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1. Welcome to eLibrary

What is eLibrary?
eLibrary delivers quality, full-text and multimedia reference essentials to learners of all ages. The easy-to-use interface makes research easy. Students can find the answers they need from more than 1,500 full-text magazines, newspapers, books, and transcripts—plus thousands of maps, pictures, weblinks, and audio/video files. (An additional 600+ new full-text magazines and journals were added in September 2003.) Researchers can link to eLibrary 24 hours a day through any computer with web browsing capabilities, gaining access to thousands of top-quality sources and millions of documents.
eLibrary provides users with an efficient and intuitive online research environment. Because the system utilizes straightforward search and browse methods, users can begin conducting research with virtually no orientation and find documents within seconds.

To locate information, users browse through a diverse hierarchy of topics or send search queries in natural language or Boolean format. Advanced search methods and optional features enable the user to further refine a search query by limiting to a specific date, publication, reading level or Lexile (as determined by your local configuration settings), author, and more.

Supplemental resources and website links enhance the researcher's success, and several tools create a convenient searching environment.

What information is available in eLibrary?

Full-text documents and graphics

eLibrary offers millions of 100% full-text documents in many media types. This resource pool updates daily, ensuring access to the very latest information.

eLibrary includes:

- Popular magazines and scholarly journals – More than 1,500+
- Current newspapers and newswires – 230+ daily editions and additional services
- Television and radio transcripts from more than 130+ programs
- Audio and video clips – more than 17,000+ clips
- Thousands of full-color photographs and pictures from more than a dozen collections
- Full-color maps (5,300+) from 12 collections
- Hundreds of reference and historical books and documents
- Thousands of educator-reviewed editor’s choice websites

Other tools and features

Additional eLibrary tools enable users to continue the research process without interruption. Some of these timesaving tools include:

- Reference materials including a dictionary, thesaurus, several atlases and almanacs, encyclopedias, and other miscellaneous volumes
- Users can search by reading level or Lexile to access relevant, grade-appropriate information more quickly
- A place to collect interesting documents during a search session (My List)
A place to access a reading list related to a specific assignment, created by a teacher or library media specialist (BookCart)

Sort options to display search results in a preferred order

Saving, printing, and emailing capabilities

Context-sensitive online help

Additional educator and researcher materials can be found in our online Product Information Center and Library Support Center at:
http://www.proquest.com/go/pic
http://www.proquest.com/go/lsc

What does this manual cover?

Content
This manual explains how to use eLibrary to conduct research. The manual presents information in the chronology of a research session, and then ends with additional features and tools. Specifically, the manual follows the path below:

- Login procedure
- Navigational tips
- How to find a list of possible sources, both search and browse methods
- What to do in a search results list
- What to do in a full-text document
- How to use other tools and features, such as printing, emailing, and Reference
- How to cite online materials obtained from eLibrary
- An appendix providing Boolean search tips

Manual conventions
This manual uses an italic font to signify a button name, a text box label, a tab name, or an item listed in a menu. Text that the user types into eLibrary appears in this font.

Manual photocopy permission
ProQuest authorizes customers with current eLibrary licenses to photocopy this manual for use with educators and researchers.
2. Entering and navigating eLibrary

How to sign on to eLibrary

1. Connect to the Internet.
2. In your web browser, type the following web address:
   
   http://elibrary.bigchalk.com

   eLibrary CE customers log in using this web address:
   
   http://elibrary.bigchalk.com/ce

3. If prompted, type your user name and password into the appropriate fields, then click submit.

![Login page]

Navigational tips

Navigation bar

The navigation bar contains tabs that connect to the main sections of eLibrary. The navigation bar is visible from almost all pages of eLibrary, enabling the user to move directly from one section to the next.

![Navigation bar]

Additional information about these main sections appears below. After completing a search or viewing any item, use the back button in your web browser to navigate back one or more screen(s).
3. How to find information

Understanding the main search page

About the navigation bar tabs
The navigation bar contains tabs that connect to the main eLibrary sections.

