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ABSTRACT

This manual provides detailed instructions for using SilverPlatter software to search the ERIC CD ROM (Compact Disk Read Only Memory), a large bibliographic database relating to education which contains reference information on numerous journal articles from over 750 journals cited in the "Current Index to Journals in Education" (CIJE), and other documents cited in the "Resources in Education" (RIE). First, sample records show the reference information provided by the system for a journal article and a document; a listing and brief description of all possible fields is then given. Other information presented includes: (1) an overview of major interactions with CD ROM; (2) selecting commands with function keys; (3) focusing search requests; (4) examples of search requests; and (5) modifying the kind of information requested about an article or document via the SHOW, PRINT, or TRANSFER commands. The final page outlines a sample session to guide the user through a simple retrieval session, from start to finish, using SilverPlatter and the ERIC CD ROM. (CGD)

# How to Use the SilverPlatter Software to Search the ERIC CD ROM

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## How to Use the SilverPlatter Software to Search the ERIC CD ROM

### Contents and organization of the ERIC CD ROM

The ERIC CD ROM is a large bibliographic database containing reference information on numerous journal articles from over 750 journals, cited in the *Current Index to Journals in Education* (CIJE), and other documents, cited in the *Resources in Education* (RIE), related to education. All of the reference information on a single document is referred to as a record. Each record is divided into categories of information called fields. For example, there is one field containing the title of the document, another containing the author's name and another containing an abstract of the document. The following example records show the reference information for a sample journal article and a sample document.

#### Journal Article Record

AN: EJ341568
CHN: IR515707
AU: Meijer,-Joost; Riemarsma,-Fre
TI: Analysis of solving Problems.
PY: 1986
JN: Instructional-Science; v15 n1 p3-19 1986
DT: Journal Articles (080); Reports - Research (143)
TA: Researchers
LA: English
DE: Algorithms-; computer-Simulation; Educational-Theories; Foreign-Countries; *Geometry-; Heuristics-; Learning-Strategies; *Mathematics-Instruction; Models-; *Problem-Solving; Secondary-Education; *Task-Analysis
DEM: *Geometry-; *Mathematics-Instruction; *Problem-Solving; *Task-Analysis
ID: Netherlands-; Software-Design; *Story-Problems-Mathematics
IDM: *Story-Problems-Mathematics
IS: CIJJan87
AB: Presents thinking-aloud protocols from secondary pupils solving arithmetic story and geometrical problems and analyzes their protocols by using interpretation models founded on a general problem-solving model. A word problem solving simulation is also used to further explicate processes pupils use to solve mathematical tasks. (Author/MBR)
CH: IR
FI: EJ
DTN: 080; 143

#### Document Record

AN: ED207804
CHN: SE035494
AU: Lawler,-Robert-W.
TI: Extending a Powerful Idea. Artificial Intelligence Memo No. 590.
CS: Massachusetts Inst. Of Tech., Cambridge.
SP: National Science Foundation, Washington, D.C.
RNP LOGO-58
CN: NSF-77-19083-SED
PY: 1980
AV: Artificial Intelligence Lab., 545 Technology Square, Rm. 338, Cambridge, MA 02139
NT: 22 p.
PR: EDRS Price - MF01/PC01 Plus Postage.
DT: Reports - Research (143)
CP: U.S.: Massachusetts
LA: English
PG: 22
DE: *Case-Studies; *Computers-; Computer-Science-Education; Discovery-Learning; Elementary-School-Mathematics: Geometric-Concepts; Problem-Solving; *Programing-;
DEM: *Case-Studies; *Computers-; *Programing-
ID: *LOGO-Programing-Language;
IDM: *LOGO-Programing-Language;
IS: RIEFEB82
AB: This document focuses on the use of a computer and the LOGO programing language by an eight-year-old boy. The stepping of variables, which is the development and incrementally changing of one of several variables, is an idea that is followed in one child's mind as he effectively directs himself in a freely-chosen problem-solving situation. (MP)
LV: 1
CH: SE
FI: ED
DTN: 143

Each field begins with a two-three letter abbreviation followed by a colon. However, neither record shown above contains information in all the possible fields. A listing and brief description of all possible fields are given below.

| | | | |
|---|---|---|---|
| AN: | Accession Number | CP: | Country of Publication |
| CHN: | Clearinghouse Number | *TA:* | *Target Audience* |
| *AU:* | *Author* | LA: | Language |
| TI: | Title | GL: | Governmental Level |
| CS: | Corporate Source | PG: | Pagination |
| **SP:** | **Sponsoring Agency** | ***DE:*** | ***Descriptors (ALL)*** |
| RN: | Report Number | ***DEM:*** | ***Major Descriptors*** |
| CN: | Contract/Grant Number (s) | ***ID:*** | ***Identifiers (ALL)*** |
| PY: | Publication Year | ***IDM:*** | ***Major Identifiers*** |
| *IN:* | *Journal Citation* | IS: | Issue of CIJE (*) |
| AV: | Availability (*) | **AB:** | **Abstract** |
| NT: | Descriptive Note | LV: | Level of Availability |
| PR: | EDRS Price (*) | CH: | Clearinghouse |
| **DT:** | **Document Type** | FI: | Source File (ED or EJ) |

