



America History and Life

Some Basic Information: *America History & Life* is an online database of abstracted works from journal articles, book reviews and dissertations published after 1964 on North American history.

1. **Accessing the database from the Wichita State University Libraries web site (<http://library.wichita.edu>):** Go to the “Databases” icon on the page’s left side. On the next page, click on the “Humanities” link at the top. Then, select the “*America History & Life*” link. Then, click on the “Click here to access your subscription” link. Finally, click on the *America History & Life* button.

2. **Search Screen Explanation:** *America History & Life*’s initial search screen has several functions to allow searching by different terms:

Keyword: Any word or words related to a topic

Subject Terms: A specific historical subject such as “King Phillip’s War”

Author/Editor: A work’s author or editor

Title/Translation: A work’s title (whether in the original language or translated into another language)

Language: The language that a work was published in.

Document Type: Allows the user to select from either an article, book review, collection, dissertation or media review

Journal Name: The journal in which an article has appeared such as *The American Historical Review*

Publication Date: A work’s date of publication

Time Period: Date(s) of a particular event or events. (**Note:** *America History & Life* also allows the user to specify decades by placing a “D” after the year. So, if one wanted to search for an event in the 1950s, type in “1950D”.)

3. **Entering a Search:** *America History & Life* offers two methods to enter a search. (**Note:** **Not every field needs to be filled in. However, as with other computer searches, more information usually narrows the search field and provides more exact results.**)

Direct entry: If you know the terms and/or dates, simply click on the box next to the appropriate term and type in your search phrase. For instance, if you want to search for George Washington, then you would click in the box next to **Subject Phrase** and type “George Washington”. Repeat this procedure for each field of information as desired.

Using the Menus and the Paste Function: Several fields have a little blue magnifying glass button next to them. This function allows the user to choose from a menu of predetermined choices. To use this function, click on the button next to the appropriate field. When the menu appears, scroll down to the desired choice and click on the check box to the left of it. Then, click on the “**Paste Terms**” button at the top of the page to paste this data into your search. Repeat this procedure for each field of information as desired.

Entering the Search: Once the information has been entered, click on the **Search** button on the screen’s right side.

4. **Results Screen:** The computer screen should now display a results screen of citations from your search. From here, the user has three options.

New Search: To do a new search, click on the **New Search** button in the left-hand frame. The initial search screen will appear once again.

Modify Search: To modify a search, click on the **Modify Search** button in the left-hand frame. The initial search screen will appear with your search terms from the last search. Follow the steps from #3 above and press the **Search** to redo the search.

Looking at the Results Screen: The computer screen should now display a results list containing brief entries pertaining to the search topic. Scroll down the list until the desired piece appears. At that point, if you would like further information, click on the **“Display Full-Entry”** button and the full abstract will appear for that particular work. To return to the results list, click on the **“Return to Brief Entry List”** button.

5. **Save/Print/Email:** To save entries for your records, click on the **“Tagged”** option box in the upper-left hand corner of each entry. When every desired abstract has been selected, click on the **“Output Options”** button in the left frame. The **“Output Options”** screen should now appear. At this point, the user has several options.

Entry Format options: Select **“Short Entry”** (citation) or **“Full-Entry”** (the abstract) for the desired format.

Request Entry options: Select **“All Entries”** or **“Tagged Entries”** for the number of entries

Output Type options: Follow these steps:

Saving to disk: Leave the **“ASCII”** option selected under **“Output Type”**. Insert a disk in the computer’s disk drive. Click on the **“File”** option in the upper left corner of the screen. When the drop down menu appears, click on **“Save As”**. Inside of the dialogue box, click on the arrow next to the **‘Save In’** space and select the **“3 ½ Floppy (A:)”** option. Then, click in the **“File Name”** box and type a name for the file. Finally, click the save button to send the entry to your disk.

Printing: Leave the **“ASCII”** option selected under **“Output Type”**. Click on the **“File”** option in the upper left corner of the screen. When the drop down menu appears, click on **“Print”**. Inside of the dialogue box, click the **“OK”** button. For further directions, please refer to the **“Printing Instructions”** handout available at the reference desk.

E-Mail: Select the e-mail option. Click in the box next to that choice and type in your address. Click on the **“Submit”** button on the screen’s right side to send the piece(s) to your email address.

Exit: To exit *America History & Life*, click on the **“Exit”** button. At the next screen, click **Home** on the screen’s tool bar to return to the Wichita State University Libraries’ page.