# American Government Database User Guide

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INTRODUCTION

Welcome to the user guide for the American Government database from ABC-CLIO. Taking a few minutes to tour the database using this simple guide will help you get the most this database has to offer. The American Government database is an innovative resource and curriculum-driven instructional tool. An abundance of authoritative and comprehensive content, along with customizing capabilities, makes this a total system solution for your American Government curriculum needs.

For more information on the American Government database or this user guide, contact us by phone at 1-800-368-6868 Monday through Friday, 7:30 A.M. to 4:00 P.M. PT, or by e-mail at service@abc-clio.com.

LOG-IN PROCESS

Accounts are given TWO types of usernames and passwords (or access codes):

Educator Edition (History Hub) code
This username and password combination gives educators access to History Hub—a separate website that allows educators and administrators to create Research Lists, align database content to their curriculum, set user preferences, access lesson plans, view account information, and much more!

Student access code
This username and password combination allows students to access the database from school or home.
**Student Access**  
Here are the directions students/public users should follow to access the nonstaff version of the American Government database.


2. On the American Government log-in screen, enter the username and password assigned to your class or nonstaff users.

3. Click the Log In button.

**Educator Access**  
This access code allows administrators and/or staff to access the History Hub website. Staff users may log in following the steps under Student Access above using the staff username and password, or they may log in through the Staff log-in page following the steps below.

1. Follow the steps under Student Access above, but direct the browser to http://databases.abc-clio.com.

2. From the Search all Databases page, click on the American Government icon that displays on the right side of the page.

3. Click on the History Hub link at the upper right of the database's home page.

4. On the staff log-in screen, enter the staff username and password you received from ABC-CLIO or your school's database administrator.

5. Click the Educator Log In button.

**Access for IP Address Users**  
If your database has been set up through an IP address, which does not require a username and password, follow the steps below to gain access to the database.


2. Click on the History Hub link at the upper right of the database's home page.

3. On the log-in screen, enter the staff username and password you received from ABC-CLIO or your school's database administrator.

4. Click the Educator Log In button.
Creating a Shortcut Link
To set up a shortcut link that will bypass the log-in screen:

1. Right-click on your desktop.
2. Select New.
3. Click Shortcut.
5. Click Next and type in a name for the shortcut.
6. Once you have named the shortcut, click Finish.

An icon for the shortcut will now appear on your desktop. Click the icon to automatically open the American Government home page.

Custom ABC-CLIO Link
To create a custom-designed ABC-CLIO American Government link, click on the User Guide link in the help menu. Select Log-In Process and use the link under the instructions for Creating a Shortcut Link.

Multiple ABC-CLIO Subscriptions
Users who subscribe to multiple ABC-CLIO databases can use a universal log-in screen to access their databases.

2. On the databases log-in screen, enter the username and password you received from ABC-CLIO or your school's database administrator.

If you are accessing through an IP address, you will not require a username and password. Simply direct the browser to http://databases.abc-clio.com.

Logging Out
Always remember to log out. To do so, click on Log Out. The initial database log-in screen will appear with the verification that you have logged out of this session displayed at the top. To regain access, you will need to log in again. Logging out is especially important for staff access users since anyone can access customizable tools from within the Educator Edition.

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HOME

When first logging in from the log-in screen, you are brought to the Home page. To navigate back to the home page from anywhere in the database, click on the ABC-CLIO SOLUTIONS logo in the main navigation bar at the top left of any page. Below is a brief description of the various sections of the database that can be reached from the Home page.

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**History Hub**
The History Hub website accessed through this link will help educators customize ABC-CLIO resources into teaching practices. See **Log-In Process** instructions above.

**Help**
This section provides a number of tools to make using the database easier for students and teachers.

**Log Out**
Automatically logs a user out of the database.

**Databases**

**Site Search**
This feature offers a text search of the database's contents. The results of the search will include reference articles from the Library and Topic Center.

**Advanced Search**
Click here to access such advanced search options as filtering and searching across multiple databases. [See Advanced Search]

**Explore Themes**
The Explore Themes feature allows users to select database topics. Use the two arrows located on the sides of the carousel of images to scroll through the themes. The theme highlighted in the center of the screen will have topics listed underneath the image; simply click on one of the topic links to access the content for that subject area. Alternatively, users can click on the See All Themes link to view all of the available themes on one page. Clicking on the V symbol will cause the topics under the main themes to appear.

**Explore the Library**
Use this link to search through each database’s vast library of reference items.
Tools for Students
This section provides tools and features to help students get the most out of Solutions databases.