The fields shown in **bold** face are referred to as "free text" fields.
Those starred with an asterisk (*) are unsearchable fields;
All others are "limit" fields.
Those in *italics* include groups of words bounded by hyphens.
The underlined fields are also referred to as citation (CITN) fields.

More information on each of these fields may be obtained by selecting the Guide command on the computer (to be explained in a later section).

## Overview of major interactions with CD Rom

The SilverPlatter software allows you to search through the ERIC database for sets of records which meet certain criteria. For example, you may want to find all the records on a particular topic such as "team teaching," or all the records written by a given author such as "Jerome Bruner" or just one specific article. You instruct the computer to search for the desired records by entering a search request. A search request is simply a word or combination of words you would like the computer to find. For example, if you wanted to find all records which contained the word "discipline" you would just enter the word "discipline." The computer would then search through every "free text" field (the bold face fields listed in the previous section) of every record in the database for the word "discipline" and then display on the screen the number of records it found which contain the word. You could then instruct the computer to show on the screen the information in each record it found, print the records on paper, or transfer the information onto your own floppy diskette.

## Selecting commands with function keys.

In order to perform the activities outlined above, you will need to know how to access certain commands using the function keys on the left hand side of the keyboard. For example, before you enter a search request, the FIND command prompt must be displayed at the bottom of the screen. If the FIND prompt is not displayed, you would press the F2 function key to select the FIND command. To instruct the computer to show the records that have been found, you would need to select the SHOW command by pressing the F4 function key. In order to see all of the records that have been found you will probably need to use the F10 key to instruct the computer to show the NEXT record or the F9 key to return to the PREVIOUS record. The PRINT command is selected by pressing F6. Unfortunately, there is no function key for the TRANSFER command. To select this command you must press the ESC key, let it up, and then press the letter "t."

This article presents the essential information necessary to retrieve information from the ERIC CD ROM database. Additional information is available in the SilverPlatter manual and directly from the computer by selecting either the GUIDE (F3) or the HELP (F1) commands. The GUIDE command will provide access to more detailed explanations of each field in the database, while the HELP command will provide access to further information about each command.

A listing and summary of the purpose of each function key is given below:

| Key | Command | What it does |
|---|---|---|
| F1 | HELP | Explains commands and other general topics |
| F2 | FIND | Searches for words or phrases in the database |
| F3 | GUIDE | Describes the fields and structure of the database |
| F4 | SHOW | Displays retrieved records on the screen |
| F5 | INDEX | Alphabetically lists all indexed words in free text fields |
| F6 | PRINT | Prints retrieved records |
| F7 | RESTART | Begins or ends a session; clears search history; returns to title screen with FIND prompt |
| F8 | XCHANGE | Permits an exchange of compact discs |
| F9 | PREVIOUS | Shows the previous record |
| F10 | NEXT | Shows the next record |

## Focusing Search Requests

When you enter a search request, the computer may find too many or too few records. Fortunately, the SilverPlatter software provides several techniques for carefully focusing your search. When you enter a single word as a search request, the computer searches every "free text" field of every record in the database. You can instruct the computer to search in only specific fields by using the term "in" and the field abbreviation following the word you want to find. For example, the search request **dyslexia in ti** will find all the records with "dyslexia" in the title.

Descriptors. One of the most useful fields to search is the descriptor (de) field. This field contains words or phrases indicating the key topics covered in the reference. The words in a descriptor phrase are joined or bounded by hyphens. Therefore, when searching for a descriptor phrase, you should place hyphens between the words making up the phrase. For example, the search request **aptitude-treatment-interaction in de** will find all the records with the phrase "aptitude-treatment-interaction" in the descriptor field. Single word descriptors should be followed by a hyphen: **aptitude-**. If you don't specify the descriptor (de) field, the computer will search for the descriptor term in all the "free-text" fields. This is generally preferred for initial searches since the major descriptor (dem) and identifier (id and idm) fields will also be searched. If your search yields too many records you may want to limit the search to just the major descriptor (dem) field. The *Thesaurus of ERIC Descriptors* is a valuable resource that should be consulted to help you determine what descriptors to use in your search requests. You can also use the Thesaurus to help you find a narrower, broader or related descriptor.

