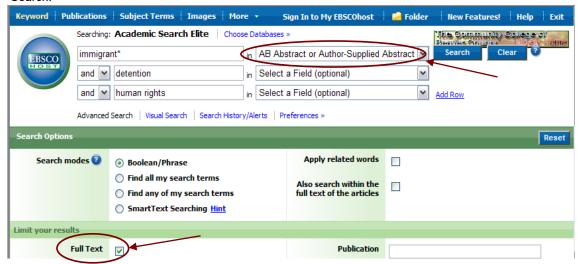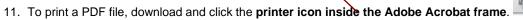# CCBC LIBRARY
Locating periodical articles using online databases

USING EBSCOHOST (multidisciplinary and subject-specific databases; including newspaper, magazine, scholarly journal articles, images and book chapters).

1. Go to the CCBC Library web page at **http://www.ccbc.edu** and choose **Library** from the top menu.
2. Select **Research Tools** from the menu on the right.
3. Scroll to **Research Databases**
4. Click the "Connect to EBSCO".
5. At the next page, enter your CCBC username and password (the same used for email and Blackboard) If you are off campus, enter your complete CCBC email (@ccbc.edu) and password.
6. Use the top link: "EBSCOhost Web."
7. At the "Choose Databases" page, check which databases to you wish to search. Read the descriptions and check as many databases as you need. Click "Continue."
8. Click the "Advanced Search" link; enter your search terms in the text boxes; use the drop-down arrow to select a field to search ("Abstract" is recommended). Limit your results to "Full Text" so you can read and print your articles off the computer. Click "Search."
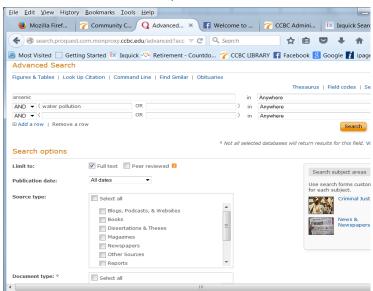

9. At the next screen, you will see the results of your search. (If you do not get any results, see the librarian). To read a summary of the article, click on its   **title**; to read the article, click the "HTML Full Text" or "PDF Full Text" link.
10. To print an HTML file, click the printer icon and   then the Print button at the next screen. Click OK.
11. To print a PDF file, download and click the **printer icon inside the Adobe Acrobat frame**.
12. For more information, click the "Help" link on the top of the page or see the librarian.

USING PROQUEST CRIMINAL JUSTICE PERIODICALS AND NEWSPAPERS (New York Times and Wall Street Journal)

1. From the "Research Databases" heading, click "Connect to ProQuest" and enter your CCBC logon.
2. At the Basic Search screen, enter your topic. To combine multiple keywords, click the "**Advanced Search**" tab
3. Limit results to full articles by checking the "Full text documents only" box.
4. Click "Search."
5. The next screen will show the results of your search. To read the articles, click on their title.
6. If results are not satisfactory, try one of the "**Related Searches**" listed on the top of the results page; or use the features on the "**Search Options"** pane below to narrow results.
7. For more information on searching ProQuest, click the "**Help**" link on the top of the page or see the librarian.

USING FACTS.COM (news headlines, overview of controversial topics, pros and cons, statistics, science topics)
1. Scroll down and click the "**Connect to Facts**" link.
2. If you have not decided on a topic, scroll down and browse the "**Issues by Subject"** list.
3. Enter your topic in the Basic Search box. Use quotation marks for two- or three-word phrases. E.g., "school choice"; "stem cell research."
4. At the results screen, click on the titles to see the articles.
5. For more information on searching Facts, click the "Help" link on the top of the page or contact the librarian.

USING NexisUni (national and international newspapers, news wires and television broadcast transcripts; quotes and opinion polls; legal information, including text of legal cases; business news and company information)

1. Under the "**Databases heading, scroll to** "Connect to NexisUni."
2. Enter your topic in the "**Academic Search**" box.
3. To locate the latest news items on a current issue, use "**Search the News**". Select the you wish to search, and specify a date limit.
4. For more specific research, use "**Look up a Legal Case**" or "**Get Company Info**" tabs.
5. For more information on Lexis-Nexis, click the "Help" link on the top of the page or see the librarian.
6.