SIRS Government Reporter®
Quick Start Guide

ProQuest — Information and Learning

About SIRS Government Reporter®

SIRS Government Reporter provides current and historic government documents; landmark and recent U.S. Supreme Court decisions, information about federal departments, agencies, elected leaders and more. The main database delivers thousands of carefully selected full-text documents and graphics concerning a wide variety of topics: health, science, economics, environment, politics, foreign affairs, business and industry.

Part 1: Navigating the Interface

Help Topics & Reference Bar

SKS Search Tabs

Editor's Top Pick -- Updated weekly by the SIRS' editorial team.

Browse Topics -- Encourages research and awareness of the topical issues

Database Features -- Significant information in several content areas

Search Tabs allow access to the three search methods, including Quick Search, Advanced Search and Topic Browse, a listing of Database Features, as well as the SIRS Interactive Citizenship series.

Help Topics are grouped to be easily accessible from anywhere in the database.

– [Help] launches context-sensitive help.
– [How to Cite] details how to cite articles and Internet sites retrieved from SIRS Knowledge Source.
– [Dictionary & Thesaurus] assists users in defining words, checking spelling, choosing the perfect word and more.

The top **Reference Bar** provides links to functional and reference aids.

– Home returns to the portal page.
– Back returns to the previously viewed page.

- My Research includes:
  - o Tagged List displays articles added to the list by selecting the tag icon.
  - o Search History contains a list of all searches performed during a session and provides links to return to the search results.
  - o Session Save provides the ability to save your search history and tagged list by keying in a user name and password.
- Educators' Resources formerly known as Librarian's Corner, compiles a collection of materials designed to help librarians and library patrons.
- Toolbox provides a single point of access to all reference materials.
- Log-out ends the user session, clearing the search history and tagged list for the next user.

Editor's Top Pick
Articles and images are selected each week by the SIRS research team for their exceptional interest or research value. Select the article title to view the article or select the graphic thumbnail to view the full-sized graphic.

Database Features

Country Profiles includes profiles of nearly 200 countries from the U.S. State Department. Information about the people, history, government, economy and geography is provided, along with a picture of each country's flag. Maps of each country are available in a printable format.

Federal Agencies supplies contact and background information for hundreds of Federal departments and agencies.

Historic Documents provides more than 350 full-text documents, treaties and speeches of exceptional historic value. Summaries are included for all documents.

National Archives Documents provides highly visual primary sources from the National Archives and Records Administration that illustrate social, political and cultural themes in U.S. history. Annotated bibliographies, timelines, glossaries and brief biographies enhance each historical unit.

U.S. Congress provides data on members of the U.S. Senate and House of Representatives. This directory details professional background information, contact information and committee assignments. A Congressional Committees directory lists the members of each committee and subcommittee. If appointed, the chair ranking minority and vice chair are also identified.

U.S. Presidents locates biographical information and a portrait of each U.S. president, as well as information about presidential libraries, burial places of the presidents, presidential facts and information about wives and children of the presidents.

U.S. Supreme Court provides hundreds of full-text case documents, both landmark and recent, dating back to the inception of the Court. Cases are selected for their constitutional and/or social value. Also includes a directory of U.S. Supreme Court

Justices, which supplies statistical and anecdotal information on all past and current U.S. Supreme Court justices. Summaries are being added to all court cases.

Spotlight of the Month lists articles selected as a sampling from the SIRS Government Reporter database to encourage research and awareness of the topical issues.

Suggested Research Topics provides a list of pathfinders which link to recently added content and hot topics to encourage research and further exploration into the topics covered by SIRS Government Reporter.

Part 2: Search Methods

Subject Headings Search: Subject Headings Search is useful when you have a specific research topic in mind and you want to use a subject index to quickly locate articles related to that topic.

Keyword Search: Keyword Search is useful when you want to locate articles based on your own combination of key words and phrases.

Topic Browse: Use to locate results by exploring topics and subtopics in a multilevel tree.

Part 3: Analyzing Your Results

The numbers of results returned for each source type list up to 1000+ articles. Selecting the corresponding link may further narrow search results to: Magazines and Government Documents.

DOCUMENTS BY SUBJECT TREE: FEDERAL PROCEDURES: Federal Elections

Budgets/Funding
Campaigns
Electoral College
Parties
Presidential Elections
Presidential Nominations
Voting and Registration

37 All Articles   6 Magazines   31 Government Docs

Details: Show | Hide
Sort: Date | Lexile ▲ ▼
Legend: ⚓ Source 📄 Summary 🗐 Descriptors 📷 Graphics

☑ **Check items and select "Update Tagged List" below.**

☐ U.S. Voters Make Laws As Well As Elect Their Leaders ⚓ 📄🗐📷
Washington File Sept. 9, 2004; Lexile Score: 1290; 8K, SIRS Government Reporter
☐ Rules Restrict Political Activity for DoD People ⚓ 📄🗐
American Forces Information Service News Articles July 12, 2004; Lexile Score: 1370; 3K, SIRS Government Reporter
☐ Commission Sends Annual Legislative Recommendations to President... ⚓ 📄🗐
Federal Election Commission Record June 2004; Lexile Score: 1450; 4K, SIRS Government Reporter
☐ An Interview with Kay J. Maxwell ⚓ 📄🗐
Election Focus 2004 April 14, 2004; Lexile Score: 1060; 9K, SIRS Government Reporter

Part 4: Working Within the Full-Text Document

The full-text article is accessed by clicking the **article title.** The article display page lists the source, date, page number(s), federal agency that releases the article, article title and author. In addition, any search term(s) used to locate the article are bolded within the text. The
1st Keyword link scrolls the page to the first occurrence of such a key word. The arrow ➜ indicators scroll the page to either the previous or next key word instances. In addition, the following features are available:

Results List	Results List returns to the previous search results list.
Tag	Tag adds the article or document to your Tagged list enabling you to e-mail, save, or create a bibliography.
E-mail	E-mail sends the full text, source, summary and/or graphics to your personal e-mail address.
Clean Copy for Printing	Clean Copy for Printing loads a printer-friendly version of the article text, removing all keyword indicators and inline graphics.
Source	Source loads the article source.
Summary	Summary loads the article summary.
Descriptors	Descriptors loads a list of words which describe the subject matter and link to related resources.
Graphics	Graphics loads accompanying graphics or graphics list.
Printable PDF	Printable PDF loads a printable version in Adobe's Portable Document Format.
Bookmark	Bookmark creates a shortcut to a clean copy of the article text and saves it in Internet Explorer's Favorites list for up to 60 days.
Top	Top scrolls the window to the top of the page.