

## Database Guide – Nueva Enciclopedia Cumbre en línea (Grolier)

Use this database to find encyclopedia articles on a variety of topics.

### Description

A Spanish-language encyclopedia containing 15,000 articles, 6,500 photographs and more than 15,000 Internet links.

### Availability and Use Restrictions

**In-Library Use:** Available at all Library locations

**Remote Use:** Jefferson County Public Library card is required.

### Searching

There are eight search types: Find It Fast, Advanced, Browse Articles by Topic, Atlas (Spanish), Timelines, Dictionary, Atlas (English), and Grolier Online (English). There are also features such as News, Aula de español and Teacher Resources.

### Find It Fast Search

This is the search box on the main page. It does a keyword search of all indexes.

1. Type a word or phrase in the search box.
2. Check the box above the search box to **Search La Nueva Encic. Cumbre Only**.
3. Click **Search**.

### Advanced Search (Búsqueda avanzada)

On the main page or within other search types, click Advanced Search to build a complex search.

1. Choose to search the encyclopedia or the Aula de español.
2. Type a word or words in the search box.
3. Use the keyboard symbols to use the correct diacritics (á, ñ, etc.)
4. If desired use additional search boxes with the Boolean connectors to broaden or narrow your search.
5. Select **Full Text** or **Titles Only**.
6. Click **Go** (**NOTE the word they use is Limpiar**).

### Atlas Search

There are two atlas searches, one within the encyclopedia and the second for all the Grolier databases.

1. Click on the map on the first page or **Atlas** on the side navigation. The link at the top of the page will search all Grolier maps, many of them in English.



2. A new window will pop up with a map.
3. Click on an area of the map to see more specific maps. Continue to choose your area until you reach the level of detail that you want.
4. Close the window when finished.

### **Browse Articles by Topic Search (Consultar categorías)**

1. Choose your topic.
2. Continue to choose your subtopic until you reach the encyclopedia article.

### **Timeline Search (Cronologías)**

1. Choose your time period.
2. Continue to choose time periods until you reach the level of information needed.

### **Dictionary Search**

1. At the top of the screen click **Dictionaries**.
2. A new window will pop up.
3. Select the dictionary or thesaurus that you would like to search. Most of the dictionaries are English. There is a Spanish to English dictionary and an English to Spanish one.
4. Enter a word(s) in the search box.
5. Click **Look Up**.
6. Scroll down the screen to see the definition.
7. Click **Close** to return to the database.

### **Atlas Search – In English**

1. At the top of the screen click **Atlas**.
2. A new window will pop up.
3. Click the area/country on the map that you would like to view in more detail.
4. A new map will appear.
5. At the top of each map there are links to different types of atlases for the selected area - **Geopolitical, Historical, Thematic** or **Explorers**. Not all types are available for all areas.
6. There is also a **Global Distances** option, where you can choose two cities and find the distance between them in miles or kilometers.
7. In addition you may also enter a search term at the top of the screen in the **Map Search** box.
8. Close the window to return to the database.

### **Grolier Online Search –Most results in English**

This search allows you to search all of the Grolier databases that JCPL subscribes to at one time. These include; *New Book of Knowledge, New Book of Popular Science, Lands and Peoples, Nueva Enciclopedia Cumbre en línea* and *America the Beautiful*.

1. Use the **Find It Fast** search at the top of the screen.
2. Make sure that **All Grolier Online** is selected.
3. Type a word(s) in the search box.



4. Click **Go**.
5. When you select your result it may take a few extra moments to see the article if you are connecting to a different database.
6. Use the back button to return to *Nueva Enciclopedia Cumbre en linea* when you are finished looking at your results.

### Features:

**News (Actualidades)** – Selected news stories with links to related articles.

**Aula de español** – This section of the database is written for beginning or intermediate students of Spanish. In addition to the encyclopedia articles there are links to vocabulary grammar, events, recipes, thematic maps and other subject resources.

**Teacher Resources (Recursos para profesores)** – Archive of homework assignments, in-class exercises and lesson plans, and writing projects for Spanish-language classes using material from *La Nueva Enciclopedia Cumbre*.