Other hyphenated fields. In the author (au) field, author's names are also hyphenated with the last name appearing first. Therefore the request: **Gagne-Robert-M in au** will retrieve all documents written by "Robert M. Gagne." You should also use hyphens to separate words when searching the journal citation (jn), major descriptors (dem), identifiers (id), major identifiers (idm), or target audience (ta) fields.

INDEX command. One of the most powerful aids to help you focus your searches is the INDEX command. When you select this command by pressing **F5**, you will be asked to enter a word and then press **RETURN**. The computer will then display an alphabetized list of all the indexed words and hyphenated phrases found in the "free text" fields starting with the word you entered. You may page forward through this index using the **PG DN** key. If you would like to look up another word, press the **F5** function key again. Use this index to identify appropriate descriptors and check correct spelling or hyphenation.

Relational operators (=, <, >, <=, >=) may be used to search on the publication year (py) field or other numeric "limit" fields. For example, the request: **py=1985** will retrieve documents published in 1985, while the request: **py>=1987** will find records with a publication year greater than or equal to 1987. A hyphen may be used to indicate a range: **py=1983-1986**. Note that the only way to search the "limit" fields (see table on page 2) is to use a field abbreviation and the "in" term or relational operators: **French in la**. Searching "limit" fields will generally take more time than searching "free text" fields.

Roots. To search for all words or phrases that begin with the same letters or root, follow the word with an asterisk (*). The request: **child*** will find all records containing the word "child," "children" and "child-abuse." The use of roots will generally increase the search time.

Boolean operators (**and**, **or** and **not**) may also be used to refine your search. For example, **child and teen*** will find only those records that contain both the word "child" and words that begin with "teen." The search request **child not abuse** will find only those records that contain the word "child" but do not contain the word "abuse." The request **child or teen*** will find all documents containing either or both words. Searches using Boolean operators should be used sparingly since they may required extended search times.

Connectors (**with** and **near**) can further narrow a search. The request **teacher with training** specifies that both words must be found in the same field in order for a record to be retrieved. **Dyslexia near treatment** specifies that the two words must be in the same sentence; while **computers near2 education** indicates that the terms must be within two words of each other, in any order, and in the same sentence. If your search request includes a phrase of two or more words without connectors or operators such as **learning disabilities**, then only those records containing both words side by side will be retrieved. The computer will display how many records contain each word and then how many records contain both words. These types of searches should be minimized, because of their excessive search time. If a phrase is a descriptor, the speed of the search will be greatly increased by using hyphens: **learning-disabilities**.

Parentheses should be used when combining several operators or connectors: **(cognitive-development in de) and ((Bruner or Gagne) in au)**. However, care should be exercised in using long complicated searches since they may require considerable search time.

Search history. The computer keeps a history of your search requests, and displays each request on the screen preceded by a number. Instead of typing a complicated search, like the one above, all at once, you could search for each part and then combine the results by using the search numbers from previous search requests:

| No. | Request | Records |
|---|---|---|
| #1: | **cognitive-development** | 3275 |
| #2 | **Bruner** | 61 |
| #3 | **Gagne** | 79 |
| #4 | **(Bruner or Gagne) in au** | 54 |
| #5 | **#1 and #4** | 5 |

The fifth search request would find only those records that were found in both previous searches #1 and #4. in fact, a new request can be combined automatically with the last request:

| | |
|---|---|
| #1 | **dyslexia** |
| #2 | **and py>1985** |

The second search would find those records that included the word "dyslexia" and that had a publication year greater than 1985.

You may clear the search history by selecting the RESTART (F7) command or the CLEAR (ESC,c) command

**Example search requests**

| | |
|---|---|
| **mnemonics** | search all "free text" fields for word |
| **aptitude in ti** | search title field for word |
| **Bruner-Jerome-S in au** | search author field for name |
| **career-ladders** | search for descriptor in "free text" fields |
| **moral-development in de** | search for descriptor in descriptor field |
| **anxiety- in de** | search for single word descriptor |
| **instructional-science in jn** | search for journal title in journal citation field |
| **great-britain in cp** | search for country in "limit" field country of publication |
| **dyslexia and child** | search for both words in "free text" fields |
| **dyslexia or autism** | search for either or both words |
| **dyslexia not child** | search for dyslexia but not child |
| **anxiety with state** | search for both words in same field |
| **anxiety near state** | search for both words in same sentence |
| **anxiety near2 state** | search for both words within two words of each other |
| **computer literacy** | search for both words side by side |
| **computer-* in de** | search for descriptors beginning with computer |
| **py=1984-1987** | search for publication year between 1984 & 1987 |
| **py<=1984** | search for publication year less than or equal to 1984 |
| **(cat or kitten) and dog** | search using parentheses |
| **#3 or #4** | Search using previous search requests |
| **and ej in fi** | Narrow previous search request to journal articles |
| **#5** | Reissue previous search request |