- **search** tab – Links to the standard and advanced search methods (shown above)
- **topics** tab – Links to a research technique known as topic browse, wherein users browse through lists of topics and subtopics to locate information
- **reference** tab – Links to reference tools such as a dictionary, thesaurus, almanacs, atlases, encyclopedias, and more
- **my list** button – Connects to a temporary storage place for documents that a user wants to review later in the research session, or use in a bibliography
- **bookcart button** – Connects to a place for staffers to publicize a collection of resources
- **exit** button – Enables the user to log out of eLibrary, ending the research session
help button – Opens context-sensitive guidance on searching with eLibrary

About the standard search section
This section offers two search methods, natural language search and Boolean operators search. It also provides the selection list of media types to allow a researcher to select one or more sources. A user can perform simple or complex searches from this section.

About the advanced search section
This section provides additional search fields and drop-down options to further narrow a query.

How to use the standard and advanced search methods

Standard searching

1. With the search tab selected, type a search term in the search box. Users can format their search term(s) as a natural language question or as keywords linked by Boolean operators (AND, OR, NOT).

- Natural language examples:
  Why do snakes shed their skin
  What causes red tides

- Boolean operator examples:
  invention AND ginger NOT spice
  "umbrella tree*" OR schefflera
  soccer OR football NOT NFL

  See the Appendix for more details on Boolean operator searching.

2. Tell eLibrary which search term format you used by selecting either the Natural Language or Boolean Operator radio button. (Natural Language is the default selection.)

3. In the Choose sources section, check the types of media to be searched. (All media types are checked by default.) Notice the handy Select All and Clear All radio buttons to speed up this process, and the Recent (last 90 days) or All radio buttons to specify a publication timeframe.

4. Click the Search button. That’s it! Result pages containing up to 250 matching search results will appear. There are 25 results listed per page, with page numbers to allow you to navigate.
Advanced searching

Advanced searching also occurs on the search tab. It consists of additional search fields and drop-down options that refine the search. Each option is described below.

- **Emphasis On** – Allows the user to focus their search on business, health, peer reviewed and Spanish language content sources
- **Date Range** – Limits a search to a date or date range
  
  Open the *All Dates* drop-down menu to select a type of date range, and then type the date(s) to the right. (*All Dates* is the default.)
- **Document Title** – Searches just the titles of materials within eLibrary
  
  Type a title or portion of a title, and then click the *Search* button. This can be used as a stand-alone search method or in combination with other search methods.
- **Reading Level** – Limits a search to a specific reading level
  
  Open the drop-down box and select the appropriate level. (*All* is the default.) Note that the by grade option is selected by default. In order to change to order default settings, including Lexile, please refer to your local configuration settings. To learn more about local configuration, click here: [http://www.bigchalk.com/media/elibrary/LocalConfig.viewlet/LocalConfig_viewlet_swf.html](http://www.bigchalk.com/media/elibrary/LocalConfig.viewlet/LocalConfig_viewlet_swf.html)
- **Publication** – Locates materials from a specific source publication
  
  Type a publication name or portion of a name, and then click the *search* button. This can be used as a stand-alone search method, or in combination with other search methods. For example, you may wish to enter *water OR drought* in the *Enter keywords* field, and *Jerusalem* in the *Publication* field to find all references to water or drought in the *Jerusalem Post* newspaper. You may also browse all available titles by clicking the *Browse Publications* link.
- **Author’s Name** – Locates materials written by a specific author
Type a name, then click the search button. This can be used as a stand-alone search method or in combination with other search methods.

How to use the browse publications method
This search method enables the user to locate information from a specific source.

Main publication browse page

To locate a specific publication and issue

1. Select the search tab on the navigation bar, and then click the Browse Publications link near the bottom of the page. This opens the main Publication Browse page, shown above.

2. To locate a specific source title, use your vertical scroll bar to browse through the list of titles.

   OR

   If you want to browse within a particular alphabetical section, click the appropriate letter in the horizontal alphabet bar. This takes you directly to the first title listed under that letter. Scroll through that portion of the list to locate the desired title.

3. To change source types, click the desired source type icon at the top of the page.

4. Click the desired title to access a list of available issues for this source.
Notice that the most current issues appear at the top of the page. When prior years are available, they appear below. If you want an earlier year, click the down-arrow next to the year desired. Continue to click down-arrows until a list of available issues appears.

5. Select an issue to see a list of documents available from that issue.
How to use the topic browse method

This method locates materials that have been conveniently classified by topic. It also locates links to editor’s choice websites that ProQuest recommends to supplement the information found in eLibrary.

