


Introduction

A unique information service on the Web, KnowUK enables any number of users to search--quickly and simply--the most authoritative sources of U.K. reference information. The various methods of searching and locating information are outlined in this database guide.

Search all of KnowUK

This is the easiest way of using KnowUK. It searches across the whole site and returns the most relevant results back to you.

Search Tips

- Just enter the most important words for your search in the box – e.g. for the question **What is the address of the Scottish Parliament** you only need to enter **Scottish Parliament**.
- This search does not recognise common words such as **a, it, and, to, how, if, is, are**, etc., so there is no need to include them when you're searching.
- **Search all of KnowUK** will automatically find plurals of all words so, for example, searching on **party** will also find information on **parties**.
- **Search all of KnowUK** will also find different forms of the same word so, for example, searching for **browse** will also find **browser, browsers, browsing, browsed**, etc.
- **Search all of KnowUK** is not case sensitive so searching for **Welsh Assembly, WELSH ASSEMBLY** or **welsh assembly** will all return exactly the same results.
- Do a phrase search using quotation marks in the **Search all of KnowUK** box to cut down on the number of search results and to ensure that you get very specific results. For example, typing **"Glorious Revolution"** will find fewer results than **Glorious Revolution**.
- If you would like to find words that can sometimes have an apostrophe and sometimes not, e.g. **womens** and **women's**, try searching using truncation – entering **women*** in the search box will find both.
- Use the categories in the blue bar on the left of the **List of Results** page to narrow down very large numbers of search results by subject.
-  Try the same search in NewsUK? If you see this at the top of your **Search All of KnowUK** results it means that your library also subscribes to NewsUK, a database of over 50 national and local UK newspapers. Clicking on this link will automatically search for recent newspaper articles using the same search words.

Search a Category

Use the 15 category searches on the KnowUK home page if you have a subject-specific question, particularly if you want to search within particular titles. The categories in KnowUK cover the main areas of information contained in the site:

- Arts and Media
- Biography
- Courses and Careers
- Education
- Events
- General Knowledge
- Government and Armed Services
- Grants and Funding
- Health and Welfare
- Law
- Libraries, Museums and Archives
- Organisations, Associations and Charities
- Personal Finance
- Religion
- Tourism and Leisure

These searches work the same way as **Search all of KnowUK** with the exception of two specialised searches for the **Events** category and the **Courses and Careers** category. The main advantage of the category searches is that you can see which titles are available within a category, and select individual publications to search. Work through the examples below to familiarise yourself with each type of category search.

Search Tips

- Category searches work in much the same way as **Search all of KnowUK** so the same Search Tips apply. There are a couple of differences:
- If you don't select any publications using the checkboxes in the category searches, KnowUK will automatically search every publication in that category.
- The more search terms/options you choose in the **Events** and **Courses and Careers** searches, the fewer results you will get. It is often best to start off with a broader search using fewer search terms/options and then use the **Search again?** option to narrow down your search as required.

Advanced Search

Use **Advanced Search** if you want to select individual publications to search in across more than one category, and to take advantage of **Advanced Search Options**. It also enables you to select individual publications and to search for information within them, just as you would select publications off the shelf to answer a particular query. The **Advanced Search Options** underneath the search box are:



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- **All of these terms:** e.g. on a search for **Scottish Parliament** choosing this option will only find records that have both words **Scottish** and **Parliament** in them. This is the default search for the advanced search (and other KnowUK searches), so if you do not select a different option, KnowUK will automatically use this search.
- **Any of these terms:** e.g. on a search for **Scottish Parliament** choosing this option will find records that have both **Scottish** and **Parliament** in them and records that only have either **Scottish** or **Parliament** in them. Choosing this search option will usually mean a larger number of results.
- **Exact phrase:** e.g. on a search for **Scottish Parliament** choosing this option will only find records that have the words **Scottish Parliament** directly next to each other. Choosing this search option will usually mean a smaller number of results.

Search Tips

- Using Boolean terms in the **Advanced Search** box, such as **Scottish AND Parliament**, **Scottish + Parliament**, **Scottish OR Parliament** or “**Scottish Parliament**” will not work – you must use the search options underneath the search box.
- **Advanced Search** does not recognise common words such as **a, it, and, to, how, if, is, are**, etc., so there is no need to include them when you’re searching. (In the **environment planning and transport** search above, you could have just entered **environment planning transport**).
- **Advanced Search** will automatically find plurals of all words so, for example, searching on **party** will also find information on **parties**.
- **Advanced Search** is not case sensitive so searching for **Welsh Assembly**, **WELSH ASSEMBLY** or **welsh assembly** will all return exactly the same results.
- **Advanced Search** will also find different forms of the same word so, for example, searching for **browse** will also find **browser, browsers, browsing, browsed** – unless you use the **Exact Phrase** option.
- If you would like to find words that can sometimes have an apostrophe and sometimes not e.g. **womens** and **women’s**, search using truncation – entering **women*** in the search box will find both.
- If you do not select any publications using the checkboxes, **Advanced Search** will automatically search across all publications in KnowUK.

Local Information

Use the **Local Information** area of KnowUK to access a wealth of information about the places of the UK and to find services and facilities by location. The Local Information pages cover over 1,200 places in the UK. Each place has a page devoted to it, with a map, gazetteer description, images and a directory of local web links to other KnowUK pages and to editorially selected external websites covering:



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- Business
- Employment and careers
- Local press and media
- Leisure and tourism
- Local history
- Politics
- Social services
- Transport
- Weather

Browse All Publications

This area of the site enables you to browse through each publication in KnowUK, as if you were reading the actual book. This is useful if you want to read through something in more depth, rather than just search for a piece of information, particularly for publications like the *Which? Essential Guides* and *Rough Guides* where consecutive records within the book are often directly related (rather than those which are A-Z dictionaries or directories).

Using Life Events

Use **Life Events** to get further information and advice on the issues and problems in your life. **Life Events Topic Guides** provide information on the main issues, with links to further reading within KnowUK and in external websites. There are over 100 **Life Events** in KnowUK.

Life Events are divided into the following categories:

- Birth and Childhood
- Buying and Selling Property
- Education
- Living Together
- Marriage
- Pensions
- Renting Property
- Retirement
- What To Do When Someone Dies
- Work

Using Dictionary & Thesaurus

Whether you are trying to solve a difficult crossword clue or just want to know what a word means, the KnowUK **Dictionary and Thesaurus Search** allows you to look up words in the complete *Chambers Dictionary* and in the *Chambers Thesaurus*.



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Where to find help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

<http://www.proquest.com/go/training>

<http://www.proquest.co.uk/go/training>

By phone

In North America: 800-889-3358

Outside North America: 0880 220 710 (UK only)
+44 1223 271 496 (Outside of UK)