

Guide to Career & Technical Education Database



Features

- Articles related to a variety of vocational subject areas
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1. *Basic Search – Entering Keywords*

- a. Enter **specific terms** into search box

A search for “drugs” will return results associated with pharmaceuticals as well as drug abuse. Narrow the search by entering keywords such as “pharmacology” or “cancer treatment.”

- b. Use **exact phrases**

A search for emergency medical service will display results containing any combination of these keywords – By putting “emergency medical service” in **quotations** you can search for the exact phrase.

2. *Limiting Search Results*

- a. Select the “**Full-text**” box to retrieve whole articles, not just brief synopses
- b. Select the “**Peer-Reviewed**” box to limit results to scholarly publications
- c. You may choose to limit the **date** if you are searching for recent publications

3. *Sorting Search Results*

- a. Results may be sorted by relevancy to search words
- b. You can also sort your results by publication format (scholarly journal, newspaper, etc.)

4. *Browsing Related Topics*

- a. Suggested subjects and publications are provided at the top of the screen
- b. After opening an article, you may click **More Like This** to find similar documents

5. *Viewing, Printing, and E-Mailing Articles*

- a. Click on **Full-Text** to read the whole article
- b. To print the document you are currently viewing, click the **Print** button at the top left of the page
- c. To e-mail a document, click the **E-Mail** button at the top left of the page

If you need assistance please ask a librarian: (770) 531-6379 or bhedrick@laniertech.edu