



Online Encyclopedia: Grolier's *Encyclopedia Americana*

Introduction:

- An online encyclopedia is similar to a print encyclopedia in two ways:
 - It contains basic information and facts about a variety of topics.
 - This information is presented in brief articles.
- There are two main advantages to using the online version of the encyclopedia:
 - It is accessible anywhere.
 - Multiple users can use it simultaneously.
- Grolier's *Encyclopedia Americana* is a good online encyclopedia to use for the following reasons:
 - It is free to everyone in New York State.
 - Encyclopedia articles contain links to full text magazine articles.
 - Articles also contain links to quality Web sites.

Accessing Grolier's *Encyclopedia Americana*:

- To access the encyclopedia:
 - Go to salinalibrary.org.
 - Click on Learn & Research at the top of the screen.
 - Click on OCPL Databases.
 - Click on Encyclopedias at the top of the screen.
 - Click on View Resource to the right of Encyclopedia Americana at the top of the screen.
 - Log in using your library card number and PIN.
- After the Scholastic Go! page loads, click on Encyclopedia Americana on the left side of the screen.

Finding Information:

- Browse for interesting articles.
 - Hover over the word Browse near the middle of the screen.
 - Click on a topic.
 - Click on a subtopic or article.
 - Continue to click on subtopics until an interesting article appears.
 - Click on the article.
- Search for articles.
 - Use the Find It Fast search bar at the top of the screen.
 - Make sure the box before "Search Encyclopedia Americana Only" is checked.

Search Results:

- The search results screen lists articles followed by brief descriptions.
- Click on an article to view it.
- Click on Table of Contents at the top of the article to more easily navigate around the article.
- Click on How to Cite This Article to view the article citation in a variety of formats.

Additional Information:

- Many articles have links to additional information. This may include some or all of the following:
 - maps
 - tables
 - media (images)
 - flags
 - facts and figures
- Articles also contain links to more information about the topic.
 - The further reading page lists books about the topic.
 - The magazines page contains links to the full text of magazine articles about the topic.
 - The web links page contains links to Web sites about the topic.
 - The related article box contains links to other *Encyclopedia Americana* articles about similar topics.
 - The journal entries page contains links to the full text of articles about the topic often provided by the Associated Press.

Tips:

- Search for articles.
- Choose keywords wisely.
- Look at additional information.
- Don't be afraid to ask for help.