# Using Credo Reference

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What is Credo Reference?
Credo Reference is a digital reference library that places a world of factual information at your fingertips. Containing a selection from 240 high-quality reference books from the world's leading publishers, Credo Reference is the ideal place to start any research. Your institution chooses this selection and can swap in new titles from Credo Reference as they become available.

Offering access to over 1.7 million individual entries, Credo Reference contains all the types of reference books that you’d want to see in any quality library: dictionaries, encyclopedias, thesauri, and books of quotations, not to mention a host of subject-specific titles covering everything from the arts to accountancy and law to literature. And because all our books are provided by the best reference publishers, you know you can believe what you read.

But Credo Reference is one digital service that really uses the internet to add another dimension to our books and deliver you more. Not only does our powerful search look through books in seconds, but our unique network of related entries, connect relevant information across the whole library.

Whatever you need to find - facts, words, concepts, people, places or sayings - you'll find it in Credo Reference. All cross-referenced, all reliable and all in one place.

Subjects: General  
Login Required: Yes  
Full Text: 100%  
Provider: Credo

How do I access Credo Reference?
Go to the homepage of the WSC Library at http://academic.wsc.edu/conn_library/ and scroll to the search box.

NOTE: A link to Credo Reference is also available on the library database list.
What content is included in Credo Reference?

Credo Reference gathers subject-specific reference titles into 21 categories:

- Art - art history, architecture, design, fashion
- Bilinguals - general, business
- Biography - artists, politicians, writers
- Business - economics, finance, management
- Dictionaries - definitions, etymologies, synonyms
- Encyclopedias - facts, people, places
- Food & Beverage - cooking, ingredients, nutrition
- Geography - geology, human, physical
- History - classical, modern, renaissance
- Language - idioms, rhymes, usage
- Law - criminal, civil, commercial
- Literature - drama, fiction, poetry
- Medicine - health, conditions, therapies
- Music - classical, jazz, artists
- Philosophy - classical, continental, ideas
- Psychology - behavioral science, theories, handbooks
- Quotations - biographical, esoteric, popular
- Religion - history, quotations, atlas
- Science - physics, biology, chemistry
- Social Sciences - sociology, politics, education
- Technology - computing, telecoms, jargon

Content comes from “some of the world's best and most respected reference publishers to ensure accuracy and reliability,” including:

- A& C Black
- Andromeda
- Barron’s Educational Series, Inc.
- Berkshire Publishing Group
- Blackwell Publishers
- Bloomsbury Publishing
- Bridgeman Art Library
- Cambridge University Press
- Cassell & Co
- Central Intelligence Agency
- Chambers Harrap Publishers
- Collins
- Columbia University Press
- The Continuum International Publishing Group
- Crystal Reference
- Debrett
- Edinburgh University Press
- Elsevier Health Science
- Elsevier Science & Technology
- Encyclopaedia Britannica
- The European Information Association
- Faber and Faber
- Frank Allston Davis
- Greenwood Publishing Group
- H.W. Wilson
- Harvard University Press
- Helicon
- Houghton Mifflin
- Library of Congress
- Macmillan
- Macquarie
- McGraw-Hill
- Market House Books
- Merriam-Webster
- The MIT Press
- Mitchell Beazley
- Penguin
- Philip’s
- Lynne Rienner Publishers
- Routledge
- SAGE Publications
- Tahrike Tarsile Qur’an Inc.
- Thames & Hudson
- Thomson Gale
- US Census Bureau
- Visible Ink Press
- Wiley
- Woodhead Publishing Limited
How do I perform a basic search in Credo Reference?

A basic search can be performed in two different locations:

1. On the library homepage, type in a keyword and select **Search**.

2. You can also search from Credo Reference homepage accessed through the link on the database page. Here you can search all Credo subjects or choose to limit your search to one topic, such as Art, Literature, History or Psychology. Simply select a subject from the pull-down menu to the right of the search box. Below the search box, you can see how many entries and books you are searching. Selecting a specific subject will update these numbers.

If you don't plan on limiting by subject, choose your keywords carefully. Credo Reference recommends these tips:

- Always start with the obvious. For example, if you're looking for information about Salvador Dali, enter **Salvador Dali** into the search box rather than **surrealism**.
- Try to make your keywords as specific as possible. For example, searching for **Winston Churchill** will provide more accurate results than just searching for **Churchill**.
- If you can't find any relevant hits, try adding more keywords to narrow down the search. Credo Reference returns pages that contain all your keywords, so adding extra keywords will bring up more relevant results.

Please note that Credo Reference searches return results that include **ALL** of your keywords. Also, searches are **NOT** case sensitive.
How can I narrow my searching to a specific subject?