To use the topic browse method, click the topics tab on the navigation bar.

You can either use the Topic Search or Topic Tree method to reach information listed within a topic.

**Topic search**

1. Type a topic into the *Topic Search* box and click *Search*. This displays a list of paths leading to related subtopics.
2. Select the desired path by clicking the last subtopic in the path. A list of materials related to this subtopic will appear.

Notice that you can select any subtopic level; the further right in a path, the narrower the results.

**Topic tree**

1. Click a topic. This opens a list of related subtopics.

<table>
<thead>
<tr>
<th>English Language Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English as a Foreign Language (ELI/ESL)</strong></td>
</tr>
<tr>
<td>ESL Resources</td>
</tr>
<tr>
<td>English Instruction</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Practice</td>
</tr>
<tr>
<td><strong>Featured Topics</strong></td>
</tr>
<tr>
<td>Critical Reading</td>
</tr>
<tr>
<td>Grammar</td>
</tr>
<tr>
<td>Research</td>
</tr>
<tr>
<td>Rhetoric</td>
</tr>
<tr>
<td>Sentences</td>
</tr>
<tr>
<td>Style</td>
</tr>
<tr>
<td>The Writing Process</td>
</tr>
<tr>
<td>Vocabulary</td>
</tr>
<tr>
<td><strong>Grammar, Usage &amp; Form</strong></td>
</tr>
<tr>
<td>Capitalization</td>
</tr>
<tr>
<td>Grammar</td>
</tr>
<tr>
<td>Punctuation</td>
</tr>
<tr>
<td>Spelling</td>
</tr>
<tr>
<td>Word Usage</td>
</tr>
<tr>
<td><strong>History of English</strong></td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Middle English</td>
</tr>
<tr>
<td>Modern English</td>
</tr>
<tr>
<td>North American English</td>
</tr>
<tr>
<td>Old English</td>
</tr>
<tr>
<td><strong>Literature</strong></td>
</tr>
<tr>
<td>American Literature</td>
</tr>
<tr>
<td>Authors &amp; Poets</td>
</tr>
<tr>
<td>British Literature</td>
</tr>
<tr>
<td>Drama</td>
</tr>
<tr>
<td>Poetry</td>
</tr>
<tr>
<td>Resources</td>
</tr>
<tr>
<td>Special Subjects</td>
</tr>
<tr>
<td>World Literature</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
</tr>
<tr>
<td>Dictionaries &amp; Glossaries</td>
</tr>
<tr>
<td><strong>Words &amp; Vocabulary</strong></td>
</tr>
<tr>
<td>Acronyms &amp; Abbreviations</td>
</tr>
<tr>
<td>Denotation &amp; Connotation</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Homophones &amp; Homonyms</td>
</tr>
<tr>
<td>Practice Games &amp; Quizzes</td>
</tr>
<tr>
<td>Resources</td>
</tr>
<tr>
<td>Synonyms &amp; Antonyms</td>
</tr>
<tr>
<td>Words &amp; Usage</td>
</tr>
<tr>
<td><strong>Writing Technique &amp; Composition</strong></td>
</tr>
<tr>
<td>Forms of Writing</td>
</tr>
<tr>
<td>Resources</td>
</tr>
<tr>
<td>Special Subjects</td>
</tr>
<tr>
<td>The Writing Process</td>
</tr>
</tbody>
</table>

2. Click a subtopic; this may open an even narrower list of subtopics. Continue selecting subtopics until you reach a list of search results.
4. What to do in a results list

Understanding a results list
After a search or browse operation, the user comes to a page that lists the resulting items.

Sorting options section
The results list can be re-sorted several ways to suit your needs.

? To re-sort so titles from a specific source type display at the top of the list, just click the appropriate source type icon. The list immediately refreshes and places the selected source results at the top.

? To re-sort so the list displays results by relevance, publication date, size, reading level, title or publication, select the Sort results by drop-down box and select the preferred sort format. The list immediately refreshes to the requested sort format. (Relevance is the default sort.)

? To further refine your search, click the refine search button. The search tab will reappear with your keywords or natural language search terms automatically populated into the search box.