## Modifying the settings for SHOW, PRINT or TRANSFER

After selecting the SHOW (F4), PRINT (F6), or TRANSFER (ESC, t) commands, the computer will display a menu at the bottom of the screen indicating the default settings which control what information is to be shown, printed or transferred and how it is to be printed or transferred. The menu for the PRINT command is shown below:

```
PRINT Fields: CITN                          Records: ALL
      separate pages: (No) Yes              searches: (No) Yes
Press RETURN to start with the first record; or F1 for HELP.
```

These default settings for the PRINT command indicate that the citation (CITN) fields (those needed to locate a document in the library) will be printed for ALL records. The current settings on the second line of the menu are indicated by parentheses. These default settings specify that the information for each document will not be printed on separate pages and that searches (Search History) will not be printed. If you are satisfied with these settings, just press the RETURN key and the records specified by the last search request will be printed.

However, any of these settings may be modified if you desire. For example, you may indicate the specific fields you want printed by replacing the "CITN" default setting with the desired field labels separated by commas. Thus, to print only the author, title and abstract fields from each record, enter: **au,ti,ab**. To print the citation and abstract fields you could use the setting: **citn,ab**.

If you do not want to print all of the records that were found, press the **TAB** key to move to the "Records" setting and specify the specific records you want printed by entering a list of the record numbers separated by commas: **1,3,5**. To indicate a range of records, use a hyphen: **2-6**. Caution: type within the space provided. If you need more space, execute the command (F6) again.

To specify that each record should be printed on a separate page, press **TAB** to move to the "separate pages" setting and type **y** for "yes." To specify that the Search History should be printed before the records, press **TAB** to move to the "searches" setting and type **y** for "yes." If you change your mind, you may press **TAB** to move from one setting to another. Type **n** for "no." Once you have made all the desired changes to the settings, press the RETURN key to begin printing.

The SHOW and TRANSFER menus have similar "Field" and "Record" settings but with different defaults. These may be modified in the same way as described above for the PRINT settings. The TRANSFER command also has a setting for specifying the name of the disk drive and file where the information is to be transferred.

Note, that if you want more information on any of these settings, you can select the HELP command by pressing **F1**.

The SHOW, PRINT and TRANSFER commands will display, print or transfer those records found with the last search request. If you want to use records from an earlier request, you do not need to enter the full request again. All you need to do is enter the number of the previous request at the FIND prompt before selecting the SHOW (F4), PRINT (F6) or TRANSFER (ESC, t) commands . For example, the search request: **#5** would find those records retrieved by the fifth search request in the search history.

## Sample Session

Let's walk through a simple retrieval session, from start to finish, using SilverFlatter and the ERIC CD ROM.

1. When you first sit down at the computer you should see a title screen with the FIND prompt displayed at the bottom. If the title screen is not displayed, press **F7** to RESTART the system.

2. Type your search request following the FIND prompt then press the RETURN key. (If you make a typing error you may press the BACKSPACE key to erase one character at a time.) For example, type in the search request **year-round-schools** and press **RETURN**.

   The computer will search the database and then display a number in the right hand column indicating how many records were found containing the descriptor "year-round-schools."

3. To display the records that have been found, press the **F4** key to select the SHOW command. The following SHOW menu will appear at the bottom of the screen:

   SHOW Fields: ALL Records: ALL

   This indicates that all fields in all the found records will be displayed. (If you want to change these settings, see the section "Modifying the Settings for SHOW, PRINT, or TRANSFER.")

4. Press **RETURN** to execute the command.
   The first record containing "year-round-schools" will be displayed on the screen.

5. You may browse through the other records by pressing the **PG DN** key (found on the numeric keypad on the right hand side of the keyboard) to move to the next page or the **PG UP** key (also on the numeric keypad) to see the previous page. The function key **F10** may also be used to see the NEXT record or **F9** to see the PREVIOUS record.

6. To print the records that have been found, select the PRINT command by pressing **F6**. The following print menu will appear at the bottom of the screen:

   PRINT Fields: CITN Records: ALL

   Change the "Fields" setting to specify that the abstract and citation fields be printed by typing **citn,ab**. (If you want to change other settings, see the section "Modifying the Settings for SHOW, PRINT or TRANSFER.")

7. Make sure the printer is turned on, then Press **RETURN** to execute the command. After a couple of pages are printed, press **CTRL AND SCROLL LOCK** simultaneously to discontinue the printing.

8. You may now experiment with the various commands. Press **F2** to redisplay the FIND prompt.