- **Getting Started**: short video introductions to help students understand basic features and functions of the databases.
- **Research Tips** comprises the following:
  - **Tutors**: a series of brief, informational videos that focus on learning argumentative speaking and writing, using primary sources, and avoiding plagiarism.
  - **Wizards**: interactive writing tools that walk students through the prewriting stages for composing essays of various writing genres, including argumentative and explanatory.
- **Research Lists**: this resource is made available to students when a staff member on the account has created and posted a research list. Click the Research Lists icon to view the names of all research lists on the account, the staff person who created them, and the date they were last modified. Clicking on the name of the research list will reveal the titles of reference and curriculum items compiled for that list. Click on the title of a reference item to access it directly from the research list.
- **Ask the Cybrarian**: a source for online assistance that provides reference information, search help, and support via e-mail. If several reference searches have not yielded sufficient answers, the Ask the Cybrarian tool may be able to help. Questions are entered in the submission box and then sent to the Cybrarian, who will respond by e-mail to the sender, usually within one to three days.

Editorial Board
The American Government Editorial Board comprises master high school educators, academic subject specialists, professional librarians, and other content experts. Board members are carefully selected for their knowledge, experience, and unique insights on making history and learning accessible to students. Individually, board members contribute to the databases by taking turns writing a column throughout the school year that features topics of interest to students. Together, they help determine the editorial scope and direction for each site, consult on new content types, and advise ABC-CLIO on new directions in their fields.

News You Can Use
This section features articles on important current events, with the purpose of connecting students to the ongoing issues affecting their world. The articles can cover a wide range of topics, including arts and entertainment, politics, science, and sports. In addition, they explain the significance of the event and its connection to history, helping students understand how the past can illuminate the present.
EXPLORE THEMES

American Government is a broad subject area that lends itself to many topics for exploration. Users may view these topics through the Explore Topics section. Clicking on one of the topics will give users access to a number of materials related to that topic, each of which provide an in-depth investigation of a particular theme, including textual, video, and assessment material.

Select a topic by clicking on it from the carousel of images on the Home page. Clicking on a topic takes the user to that subject’s Topic Center page, which serves as a hub for material related to that topic. The Topic Center is comprised of an introductory Topic Center Overview essay designed to help students obtain a general understanding of the subject at hand. To the left of the Overview is a navigation column containing the Explore, Analyze, and Topic Center Library sections, which provide topic-specific curriculum, critical thinking, and reference.

![American Government Page](http://american政府.abc-clio.com)
**Topic Center Overview**
The Overview serves as an introduction to the chosen Topic, establishing key terms, concepts, and themes. The purpose of the Overview is to provide a "big picture" perspective of a particular topic. This broad essay sets the stage for students to be able to understand the topic in greater detail through reference entries and other resources available in the Topic Center. Links within the Overview text itself connect relevant terms to additional information.

**Change Theme and Topic**
If a user wishes to change to another Theme or Topic Center, simply click on the dropdown arrows on the upper left of the page to see selections for another Theme or a Topic Center within the featured Theme.

**EXPLORE**
The Explore section houses the core instruction on a topic. Click on the (V) symbol to access an Overview essay, between 3–5 Course Essentials videos, Outlines and Transcripts of the videos, and Vocabulary terms.

**Course Essentials** offer in-depth video presentations about the selected Subtopic. Each Course Essential features an opening and closing video in which a master teacher introduces the Subtopic and then reiterates what the student has learned. At the core of Course Essentials is a set of 3–5 short audio/video slideshows exploring essential aspects of the topic. Narrated by master teachers, these videos cover key information and concepts and feature photographs, illustrations, and maps to provide visual and aural dimensions to the presentation of the concept.

**ANALYZE**
The Analyze section of the Topic Center provides in-depth explorations of important questions that have sparked scholarly debate and which remain enduring issues for academic study. Content in the Analyze section offers multiple perspectives to an issue and challenge students to clarify their thinking on an issue. There are two major types of Analyze formats:

**Perspectives** offer multiple scholarly explorations of a topic, with the following components:
**Key Question**--The Key Question section introduces users to a thought-provoking question around which each Analyze is structured. A key image appears with accompanying introductory and contextual information.

**Background Essay**--The Background Essay gives students the context to understand the Key question, providing users with information on important individuals, organizations, movements, events, and places associated with the question.

**Scholar essays** (Point of View, Defining Moments, Interpreting Events, Pro/Con, Literature Connections, Document Study)--This section is the heart of each Analyze module, providing a set of expert analyses of the topic. At the end of each essay is an About the Author box that highlights each scholar's educational and professional qualifications and achievements.