Reference desk picks section
If a search query matches documents within our reference section, then the related items display in this section on the right side of the page. Click an item to display the document, or click more… to display the full list of related reference matches.

Listing detail
Shown below are details for one search result.
Source type identification – This icon identifies the source type of the document. This example displays a magazine icon.

Document specifications – This section identifies how relevant this document is to your search, the date of publication, the reading level or Lexile score, and the file size in kilobytes.

- Relevancy can range between 1 and 100, with 100 ranked as the most relevant
- Reading level can range between 0 and 21, with 21 as the highest reading level
- Lexile Score can range between 200 and 1700, with 1700 as the highest reading level

Document listing – This section provides basic card catalog data, including document title, publication the document appears in, and author name(s).

Title link to full text – The document title links to the full text of the document. Click the title to access the full text of the item.

My List selector – This button adds or removes a document from My List, the temporary parking place for documents of interest. When the button displays a plus sign (+), it can be added to My List by clicking this button. When the button displays a minus sign (-), the document is already on the list and can be removed by clicking this button.
5. What to do within a document

Understanding a document page (print)
The format and features of each document (except audio/video clips) are shown below.

- **to best part** bull’s-eye icon – Skips to the part of the document that contains the heaviest concentration of your keywords
- **printer friendly version** option button – Reformats this document for efficient printing
  To print the reformatted document, use your browser print feature.
- **document info** option button – Displays the date of document publication and other relevant information
- **email** option button – Opens an email setup dialog box
  To email this document, fill in the requested data and click the *send* button.
- **add to my list** option button – Adds or removes this document from My List
  When the button displays a plus sign (+), it can be added to My List by clicking this button. When the button displays a minus sign (-), the document is already on the list and can be removed by clicking the button.
- **Document header** – Identifies the source of this document
- **Arrow icon** – Skips to the bottom of this document, to the previous full-text document, or the next full-text document
Reference lookup – Shortcut to look up terms that appear in the document

To look up a term in the document, highlight the word within document text, then click the reference tab. eLibrary immediately returns a list of reference results for that term.

Full text – Contains the entire text of this document

With a new and perhaps final phase of the U.S. and British search throughout Iraq for Saddam chemical, and biological weapons now well underway, it might be too early to reach a final ve weapons. But as each day passes with no evidence of a "smoking gun," the carefully worded the UN Monitoring, Verification and Inspection Commission (UNMOVIC) increase dramatically the Bush administration to declare that Iraq possessed weapons of mass destruction (WMD), only a few months of investigations and little practical help from either Iraq or U.S. intelligen
Understanding a document page (audio / video)

Working with an audio/video document page is the same as working with a printed document page, with one exception. The audio/video page includes an audio/video clip. The audio/video clip may be classified as “video” or “3D animation.”

Video format

The video version displays a view video icon within the document, as shown below.

Select the view video icon to open the video play box. Use controls near the bottom to operate the video.
3D animation procedure

The 3D animation format opens with a QuickTime logo displayed rather than the view video icon. Within a few seconds, the logo refreshes automatically to display the video through a QuickTime plug-in. If this plug-in is not installed on your system, a message appears to assist in the plug-in download process.

Some videos may appear with a view video icon to the right. If you wish to view in a larger, more flexible environment, click this icon; within a moment, the player opens in another window.

Screen captures of both of these examples can be found on the next page.
Friday marks 60th anniversary of Pearl Harbor.

DESCRIPTION: Animation opens with images of Pearl Harbor. Text animates on outlining facts of the event.

Nearly six decades have passed since the bombing of Pearl Harbor on December 7, 1941. Friday marks the 60th anniversary of the tragedy and what has become known as the "day that will live in infamy." Our animation takes a closer look at the attack on Pearl Harbor, "the bombing of Pearl Harbor."
6. How to use other features and tools

Editor’s choice website links
This feature contains active links to thousands of educator-selected websites covering more than 10,000 topics for K-12 study. These sites, useful to researchers, educators, parents, and administrators, have been judged by our reviewers to contain valuable, safe content.

Editor’s choice website links can be found in two levels within topics browse, in the listing of subtopics and also in any applicable results lists.

To view editor’s choice websites from a topics browse results list
1. In a search results list generated by a topics browse, click any of the available subtopics to bring up the relevant weblinks.

