

BEGINNER'S GUIDE TO QUESTIASCHOOL

(located at <http://www.questiaschool.com> – link also from library web site)

QuestiaSchool is an online library that provides 24/7 access to the world's largest online collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles. You can search each and every word of all of the books and journal articles in the collection. You can read every title cover to cover. This rich, scholarly content -- selected by professional collection development librarians -- is not available elsewhere on the Internet. It also includes tools for notetaking, highlighting, citation/quotes and referencing.

TO BEGIN: select the 'WORK' tab, 'Manage Projects' and set up (name) a project, then begin your search – click the SEARCH tab

SEARCH – OPTIONS

General keyword search

Single terms, or...

If using *a phrase include in quotation marks*

Advanced

Select media type (book, encyclopedia, journal, etc) or leave all ticked

May select range of publication dates

Combine title and keywords/phrases (select action from dropdown menus)

Refine

Further searches can be conducted within the search results, by ticking 'Search within results' box

Selecting from subjects listed within the resources also provides more specific, or broader, options from your original search

READ

After selecting a resource, it will open in new screen where its relevance can be evaluated by several methods:

Examine the title and reference details

Browse the table of contents or chapter list on the left of the screen

The main screen can be printed (but only page by page)

Browsing can occur through page turning (arrowing through), page selection,

Another option is to select the 'Index' chapter and choose from the hyperlinked options as appropriate

It is also possible to search for a specific term within a book using 'Find in Book' option in the left-hand menu bar

ORGANISATIONAL TOOLS

Projects

Allows you to set up, store research and swap between research projects

All highlights, notes, quotes and references are stored here for later retrieval

Bookshelf

Stores detail of the resources you have selected for addition to the bookshelf
Saves a link to the publication you are reading

Bookmark

Allows you to save a link to the exact page you are reading for later retrieval

Highlight

Enables you to highlight and save a notable point
Select text then click on the highlight tool, select a colour and it will be saved to your workspace

Add note

Enables you to add a personal comment – what the text means to you, where you might refer to it, relevance to you, etc.
Detail is saved to your workspace

Quote/cite

Highlight the relevant text, select the highlight tab, and choose a colour
Multiple colours can be used within the pages
Highlights will be retained for future retrieval
Details of quotes are saved to your workspace
Quotes may also be saved to a word processor document
N.B. the closest option to our style guide is APA

Bibliography

Allows you to save reference to the resources you have used from Questia
Can nominate to include any resources you have information highlighted in, made notes on or read extensively – you can delete those from your bookshelf which have not been used or referred to

Print

Allows you to print information displayed on screen only
This includes shading for highlighted areas and notes added to the page

Reference

Provides access to dictionary, encyclopedia and thesaurus for unfamiliar words and phrases

WORKSPACE

Acts as a virtual filing cabinet – personalised for your use
Defined by a Project folder
Can have multiple projects
Able to generate a file bibliography for each project
Can cut-and-paste into a word processor for inclusion in assignment

CLASSROOM – able to set up class designed work, including giving assignment work and reference lists. More detail later.