### Using the Boolean Operators

Use **OR** to connect similar terms. **OR** broadens your search.

*Example:* hispanic or latino

Use **AND** to connect separate concepts. **AND** narrows your search.

*Example:* doctor and surgeon

Use **NOT** to eliminate separate concepts. **NOT** narrows your search.

*Example:* kennedy not politician

### Truncating Terms

Use \* to replace one or more characters at the end of a search term.

*Example:* drug\* (retrieves drug, drugs, druggist)

Use ? to replace one character within a search term, may use multiple ?.

*Examples:* wom?n (retrieves woman, women)

psych????y (retrieves psychology or psychiatry, not psychotherapy)

Use ! to indicate one character at the end of a search term, may use multiple !.

*Example:* analo!! (retrieves analog, analogs but not analogous)

### Displaying Search Results

1. Search results are displayed on the screen
2. Use the scroll bar to move through the article.
3. Click on links within the article to find related information.
4. Use **Web Links (Enlaces)** to find information on the Internet about the topic.
5. If a record has images you may click the image for a larger version or click the link with the image to get related information.



## Printing Search Results

1. Display the record to be printed.
2. Click either **Print Sections** or **Print Full Article** in the menu bar at the top of the screen.
3. A new window will open, if you chose to print sections, select the sections to be printed.
4. Click your browser's **File** menu and select **Print Preview**.
5. Make sure the pages are what you want. If you are using this database within a JCIPL location there is a charge for computer printing.
6. Click **Print** in the print preview window.
7. Click **Print** in the print command window.
8. Close the window to return to the original results.

## Downloading Search Results

*La Nueva Enciclopedia Cumbre* does not have a formal download command. You can use the standard browser Save As command. To use the information in any word processing or notepad application save in txt format.

1. Display record to be downloaded.
2. Insert a formatted disk, or CD-ROM, or memory stick into the appropriate drive.
3. Click **File** and select **Save As**.
4. Type the disk drive, the filename and .txt in the **File Name** box. Example:  
a:myfile.txt
5. Click **Save**.

## Emailing Search Results

1. Display the record to be emailed.
2. Click **Email Article** in the menu bar at the top of the screen. A new window will open.
3. Enter an e-mail address in the box.
4. Click **OK**.
5. Close the window to return to the original search.

## Beginning a New Search

1. Click in the search box at the top of page and enter a new term.
2. Or, click **Browse Articles** on the left navigation.

## Practice Worksheet

**Goal:** To be able to navigate through all search options to find information in the encyclopedia.

### After completing this worksheet, you should be able to:

- Find articles using search terms.
- Use links within articles to find additional information
- Search for information in the various categories of the encyclopedia.



## Practice questions/activities:

1. Find information on the House of York.
2. Who reigned in Egypt in the year of 1304 B.C.?
3. Who were some of the pioneers of photography?
4. Who was Horacio Quiroga?
5. Can you find an image of the Sagrada Familia in Spain?

## Answers

1. Find information on the House of York.
  - Enter “casa york” in **Find It Fast**.
  - Click **Go**.
2. Who reigned in Egypt in the year of 1304 B.C.?
  - Click **Cronologías**.
  - Click **Mundo Antiguo 4000-500 a. C**
  - Click **Antiguo Egipto y Cercano Oriente, c. 1600-1200 a. C**
  - Go down to the year 1304 and read the entry to find that it was Ramses II.
3. Who were some of the pioneers of photography?
  - Click **Consultar categorías**.
  - Click **Artes visuales**.
  - Click **Fotografía**.
  - Click **Pioneros e inventores**.
  - Click a name to obtain more information.
4. Who was Horacio Quiroga?
  - Use **Búsqueda avanzada**.
  - Type “horacio” in the first search box.
  - Type “quiroga” in the second search box.
  - Click **Ir**.
  - He was a writer from Uruguay.
5. Find some images of architecture designed by Antonio Gaudí.
  - Type “Antonio Gaudí” in the Find It Fast box.
  - Click **Go**.
  - Click the entry titled **Gaudí y Cornet, Antonio (1852-1926)**.
  - Click **Más Ilustraciones** to the right.