This takes you to the list of related documents and recommended website links.
2. Select a website link of interest. This opens the selected web page in a separate browser window. When you finish research in this website, close the browser window displaying the web page. This returns you to eLibrary.

**Reference**

The Reference feature is accessed through the *reference* tab on the navigation bar.

Reference contains reference sources to supplement research. These reference sources include such tools as a dictionary, thesaurus, encyclopedias, almanacs, atlases, an occupational handbook, dictionaries of science and medicine, and more.

For a complete listing of publications contained in the Reference, select the *View Reference Desk sources* link.

You can use Reference for standalone searches as explained below, or you can highlight a term in a document, and then click the *Reference* tab to quickly access any reference data available on a selected term.
To locate reference data in a standalone search

1. Type a keyword term in the Enter keywords box.
2. In the Choose sources section, check any boxes that you want to include in your reference search (by default, all sources are selected).
3. Click the look up button. A list of search results will appear.
4. Work with the search results.
My List

My List is a temporary storage place for documents that a user wants to review at a later time, or tag in order to create a bibliography.

Users can add or remove items from My List from a search results page or a document page by clicking the plus (+) or (after a plus is clicked) minus (-) icons found to the right of each item. Once a user is done adding items to a list, click the my list button in the upper right-hand corner of any page.

Any documents listed in My List are stored only for the duration of the research session; once the user logs out, My List automatically purges all data. However, the user can save the list as an HTML or text file, print the list, or email it to save the data.

The listing of materials in My List closely resembles a search results list. Note the following differences:

? Option buttons enable you to print, email, clear the contents of My List, or return to the last results list viewed

? Icons to the right of each listing only enable you to remove from the list

BookCart

BookCart is a place for teachers and librarians to publicize links to materials related to a specific assignment. To locate materials in BookCart:

1. Select the bookcart icon found in the top right-hand corner of any page. This accesses a list of all current BookCart lists.
2. Select the desired BookCart list. This opens a page that contains links to the materials. This page might include a list of sources, a reading list of specific documents, and a list of related websites, which open in a separate browser window.

To search for specific information within this group of sources and documents, type a keyword term into the Enter keywords box, and then click the Start Search button.
To review information in the source list or reading list, use the same techniques learned in the Browse/Search Publications section (page 8) and the search results section (page 14).

**Printing**
A *Print* button appears on documents and in My List.

**Emailing**
An *email* button appears in documents and in My List.

**Product Information Center**
In addition to the many resources available through eLibrary, other research sources and tools can be found online at our Product Information Center and the Library Support Center, located at: http://www.proquest.com/go/pic

Take advantage of supplemental curriculum materials and guides, educator’s guides, professional development resources, data sheets, title lists, citation instructions, product trials, and much more.
7. How to cite from eLibrary

The following citation guide demonstrates how to cite information obtained through eLibrary. This guide also resides online in printable format at the Product Information Center, along with citation instructions for our other K-12 products.

ProQuest’s recommended citation process

To cite eLibrary materials, follow this two-step process:

Step 1: Keep track of the information you find. Use the Add to My List feature and then print or email the list to yourself before leaving the computer. Or, write everything in a notebook. Keep everything in a single folder on your computer, or in a three-ring binder for safekeeping and teacher review.

Step 2: Create your citations. Ask your instructor whether she prefers standard MLA format or the updated, simplified ProQuest citation format. Both styles are shown below.

eLibrary source citations

Newspaper article

ProQuest style

Author's Last Name, First Name. "Title." Name of Newspaper. [Database Name] Date.

Coker, Margaret. "Fiery end drawing near for Russia's obstinate Mir." The Palm Beach Post. [eLibrary] 03.15.2001.

MLA style


APA style


Magazine article

ProQuest style

Author's Last Name, First Name. "Title." Name of Magazine. [Database Name] Date.


MLA style


APA style


Newswire

ProQuest style


MLA style

Book
ProQuest style
Author's Last Name, First Name. Title of Book. [Database Name] Copyright date.
If there's more than one author, invert only the first name as in Jones, Tom, and Mariea Berryman.
MLA style
APA style

Map
ProQuest style
Description of map location. Source. [Database Name] Date.
Quebec City Central Canada. MGMapsOfTheWorld. [eLibrary] 01.01.1996.
MLA style

Audio/Video
ProQuest style
Source. "Description of audio/video." [Database Name] Date.
MLA style

TV/Radio transcript
ProQuest style
Reporter/source. Description of programming. Source. [Database Name] Date.
MLA style

Picture
ProQuest style
Source. Description of picture. [Database Name] Date.


