

MENTAL MEASUREMENTS YEARBOOK

A USER'S GUIDE

What is the Mental Measurements Yearbook?

- The *Mental Measurements Yearbook* takes the place of the print resource, *Tests In Print*.
- It serves as an index to the print version of the *Mental Measurements Yearbook*.
- It includes full reviews for tests included in yearbooks 9-16.

Accessing it:

1. Go to <http://library.olivet.edu>
2. (click on) Library databases-alphabetical
3. (click on) Mental Measurements Yearbook

Advantages:

- *Access Mental Measurements **off-campus**
- *You don't have to come to the library
- ***Search** for a test from **all available yearbooks at once**

Searching

**The database defaults to the Advanced search.

There are two ways to search for a test:

1. **Go to "Search Fields", then check the box that you would like to search.**
 - "Descriptor" is equivalent to a subject search.
 - If you searched in "Title" the keywords are found only in test titles.

2. **Use the keyword search (default).**

After you've completed two searches, you'll have a "Combine**" option. This great feature allows you to narrow your search.

The "Limit**" option is also very useful because you can limit your search to a specific subject area or yearbook.

Mental Measurements Yearbook online allows you to search the **16th yearbook that isn't in print yet!

Setting Up An Account

Creating an account allows you to access your saved results from previous searches.

We recommend that you take the time to set up an account.

Username: no spaces (ex. Jsmith)

Password: must be 6-8 characters

Saving Searches

- Make sure the search results you would like to save are displayed on the screen.
- Click on "save search history."
- To save a search history you must provide a title for the searches.

**You can save your searches temporarily (24 hrs) or permanently.

*Note: The default is "**temporary.**"

Another feature worth noting is the "Email Jumpstart**" option. This allows you to email your searches to yourself or a colleague.