**Doing More**--The final section of each Analyze encourages the exploration of other facets of the topic by providing users with discussion questions or activities suitable for use in a classroom environment. The Doing More section also suggests additional secondary resources that will help users explore the topic in more depth. These resources are divided into online and print materials. All exterior links are carefully vetted for usefulness and reliability.

**Primary Source Connections** challenge students to answer key questions related to the Topic Centers by examining both primary and secondary sources.

**Key Question**--The Key Question section introduces users to a thought-provoking question around which each Primary Source Connection is structured.

**Primary and Secondary Sources**--Lists the primary and secondary sources--in separate sections--that students will need to examine in order to answer the Key Question. Each primary source has an individual guide inserted in the upper left corner of the screen to help analyze the source. Each guide is unique to the source (document, image, audio, etc).

**Using the Evidence**--This section asks questions that will help students tie all the analysis and evidence gathering together in order to submit well-thought out answers to the Key Question.

**CLIOVIEW**
The CLIOview feature allows for easy comparison of state information. Users may select one or more states to compare using up to three categories of statistical and political data, including population, governor, and federal tax revenues, among many others.

1. Click on the **CLIOview** link under the Analyze section.

2. Select states from the **States** list on the left by clicking on one or more state names. (Use the Shift key to select an alphabetical block of states, or the Control key [Command for Macintosh users] to select numerous states not in an alphabetical block.) Add to the **Selected States** list on the right by clicking on http://americangovernment.abc-clio.com

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Add. Similarly, states may be removed from the list on the left by clicking on the state name and clicking on Remove. Add All and Remove All will add or remove all items from a list, regardless of selections made. Click Submit when all desired selections have been made.

3. Selected states will display in an alphabetical list. From the drop-down menus above this list, choose up to three categories of statistical and political data to use for comparison. Click Submit.

4. States and their specific statistical and political data will appear in an alphabetical list. This list can be sorted by any of the data categories selected.

5. To change the data categories, select another category from one of the drop-down menus and click Submit.

Results can be printed, organized by either state or category. Click one of these options from the Print Display Options and click Print Page to print information. Results may also be organized and viewed in graph format (bar graph, line graph, and pie chart). Click on Graph Results to make graph selections.

**TOPIC CENTER LIBRARY**

Research contains the numerous reference items students need to better understand the topic. All of the material in this section has been carefully curated by subject experts and includes links to information essential to each Topic. Research consists of the following sections:

**General Resources**
This section contains reference material organized into four categories: Reference Articles, Biographies, Facts & Figures, and Glossary Terms. Click on the V sign to the right of each category to see a listing of entries.

**Media**
Here users will find links to Photos and Illustrations, Maps, Flags, Video, Audio, and other media. These links add additional visual and aural components to the Topic.

**Documents**
This section includes links to primary source documents in the American Government database that will help broaden the user's understanding of the topic through first-hand accounts, opinions in court cases, speeches, and other types of primary sources.

**LIBRARY**
Click on the link to Additional Resources to access the vast library of reference entries related to the specific Topic Center that you are at.
RESOURCES FOR STUDENTS
At the bottom of each Topic Center page, users will find tools and interactive content designed to assess their knowledge and expand their research. The resources here include:

Check Your Understanding
This new assessment feature lets students test what they have learned in the topic. You may need to disable popups in order to access the quiz. Each quiz consists of 15-20 multiple choice questions, plus questions based on primary source texts and the close reading of secondary sources in the database. In cases where students answer the question incorrectly, the quiz directs them to the page in the database where they can find more information about the topic. At the end of the quiz, students will be able to see their total score, with a pass rate of 60%. In addition, they have the option to review all of the questions and compare their answers to the correct answers.

Primary Sources
Clicking here will give students a list of select primary sources available in each database. These lists are carefully curated by ABC-CLIO editorial staff and will include highlighted primary sources—for example, letters, speeches, or quotes—that are specific to each time period or topic.