MLA style


Internet source citations

World Wide Web

ProQuest style

Website author. Title of Web page. [Web] Date of retrieval from the Internet. [Full Web address].


U.S. Congress citation structure

Originating body, Name of Sponsor, Person or Authority with their state, what they are sponsoring or speaking about. Date or Number of Congressional Session. [Web] Date of retrieval from the Internet. [Full Web address].

House of Representatives of the United States, Sen. Sheila Jackson-Lee, Expressing the sense of the Congress regarding the need to pass legislation to increase penalties on perpetrators of hate crimes. 107th Congress. [Web] 03.22.01 [http://thomas.loc.gov/cgi-bin/bdquery/D?d107:1./temp/~bdHt8N:.j/bss/d107query.html]

APA style


Email

ProQuest style

Sender Name [sender's email address]. Subject line of message. Recipient Name [recipient's email address]. [Email] Date of message.

The Math Forum [askdrmath@swarthmore.edu]. Re: Question about the history of algebra. Chris Noonan Sturm [cns@wentworth.k12.pa.us]. [Email] 01.10.2001.

Online images

ProQuest style

Image creator/source. Brief description of image. [Internet Image] Date of retrieval. [Full Web address of graphic/image].


Online sounds

ProQuest style
Sound creator/source. Brief description of sound. [Internet Sound] Date of retrieval. [Full Web address of sound].


**Online video clips**

ProQuest style

Video clip creator/source. Brief description of video clip. [Internet Video] Date of retrieval. [Full Web address of video clip].

Appendix: Boolean search tips

What is a Boolean operator search?
It is a search that combines keywords or keyword phrases with Boolean operators and wildcard characters to create a search string.

- **Keyword Term:** A word or phrase that you want to find within a document.
- **Boolean Operators:** A connective word or symbol used to explain how keyword terms relate to one another in a search string (AND, OR, NOT, parentheses, quotation marks, etc.).

Available Boolean operators and wildcard characters

**Boolean operators**
You need not capitalize the Boolean operators in eLibrary; however, it is recommended to help stay organized.

- **AND**
  Use this to retrieve sources that contain all the search terms connected by AND.
  
  Example: basketball AND girls AND college

- **OR**
  Use this to retrieve sources that contain at least one of the search terms connected by OR.
  
  Example: oxycodone OR percocet AND addiction

- **NOT**
  Use this to exclude inappropriate documents from your results.
  
  Example: monopoly NOT game

  This example locates all documents containing the word “monopoly” except those documents that also contain the word “game.”

- **ADJ**
  Use the adjacent operator to retrieve documents containing keyword terms in a specific order and proximity.
  
  Example: veterinary AND school ADJ 3

  This example locates all documents that contain the word “veterinary” followed within the next three words by “school.”

- **WITHIN**
  Use this operator to retrieve documents containing keyword term within a specific proximity—order does not matter.
  
  Example: military AND strategy WITHIN 3

  This example locates all documents that contain the words “military” and “strategy” within three words of one another.
Use parentheses to perform more complex searches by grouping portions of the search together.  
Example: (mobile OR wireless) AND telephone*
This example finds all documents that contain “mobile telephone,” “mobile telephones,” “wireless telephone,” or “wireless telephones.”

“” Use quotation marks to search for documents containing the exact phrase typed within the quotation marks.  
Example: “camp david”
This example finds all documents that contain the phrase “camp david.” Both words must appear together, in this order.

Wildcard characters
A wildcard is a character that represents any character within a keyword. eLibrary recognizes two wildcard characters, the asterisk and the question mark.

* Use this character to replace one or more characters at the beginning or end of a keyword or number. Use this when you don’t know the correct spelling, or when you want to include all possible word endings.  
Example: vaccin* to find all documents containing a word that stems from “vaccin,” such as vaccine, vaccination, vaccinations, and vaccinating.

? Use this character to replace one character in a word or number.  
Example: wom?n to find all documents containing the word “woman” or “women.”