

## About the database

**Opposing Viewpoints** covers social issues, such as, illegal immigration, renewable energy and gun control.

Content comes from viewpoint articles (where the writer takes a position), reference (overviews), statistics, biographies, magazine and newspaper articles, images, primary sources and recommended Websites.

## Access the database from the library

- Go to the Chester County Library System's website, <[www.ccls.org](http://www.ccls.org)>.
- Click on **Databases** in the left green column.
- Choose **Opposing Viewpoints Resource Center**.
- Click on **Proceed**.

## Access the database from home

- Go to the Chester County Library System's website, <[www.ccls.org](http://www.ccls.org)>.
- Click on **Databases** in the left green column.
- Choose **Opposing Viewpoints Resource Center**.
- Enter all 14 digits of your library card number in the box provided.

## Set your preferences

Click **Preferences** on the upper right. Choose the number of results per page, language and search term format – highlighted, different color, bold, italic or underlined.

## Change the font size

Click one of the **letter A's** on the upper right.

## How to search

### Basic Search

- These common words will be ignored: an, and, aspects, but, co, corp, etc, for, from, if, inc, into, is, it, its, jr, ltd, of, on, or, that, the, to and with. If you want one of these words to be part of your search, use quotation marks around phrases with the word. Ex. "war on terrorism"
- Enter search term(s) in the box on the left. Ex. women combat
- To search, select either by Subject, Keyword or Entire document. Subject searches are the most focused. Entire document searches are the broadest.
- AND is assumed. Ex. children AIDS is the same as children and AIDS. NOT and OR searches work, too. OR search results will have one or both terms anywhere in the fields you are searching. Ex. oil or natural gas could be "Oil drilling resumes," "profits from oil and natural gas reserve," "the pattern of

natural gas supply"

Search terms are not case sensitive. Ex. new york city

Use plural forms rather than singular ones. Ex. murders not murder

Use hyphens if the terms usually have them. Ex. nineteen-eighties

Don't use apostrophes. Ex. victims rights

Use subject search when searching for a person.

## Advanced Search

- Click the **dropdown menu** to select the field(s) to search. Ex. Publication Title, Person Name, Company Name, etc. The following choices are optional. Limit to articles with images or peer-reviewed ones. Limit to document type (Ad, Case Study, Court Testimony, etc.), content type (Website, Primary Sources, Statistics, etc.), content level, publication subject area, publication dates, publication format (pamphlet, audio, etc.) or reading level. If you want to search by more terms than there are rows for, **click Add a Row**.
- Click **Previous Searches** to see what you've found during this session. Click **Revise** if you want to take those results and search them further.
- You can build searches upon one another. Instead of clicking the Previous Search icon in the blue banner at the top, **click the dropdown menu under Advanced Search>Previous Search(es) ps>Browse Previous Searches>(check more than one search)Submit**. Then you can refine those results, too.

## Really Advanced Search

- Use the following symbols to stand for letters:
  - \* for any number of characters. Ex. econom\* finds economics, economy, economical
  - ? for one character in a word. Ex. Psych???? will find psychology or psychiatry, but not psychotherapy
  - ! for one or no characters. Ex. rat!!!! will find ration, rations, rational, but not rationalization
- Use the **n** operator (meaning word proximity or within) to find words next to one another and in any order. Ex. Tony Blair n1 George Bush will find Tony Blair and George Bush. It also will find George Bush and Tony Blair.
- Use the **w** operator to find words next to one another and in the order you type them. Ex. Asian w1 trade will find "Asian trade in live fish food" but not "Moving to free trade, Asian style"
- Use **w1** instead of an ampersand (&). Ext. Proctor w1 Gamble
- To find terms that might be in the same paragraph, but not next to one another increase the digit after **n** or **w**. The number is the maximum number of words you want between terms. **n5** will find terms within 5 words (or less) of one another. Ex. research n5 aging will find "research into the aging process itself," "billions to mask aging and other billions on medical research to extend life itself"

## **Subject Guide**

Use this for broad topics like politics or women's rights then choose from the subdivisions or related terms. Use **Subject Guide** when **searching for a person**. Last name, first name works best.

## **Title List or Publication**

Click **Title List** to see all sources for the database. This is just a list. In the next bar down, click **Publication to search** for a particular source and then, to search within it.

## **Results**

Results that meet your criteria are on the right. To view results according to their sources, click **tabs** for either **Viewpoints, Magazines, Reference, News, Primary sources, Statistics, Multimedia** or **Websites**. The articles are marked as basic, intermediate and advanced. Click **Refine Results** to limit to documents with images, with specific publication dates, from a particular publication, by reading level, by subject area, etc.

Machine translations of articles are available in Spanish, French, Japanese, German, Italian, Portuguese, (simplified) Chinese and Korean.

Links to related subjects are on the left.

## **Saving, Printing, E-Mailing**

Mark the articles you want. Click **Marked Items**. Click **InfoMark** to save a permanent link to the articles on the Internet. E-mail the link to others you're collaborating with. You can also print or e-mail the articles. Click the appropriate icons. For e-mailing, fill out the form and send.

## **Source Citations**

Whether the article is printed, e-mailed or InfoMarked, the source citation will be included.

## **Toolbox**

Get advice here for starting, writing and completing a report. Learn about judging sources, making an outline, building an argument and more.

# Opposing Viewpoints Resource Center



CHESTER  
COUNTY

LIBRARY & DISTRICT CENTER

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