This user's guide to conducting a preliminary search of the ERIC (Educational Resources Information Center) database on CD-ROM (Compact Disk Read-Only Memory) begins by briefly describing the types of materials found in ERIC and explains the four steps common to any computer search: (1) definition of topic elements and formation of concept groups of related terms; (2) gathering of terms of one concept group into a basic set of records; (3) modification of this set by adding new groups of related terms; and (4) display and printing of results. Computer commands and instructions for each of these steps are provided to reinforce the menus that appear on the screen during a search. Other useful commands are also briefly described, and students who wish more thorough searches of ERIC and/or access to information in other areas are advised to speak with the reference librarians. (CGD)
ERIC on CD-ROM contains education-related document and journal citations and abstracts from 1981 to 1987. It is useful both for searching for specific items and for limiting large searches by crossing several conceptual groups.

All searches share the following steps:
1. Define topic elements and form concept groups of related terms.
2. Gather the terms of one concept group into your basic set of records.
3. Modify this set by adding new groups of related terms.
4. Display or print your results.

These steps are explained in menus on the screen and in the notes below.

1. Define topic elements. Before searching, think about each element in your question, separate the elements into concept groups, and then add related terms or synonyms to each group. For example, a question about vocational counseling for disabled high school students can be divided into three working conceptual groups:

   Group I
   - vocational preparation
   - career counseling
   - skills assessment

   Group II
   - disabilities
   - handicapped
   - hearing impairments

   Group III
   - high schools
   - secondary education
   - adolescents

2. Begin the search by entering terms from your first concept group. At the Main Activity Menu, use the arrow keys to highlight "Begin New Search" option. Press Return. Next highlight "Dictionary/Thesaurus Terms" to perform a basic search. Press Return. (Note: To obtain information about the other search options, highlight each of them and press the F1 key.)

   Type in a search term from the first group. From the lists of terms which are produced, explore nearby terms by moving the arrow keys. Retrieve the desired terms by pressing Return. An asterisk will appear next to these terms. (Note: To the far right of some terms appears the message "F2 for Related Terms." Press F2 to view/retrieve these terms. Press Esc when finished.)

   Type in the second search term from your first concept group and repeat the above step. When all related terms have been added, combine them to create your basic working set of records by pressing F10. Set 1 will now appear.

3. Modify your search. More exact results and fewer records can be achieved by now entering terms from your other concept groups. To do this, highlight "Modify Current Search." Press Return. Now, press Return two more times.

   Enter terms from your second concept group as you did for the first group, and press F10. A smaller, set 2 will now appear. Repeat this process with additional concept groups to create more precise sets of records.

FOR DISPLAY, PRINT, BREAK AND HELP COMMANDS PLEASE SEE REVERSE SIDE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Bryan Goodwin
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."
4. **To display results on the monitor.** At the Main Activity Menu, highlight "Display Records." Press Return. Choose what portion of the record you wish to view, highlight the option, and press the Return key. The first record should now appear on your screen. To examine additional records, press the Return key. To print a record, press the Shift key and the PrtSc key at the same time.

   To print several records. Press the Esc key twice to return to the Main Activity Menu. Highlight "Print, Sort...." and press Return. Highlight "Print the records on your printer." Press Return. Next highlight the portion of the record you wish to print and press Return. Finally, type in the numbers of the records you wish to print and press Return.

5. **Other Useful Commands**

   - **Break.** When printing, you may want to stop the production of entries by pressing the Ctrl and Scroll Lock keys at the same time.
   
   - **Help.** Remember that Help screens are always available from menu screens. Simply press the F1 key. Remove the Help screen by pressing the Esc key.
   
   - **Esc.** Use this key to return to a previous menu.
   
   - **Browsing.** To move forward one record, press either the Return key or the PgDn key. To move back one record, press the PgUp key.

ERIC on CD-ROM is designed for preliminary searches for research materials in areas related to education. For more thorough searches, and for access to information in other areas, please speak with the reference librarians at the Information Desk.

For additional information on the ERIC system, please consult the "Guide to Sources: Using the ERIC system."

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