your search, check out the *Tweak Your Results* section on the left side

* click on **Books** (you get a mix of print & electronic)
* click on **Available Online** (you get electronic books and articles)
* click on **Peer Reviewed Journals**
* click on **Available Online (**you get all electronic**)**
* click on the **Creation Date** to limit the results to specific years

1. "Keep this item" by clicking on the blue Push Pin icon
2. Click on the title of a record to view the **Bibliographic Record**

* Click on **Email** to Email the article to yourself
* Click on **Citation** and select the appropriate citation style (the default is APA)
* On the right, examine the suggested readings in *Related reading* column.
* On the left, click the large **X** to close the title record.

1. Retrieve an online articles

* Click on the title of the record
* Click on a vendor listed in Full text availability
* On the resulting page, you may have to click on another icon - example: **PDF**
* the article will download to your computer

1. If "No Full text available", click on Request document via **Interlibrary Loan**

|  |  |
| --- | --- |
| **Too Many Results** | **Too Few Results** |
| 1. Use Advanced Search  2. Change the search box dropdown menu to “Title” or “Abstract” or “Subject”  3.Use quotation marks around topics that are more than one word [example: “emotional support animals”]  4. Add additional search terms  5. Limit to peer-reviewed journals  6. Limit by date, subjects or full-text | 1. Verify that you spelled everything correctly  2. Erase unnecessary search terms  3. Try different/broader search terms  4. Use the Boolean operator OR between search terms [example: cars OR automobiles]  5. Remove any limits you may have added.  6. Change the search dropdown menu to Any  field or “All Text” or “Entire Document”  7. Try a different database |

*Advanced Search in OneSearch*

1. Start a **New Search**
2. Towards the top of the page on the right, click on **Advanced Search**
3. Create a search

* In the 1st search box, type your first research topic [example: “*sign language*”]
* On the left of the 1st search box, change the dropdown menu from *Any field* to **Title**
* In the 2nd search box, type your second research topic [example: “*teaching children”*]
* On the left of the 2nd search box, change the dropdown menu from *Any field* to **Title**
* On the right of the search box, change the dropdown menu from Any Year to **Last 5 Years**
* Click on the Search button

1. Tweak your results

* Click on **Peer-Reviewed**
* Click on **Available Online**

1. Click on the title of a relevant record

* Examine the screen.
* Each record has a Citation *(quotation marks)*
* Email (*envelope*)
* Keep this item (*push pin*) - this will show up if you are logged in
* Show actions (three dots)

1. Download the article

* Click on **Available Online**
* At the Full Text available via link, click on one of the underlined options

1. If No Full text available, click on Request document via **Interlibrary Loan**

**2. Google Scholar**

1. Go to the **University of Hawaii at Manoa Library Website - http://manoa.hawaii.edu/library/**
2. Click on **the Databases** link on the right side
3. In the *Find* box, enter "Google" and click the "Go" button
4. Click on **Google Scholar**

***Search Tips & Features***

1. Google Scholar: ***exoplanets life*** ***filetype:pdf***
2. Use **quotation marks** when searching two or more words in precise order. Examples “gifted and talented” “student success”
3. On your results screen, check off **include patents** and **include citations**
4. Under *Any time*, click on **Custom range…** and include the years you want
5. At the bottom of each article summary, click on

* **Cited by** - to see who has cited the article
* **Related articles** - to see a list of similar articles
* **Cite** - to see how to cite the article

1. Add **filetype:pdf** after your keywords to allow search of only materials with downloadable PDF files. Example: *“school lunch program” filetype:pdf*
2. ***Advanced Search***: In the upper-left hand corner of the screen,
3. Click on the **3 horizontal bars** > Click on **Advanced Search**
4. In *where my words occur*, click on **in the title of the article.**
5. To limit your search to a particular site, try a ***site:***search.   
   example: *site:hawaii.edu “teacher accountability”*
6. **Sort by date** feature
7. If you find a relevant article, examine the bibliography to find more articles.
8. If you are conducting a literature review, use the phrase **“*review of the literature*” or “*literature review*” In Advanced Search Title. “*review of literature*”** in the title

**3. Advanced Google Searching Tips**

1. You can limit results to sites with **specific domains** such as .gov, .edu, .org, .mil

for example: *smartphones “hearing damage” site:gov*

1. You can limit results to a **particular site**

for example: *“space food” site:nasa.gov*

1. You can limit results to a **particular format**

for example: *“organization chart” filetype:pdf*

**4. What Happens if I Can’t Access the Full Text of An Article?**

Google Scholar often prompts you to pay for full text articles. Don’t do it!

Here are two ways to get it:

1. email the author and ask
2. request it through our Interlibrary Loan (ILL) Service. To place an ILL request, go to the last page of this handout for instructions.

**5. Government Sources**

1. Go to the **University of Hawaii at Manoa Library Website at http://manoa.hawaii.edu/library/**
2. Click on **English 100 Students** link below the "Learning Skills" box
3. In the *Find* box on the left side, click on **Government Sources**
4. Click on **USA.gov**

**5. *New York Times***

1. Go to the **University of Hawaii at Manoa Library Website at http://manoa.hawaii.edu/library/**
2. Click on **English 100 Students** link below the "Learning Skills" box
3. In the *Find* box, click on **Articles**
4. Click on **New York Times**
5. Login
6. Click on **Create Account**

**6. *Honolulu Star Advertiser***

1. Go to the **University of Hawaii at Manoa Library Website at http://manoa.hawaii.edu/library/**
2. Click on **English 100 Students** link below the "Learning Skills" box
3. In the *Find* box, click on **Articles**
4. Scroll down to *Newspapers* and click on **Honolulu Star Advertiser**