

USER GUIDE for TES/Higher CD-ROM

(Times Educational Supplement + Times Higher Educational Supplement)

Contains full text of the news, features and editorial comments in the main editions of the *Times Education Supplement* and the *Times Higher Educational Supplement*. The time span is from 1994 to 2004, covering major issues of education and higher education in the United Kingdom.

1. Conduct a Search

(1a) Conduct a search by inputting Keyword, Publication, Headline Keyword, Byline, Subject/Section, Keyword in Table, and Date.

(1b) You can also choose search terms by pulling down the index column.

(1c) Click here to begin search

The screenshot shows the 'Search' window in the TES/Higher application. The search criteria are: Keyword: TUTITION FEE, Date: All Dates. The 'Search' button is highlighted with callout (1c). The search criteria list is circled in red with callout (1a). The index column on the right has a dropdown arrow with callout (1b).

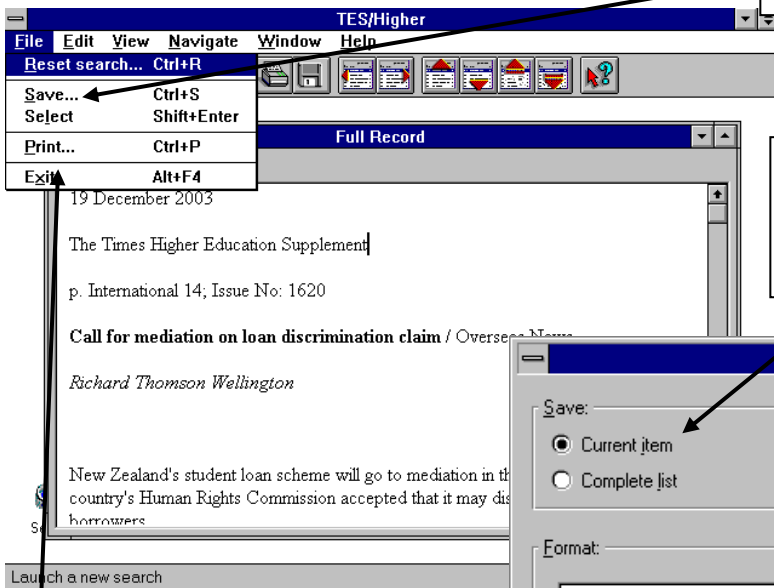
2. View articles

(2a) View the article in full text by clicking "View Full Record"

(2b) Click here to return to the search page

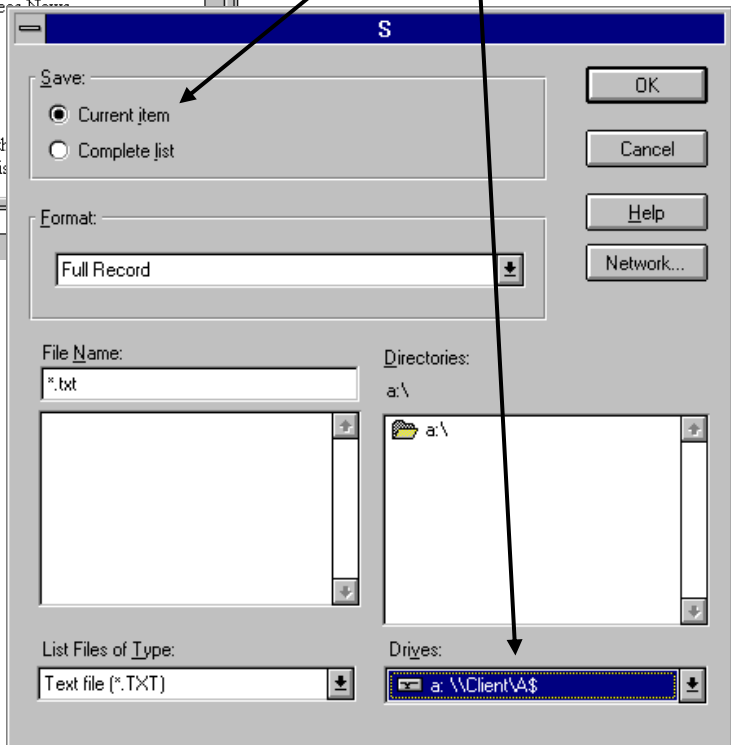
The first screenshot shows a 'Summary of Matches' window with search results. A 'View Full Record' button is visible at the bottom. Callout (2a) points to this button. Callout (2b) points to a 'View Full Record' button in a search results list. The second screenshot shows the 'Full Record' window for the article 'Call for mediation on loan discrimination claim' by Richard Thomson Wellington.

3. Save Search Results and Print



(3a) Click **File** and choose **Save**

(3b) Here you can choose to save the current item or the complete list of results. Then type a file name and select the drive to save to.



(3c) Select **Print** from the menu bar, and choose print current item or complete list.