1. To narrow your search results to a specific subject, select a subject from the drop-down menu on the homepage of Credo Reference.

2. You’ll notice that the number of entries and titles that you are searching is reduced. Just select **Search** to execute the search.
How do I perform an image search?

1. Go to the search page in Credo Reference by selecting the Search icon.
2. Then select the Image Search tab.
3. Enter your keywords and select Search.
How do I perform more advanced searches in Credo Reference?

Select **Advanced Search** from the menu at the top of the screen. The new screen will list all the titles in that category. The search blank defaults to search within those titles only.

Advanced search allows you to search by one or more specific:

- Subjects or Titles
- Publication Date
- Special Features

**Restricting by field:**
Restricting searches to entry headings can be a powerful search aid. For example, searching for **Winston Churchill** will return a great many results. Not all of these entries will be specifically about Winston Churchill, but his name will be mentioned within the body-text of an entry. To filter these entries out, and ensuring that only entries about Winston Churchill are returned, click the field box. This will then only return entries where Winston Churchill is mentioned in the heading or subheading, greatly increasing the likelihood of that entry actually being about him.
Narrowing or broadening your search terms:
There are five different ways to specify a search term.

1. **With all the words**
   If you enter more than one word in this search box, Credo Reference will only return entries that contain all your keywords in either the heading or body-text.

2. **With the Exact Phrase**
   Entering your keywords into this search box will only return entries that contain all your keywords in the order that you typed them. For example, if you searched for *strange fruits*, only entries containing those two words together in that order would be returned.

3. **With any of the words**
   If you enter more than one keyword in this box, entries containing one or more of your keywords will be returned. For example, using this option for a search on *Winston Churchill* will return results for *Winston*, *Churchill* and Winston Churchill.

4. **Sounds like the word**
   One of the ironies of many web-based dictionaries is that finding out how to spell a word can be a frustrating task, with searches for a misspelled word often returning no results. Credo Reference, however, is different, and allows you to use our dictionaries for a range of spelling checks. If you're unsure of how to spell a word, simply enter your best guess into this search box and click on the 'SEARCH' button. Credo Reference will then return words that are similar in spelling or sound to the word you entered.

5. **Without the words**
   Typing a word into this search box will then exclude that word from your search. For example, if you wanted to do a search on *Darwin*, but didn't want entries returned that also included the word *Charles*, simply enter *Darwin* into the "with all of the words" box (3) and *Charles* into this box. Credo Reference will then return entries for Darwin that don't mention Charles.
Are there any search tips I should follow?
Credo Reference recommends the following search tips:

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<th>Method</th>
<th>Examples</th>
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| Excluding words from a search | Use a minus symbol (-)         | Darwin –evolution  
|                             |                               | Returns entries that contain Darwin but don't mention evolution. |
| Restricting searches to entry headings | add h: before a search term | h:mars  
|                             |                               | Returns entries in the results that contain the word Mars in the entry heading. |
| If you’re unsure of a spelling | enter your best guess into the search field | psychologist    
|                             |                               | Returns Did you mean psychologist? or phycologist? or psychologists? or mycologist? or psychologism? |
| Finding an exact phrase     | place double quotation marks around your search terms | "strange fruits"  
|                             |                               | Returns entries containing strange and fruits in that order when they appear together. |
| Wildcard searching          | use an asterisk (*) within your keywords | *ology  
|                             |                               | - Returns a list of words that end in 'ology' |
|                             |                               | car*    
|                             |                               | - Returns a list of words that begin car |
|                             |                               | so*ism  
|                             |                               | - Returns all words that start 'so' and end in 'ism' |
What are gadgets and how do I use them?

Gadgets are quick ways to access information. They include:

- **Define**: look up a definition of any term or phrase in one of our dictionaries.
- **Person**: find information on any person in Credo.
- **Images**: search to find photos, illustrations or maps.
- **Pronunciations**: discover how to pronounce a term.
- **Crossword solver**: need help solving that crossword puzzle or solving an anagram. Use a question mark (?) in place of unknown letters; to solve an anagram, enter all the letters in any order.
- **Quotations**: find out who said a specific quote or all the quotes on a specific topic. Enter a specific person to see all their memorable quotations. This gadget searches all of our quotation titles.
- **Holidays and festivals**: need to know what happened on a specific day? Enter a date to see. Or, enter the name of a holiday to see when it takes places. All results come from the Holidays, Festivals, and Celebrations of the World Dictionary.
- **Conversions**: convert one unit of measurement into another – from centimeters to inches, Celsius to Fahrenheit, miles per hour to kilometers per hour, and more. (This gadget isn’t implemented yet.)