Interactive content
This section consists of a module featuring a variety of fun, interactive “buckets” of information designed to stimulate interest in a topic and to enhance understanding. Information displayed in this module will vary from topic to topic and will also rotate occasionally. Categories include:

- At the Movies—cinematic connections to each topic
- Literature Connections—list of books that will help enhance understanding of the topic
- Poll—quiz asking students key questions about the topic, encouraging deeper thinking and involvement; students can also see how classmates voted on a poll
- This Day in History—key dates of significance to a topic
- Weird Words—interesting vocabulary related to a topic
- What Is It?—image that isn’t always clear on first viewing, along with guesses as to what the image is
- Who Isn’t in This Image?—image that encourages visual literacy by asking students to look deeper into a photograph and realize the historical events surrounding it
- Who Said It?—quiz on famous quotes that provides several choices and the answer
TOOLS
Solutions databases employ various tools to help students navigate through and make the best use of our content:

- **Save**
  Clicking on the Save icon on the top, right-hand portion of your screen allows users to save a PDF file to the Cloud using one of two options: Google Drive or Dropbox. Users must have an account to these services in order to save files to them. Certain browsers may not support this functionality; if this is the case, the save button will be grayed out.

- **Email**
  Click on this icon on the top, right-hand portion of any page to email content from that page.

- **Print**
  The print icon is located next to the Email icon and allows users to print the main window of each page.

- **Cite**
  The Cite icon shows users the three most common forms of citation for the article being referenced: MLA, Chicago, and APA. Users are also able to export the entry to either EasyBib or RefWorks citation creators.

- **ReadSpeaker (Listen)**
  ReadSpeaker allows text in the database to be read out loud. For more information about this function, see the ReadSpeaker/Translation tool tab in the Help menu.

- **Translate**
  Clicking on the Translate button will translate the text on the page to one of 10 languages. Users can also click on a language with the ReadSpeaker function to have it read back in that language.
SITE SEARCH

Whether users are beginning a significant research project or verifying a few facts, the Site Search function is a good place to start researching. To search by text, enter a word or phrase into the Site Search field and click the SEARCH icon. Search results are grouped into reference (Library) and curriculum (Topic Center). Clicking on the Topic Center will give users a wider view of the search term, including contextual information. Search results can be sorted by relevance or title (alphabetical order). To further narrow a search, use the Filter option. To do this, select the time periods and categories that are of interest and click on Filter. You can also click on the boxes next to search results to save, email, or print a group of entries, and educators that are logged on with the educator password can add the selection to Research Lists.
Advanced Search
The Advanced Search function allows users to preselect their search criteria based on the type of resource they are searching for as well as the time period they would like the results to correspond to. The Library section includes General Resources, Media, and Document options, while the Topic Center includes the key time periods featured in the database. To search, enter a topic into the advanced search field and then select a specific category or categories from either the Library or the Topic Center or both. Users also have the option of searching across ABC-CLIO databases that they subscribe to by clicking on the Search across all databases link.
Terms of Use
States and clarifies the database's legal terms of use and copyright rules.

Privacy Policy
This section provides information about ABC-CLIO's privacy policy. ABC-CLIO is committed to protecting the privacy of visitors to its databases. Personally identifiable information is not collected unless willingly provided by database visitors. ABC-CLIO requests that students under the age of 13 ask their parents or teachers for approval before sending any personally identifiable information.

MARC Records
This link leads to a page with downloadable MARC records for ABC-CLIO databases. Select the appropriate products and click the Get MARC Records button.

About
This section provides information about ABC-CLIO, a publisher of educational and reference products, as well as information on the editorial team behind the database.

Databases
Quick access to subscribed ABC-CLIO databases and the Multiproduct Homepage.

Customer Support
Quick access to contact information for technical support or customer questions.

Help
Quick access to the Help section.

HELP
The Help section provides access to FAQ, Tech Notes, ReadSpeaker/Translation, the User Guide, and Ask the Cybrarian.

FAQ
Lists the most frequently asked questions users have about the database.

Tech Notes
Gives information on system requirements, plug-in updates, and downloads.

ReadSpeaker/Translation
Provides details regarding the use of the ReadSpeaker and Translation tool functions.

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Contact Us
Gives contact information for ABC-CLIO Customer Service and Tech Support.

User Guide
Helps users learn how to use and stay current with the database.

Ask the Cybrarian
The Ask the Cybrarian tool is an online guidance source that provides reference information, search help, and support via e-mail. If several reference searches have not yielded the answers you need, you may want to try the Ask the Cybrarian tool. Questions are submitted in the submission box and then sent to the Cybrarian, who will respond by e-mail to the sender, usually within one to three days.

Cybrarian Q&A
Frequently asked questions about the Cybrarian and their answers are posted for quick reference.

Shortcuts & Logos
This page provides directions to add a shortcut to ABC-CLIO's databases onto a desktop or to add hyperlinked logos for ABC-CLIO's Social Studies Databases onto a web page.