

Home Page - Basic Search

This is the screen you will be directed to when you log in. From this search box you are searching all of the content on KnowUK excluding the Chambers Dictionary and Thesaurus. A separate link for these resources is located on the homepage, and examples searches are provided at the end of this document.

1. You would like to do some fundraising for research into cancer and need a list of relevant charities.

- From the **home page search box** enter: **Cancer charity**
- Click **Search**

TIP! KnowUK employs automatic stemming so the above search will also search for 'charities' 'cancerous' 'cancers' etc.

2. You are doing some research on the deceased fashion designer Alexander McQueen. Explore his career by locating his biographies.

- From the **home page search box** enter: **Alexander McQueen**
- Click **Search**
- Filter by **Biography** in the category panel on the left hand side
- Review results

TIP! Note the link to the update.

3. You are doing some research on suspension bridges of the world.

- From the **home page search box** enter: **Suspension bridge**
- Click **Search**

4. You are writing a romantic novel and have thought about entering a competition to improve your chances of getting it published. You would also like advice on getting a literary agent. Try both of the following searches.

i.

- From the **home page search box** enter: **Romantic Novel Award**
- Click **Search**
- See result #1 from **Writers' and Artists' Yearbook 2009** to see information about how to enter the **Romantic Novel of the Year Award**
- See result # 3 from **Writers' and Artists' Yearbook 2009** for a list of other literary competitions like the **Guardian's first book Award**

ii.

- From the **home page search box** enter: **Literary agent**
- Click **Search**
- Scroll down to find record: **So, what is a literary agent and why would I want one? , How to get an agent, Literary agents** and scroll down to find the chapter **Literary agents UK and Ireland**

Category

The Category search allows you to limit your search to any one of the titles relating to the 15 KnowUK categories. The list is displayed on the Home Page, the Advanced Search, the Dictionary and Thesaurus and the Browse All Publications.

5. You are doing some research on British Olympic Gold medal winners need accurate Biographical information.
- From the Home Page click on **Biography** from the **category** panel on the left hand side
 - Select relevant resources
 - Enter search terms in the search box: **British Olympic Gold Medal**
 - Click **Search**

TIP! Re-sort the results alphabetically to find a particular gold medal winner.

TIP! If you only mark the Almanacs and Encyclopedias your search will still be retrieving results from the resources falling under the Biography category.

6. You are looking for an independent secondary school in Bristol for your daughter.
- From the Home Page click on **Education** from the **category** panel on the left hand side
 - Select relevant resources
 - Enter search terms in the search box: **Bristol secondary girl**
 - Click **Search**
7. You want to do a reflexology course in Edinburgh.
- From the Home Page click on **Courses and Careers** from the **category** panel on the left hand side
 - Enter search terms in the subject box: **Reflexology**, Location: **Edinburgh**
 - Click **Search**

8. You are getting married and want to find out when this year's wedding shows will be in London.



Sample Searches: KnowUK

- From the Home Page click on **Events** from the **category** panel on the left hand side
- Enter search terms in the Keyword box: **wedding or bridal**, Location: **London**, Dates: **Today-31st Dec 2010**

TIP! Because of automatic stemming searching bridal will also find bride, brides etc.

Advanced Search

The Advanced Search allows you to limit to specific titles and create a more targeted search by easily adding an OR operator between terms (Any of these terms) or to search your terms next to each other (Exact Phrase). You can access the Advanced Search from the Home Page links under the search box or from the links at the top of the screen visible wherever you are in KnowUK.

9. You want to find out more about the mysterious 'Chalk White Horse' located in Uffington.

- Enter search terms in the search box: **Chalk White Horse (all of these terms)**
- Select: **Chambers Dictionary of the Unexplained**
- Click **Search**

10. You are doing a crossword, and need a five letter synonym for implore.

- Enter search terms in the search box: **05 Implore (all of these terms)**
- Click **Search**
- Review results and choose the correct word!

TIP! Searching '05' will help surface some of the 5 letter words in the 'summary' line of the record, however you may need to view individual records to see the entire list.

Browse All Publications

Click on the Browse All Publications Link from the Home Page or the links at the top of the screen to see a list of all the reference books available in KnowUK.

11. You are keen to decrease your carbon foot print and help the UK economy so this year you and your young family plan to holiday in Wales. Browse **The Rough Guide to Wales**.

- Go to **'R'** to locate the collection
- Select Browse contents link for **The Rough Guide to Wales**
- See the **30 things not to miss!!!**

TIP! Durable URLs can be created at Publication level to help promote KnowUK and inform users of online access to the resource.

12. You are interested in Nick Clegg's political career.

- Go to '**H**' to locate the **House of Commons Biographies**
- Select Browse contents link
- From the alphabetical list, select '**C**'
- Select **Clegg, Nick** from the list

Life Events

Click on the Life Events Link from the Home Page or the links at the top of the screen to view guides to major life events such as marriage, going to university, and retirement.

13. You are considering buying a property and would like some advice on mortgages and in particular shared ownership options.

- Click on **Buying and Selling a Property**
- Scroll down and click on **Shared Ownership and Housing Associations**

TIP! As well as linking to relevant information sourced from KnowUK's general reference resources, Life Events also provides links to accredited websites.

14. You are planning a family and want to find out details on your husband's rights to Paternity Leave.

- Click on **Birth and Childhood**
- Scroll down and click on **Your Paternity Rights**

Local Information

Click on the Local Information Link from the Home Page or the links at the top of the screen to find local services and essential information for places in the UK.

15. You have recently moved to Oxford and want to find our nearest GP.

- Select **GP** from the **Find My Local** drop down list on the left hand side of the page
- Enter **OX4** (first half of your post code)
- Click **Search**
- Review list of GP in your area

16. You are also interested in looking for Independent schools in the area.

- Select **Schools, Independent** from the **Find My Local** drop down list on the left hand side of the page
- Enter **OX4** (first half of your post code)
- Click **Search**
- Review list and find contact details for schools of interest

Dictionary & Thesaurus

Click on the Dictionary and Thesaurus Link from the Home Page or the links at the top of the screen to look up the meaning of words or find alternatives to use.

17. You want to find the definition for the word Machiavellian.

- Headword: **Machiavellian**
- Select **The Chambers Dictionary** radio button
- Click **Search**

18. You want to find synonyms for the word perfunctory.

- Headword: **Perfunctory**
- Select **The Chambers Thesaurus** radio button
- Click **Search**

TIP! Headword = entry term, keyword = any term including those in the definition. See example below.

1. **logophile** ← **headword**
logophile /log'ə-fil/
n a lover of words. ← **KW**
[Gr *logos* word, and **-phile**]

Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)