Edubase

<u>Getting started - Instructions</u>

1) <u>To open Reference Manager</u>
Start/Programs/Reference Manager/WinRM8

2) <u>To open Edubase</u>
File/Open Database/C:\Edubase\Edubase

The bottom half of the screen is the list of all the references in the database.
The top half of the screen displays the individual details of the reference that is highlighted in the bottom window.

3) <u>To retrieve groups of references</u>
References/Retrieve [or F4]

This opens a window with four columns; *connector, field, parameter and results*.

To retrieve all articles written or edited by 'Kallaway,P':
Type 'a' in the *field* box , click on *authors* in the pop-up menu, click enter.

In the *parameter* box, start typing 'Kalla..' and click on 'Kallaway,P.' in the pop-up author menu, click enter.

Click on the binoculars to start the retrieval.
This opens a temporary database called 'Retrieved' with all the references of Kallaway,P.

To get a subset of the Kallaway,P. reference set:
Click on *References/Retrieve* [or F4]
On the second line of the retrieve window in the *connector* box, type: AND (there is a choice of AND, OR and NOT)
In the *field* box type a letter, say, 'k', scroll down and click on *Keywords*, click enter.
In the *parameter* box type a letter, say, 'b', click on an appropriate keyword, say 'bantu education', click enter.
Click on the binoculars to start the retrieval. In the Results box the bottom figure in this instance will be 9.
Click on this box and the nine references that have both the keyword 'bantu education' and Kallaway,P. as an author will be displayed.