To access them, just click on the gadgets link in the top navigation bar. Then enter your search terms into the appropriate field and then hit the ‘enter’ key on your keyboard.

Want more flexibility about where you access the gadgets? Click on the ‘ˆ’ sign to open in a separate, floating window. You can even keep it open while you are surfing the web!
How can I narrow my searching to a specific reference resource?

1. To narrow your search results to a specific reference resource, either use the Advanced Search screen or select *Find a Book* from the menu bar.

2. On the Find a Book screen, you can look at resources by:
   - Subject
   - Title (A-Z)
   - Dewey classification
   - Library of Congress classification
   - Type of book: Atlas, biography, dictionary, handbook, etc.

3. Just scroll over a title to learn more about it.

4. Click on a title to access the book. You’ll then see a new search blank with the book listed afterwards. Contents, a more detailed entry about the book, Headings, People, Contributors and Images. Many links have scroll-over pop-up explanations.
How do I use the concept map?

The Concept Map is a visual map that displays how search terms and topics in Credo Reference are interconnected. The Concept Map displays the connections between search results in a visual, interactive and easy-to-use format. It enables users to quickly find information when they don't know what to look for, when they need topic ideas for papers or research projects, or want to expand their knowledge of a given area.

How to use the Concept Map:

- Enter your terms into the search box and click the Search.
- Rollover any word in the map to get a preview of an entry. Click 'Open Entry' to see the full-text in a separate browser window.
- Click on any term in the map to re-center around that term.
- The terms that you've visited are saved in a Nodes Visited list on the left side of the Concept Map. Click on any term to return to that view of the map.

To adjust the Concept Map:

- Use the Zoom feature to adjust the view of the map. Clicking the right arrow zooms in and clicking the left arrow zooms out.
- Use the Rotate feature to spin the map in either direction.
- Use the Link Levels feature to show more or less related items on the map. Clicking the right arrow increases the number of links and terms displayed while clicking the left arrow reduces the number of links.
What should I know about my results?

1. **Faceted browsing**
   Use our enhanced search results to limit your results by subject, type of entry, media, person or publication date.

2. **Heading**
   The heading is the title of the entry, and is your best guide to judging which entry you would like to view.

3. **Keyword in context**
   The search result will highlight your keyword within some of the entry’s text to enable you to see why the result has been returned.

4. **Extract from entry**
   Credo’s search results also include an extract from the entry that appear around your keyword to give you a flavor of that entry and allow you to judge which entries you would like to read further.

5. **Entry information**
   Credo’s search results show the length of an entry, number of images, subject and type of entry plus the book from which the result has been taken. This feature helps you know what information to expect before clicking.

6. **Save results**
   The check box next to each article allows you to save results as you research a topic. Add to your saved results simply by clicking the checkbox next to each entry in the results.

Credo search results are ranked so that the most relevant results are returned at the top of the first page of results. It is worth remembering, however, that valuable matches can still be returned lower down on the page and on subsequent pages, so going through these results can often be worthwhile. To view a search result, click on its heading.
What should I know the entry page?
The entries within Credo Reference are the electronic equivalent of the articles and definitions of information contained within reference books. Each entry page carries a great deal of information and features that enhance the electronic version.

1. **Entry heading:** The entry heading shows the title of the entry that you are looking at. Some entries also provide a sub-heading, which provide you with more detail on the entry.

2. **Cross-reference:** Cross-references that appear within the body of the text link to other related information within the same book as that entry.

3. **Email, Print, Save and Share**
   - **Email:** Clicking on this button allows you to email this entry to yourself or another person. You can send the full-text of the entry or just a citation.
   - **Print:** Clicking on this button will provide you with a printer-friendly version of the entry page. It provides you with all the information of an entry page but with the non-essential elements removed to aid quick and easy printing.
   - **Save:** Clicking on this button allows you to save the full-text of the entry as a text file.
   - **Share:** Clicking on this button will allow you to add this link to a social bookmarking or networking site like Del.icio.us or Facebook.

4. **Citation information:** View the citation for this entry in APA, Chicago, MLA or Harvard styles.

5. **Related entries:** Related entries are Credo Reference's special cross-references. While cross-references in the body-text of an entry link to related information within the same book, related entries link to related information contained in any book across the whole digital reference library.

6. **Adjacent entries:** Adjacent entries are the five entries from the book that you are looking at that appear directly before and after the entry you are viewing.

7. **Browse book:** Click on these links for more entries from the book you are currently viewing. Click to see a complete list of headings in the book, all the people mentioned or all the images.