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AUTHOR Lynn, Patricia D.  
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ABSTRACT

This two-page paper is an instructional guide for the use of the DIALOG OnDisc version of ERIC on CD-ROM in a university library. It is noted that the computer with which the guide is to be used provides access to citations of documents and journal articles in the ERIC database from 1980 to the present. Instructions are provided in a sequential, step-by-step fashion for use of the system beginning with initiating a new search and ending with printing the desired records. (CGD)

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automatically moves down to the next search term. After selecting the term(s) desired, press **F10** to isolate these records from the remainder of the database.

The next screen will tell you how many records you have retrieved. The *Select Main Activity* Menu, will be listed below these results.

```
ERIC - CIJE & RIE
1,154 Records with Word/Phrase Index of CONTENT AREA READING
  Select Main Activity
  Display, Print or Transfer the Selected Record(s)
  Modify the current search with additional criteria
  Begin a New Search (clears existing search)
  Review Search Helps
  Quit Easy Menu Mode
```

In order to further refine your search to citations on **CONTENT AREA READING** in the **SOCIAL SCIENCES**, highlight **Modify the current search with additional criteria** on the *Select Main Activity Menu*. On the *Modify Existing Search* menu which then appears, select **Limit with additional concepts or terms**. You will again see the *Search Options* menu. As stated above, highlight either **Word/Phrase Index** or **ERIC Subject Headings** and press enter.

Now enter you second search concept: **SOCIAL SCIENCES**. Press enter when the subject heading is highlighted. Press **F10** to process your second search statement. The results of your search, in this example five records, will then appear:

```
ERIC - CIJE & RIE
1,154 Records with Word/Phrase Index of CONTENT AREA READING
5 Records remaining, Limiting to those with Word/Phrase Index of SOCIAL
SCIENCES
```

To see these five remaining records, select **Display, Print or Transfer the Selected Record(s)** on the *Select Main Activity* menu at the bottom of the screen.

On the *Specify Display Format* menu which then appears, select the option desired. **Complete Records** will display the bibliographic citation (author, title, source, date) and an abstract. After you highlight an option and press enter, the first of the retrieved citations will be displayed. Page through the citations found using **pgdn**.

```
1 of 5 Complete Record
EJ249027 JC502580
Back to the Basics: Teaching Reading Skills to Social Science Students.
Beyer, Barry K.
Community College Social Science Journal, v3 n2 p14-19 Win 1980....
```

To print the currently displayed record, only press **F8**. A menu will appear. Select your **PRINT** option, and press enter. To print several selected records press **F7**, type the numbers of those citations desired, and press enter. Then press **F8** and choose to print all selected records.