

NEWSBANK

PHILADELPHIA INQUIRER 1981-CURRENT NEW YORK TIMES 2000-CURRENT (includes the Book Review and Magazine)

These databases provide complete full-text content of local and regional news, including community events, schools, politics, government policies, cultural activities, local companies, state industries and people in the community. Paid advertisements are excluded.

There are two ways to search.

Keyword Search

- **Type** in words or phrases that describe your subject; you can connect terms with **AND, OR, NOT**. Phrases can be searched by putting the phrase in quotation marks, e.g., "gun control".
- Select the article display you prefer, either ranked by relevance or chronological order.
- Search may be limited by date range; choose either past 3 months, past 6 months or all documents.
- View search results by **clicking** on **Search**.

To Use Keyword Search

- Enter your search term in the "**Search for**" box.
- Select whether you want to see **Best matches first** (results will be ranked) or **Most recent matches first** (results will be listed in reverse chronological order).
- To view search results, **click** the **Search** button.

Customized Search

- Allows for a more efficient and precise search.
- **Type** in words or phrases and connect terms with Boolean operators, **AND, OR, NOT**.
- Searchable fields are customized to the database chosen, may include: **ALL TEXT, TOP-ICS, LEAD, HEADLINE, DATE, SOURCE**.
- Each search field in the database can be searched by itself or in combination with other fields.
- Search may be limited by dates, e.g., Jan 3 2001 to Jan 15 2002, 5/2/2000-6/30/2002.
- Results are presented in reverse chronological order so that the most current articles are listed first.

To Use Customized Search

- Enter your search term in the input box.
- Select a field to search from the drop-down menu on the right.
- Add more fields and terms with the additional input boxes and drop-down menus.
- The default search operator between fields is **AND**. Use the drop-down menu on the left to change the operator.
- You may also type a search operator directly into the input box.
- Limit your search to a date range by using the **Limit Search By Date** box.
- To view search results, **click Search**.

- **Click the clear button** to clear the search boxes and start a new search.

HOW TO USE THE DOCUMENT DISPLAY

After you click a headline title in the list of search results, a new page displays the full-text of the document.

From this page you can use the various navigation buttons to:

- to edit your search,
- return to the list of results,
- display the next or previous document,
- e-mail the document,
- display the document as text-only.

HOW TO PRINT, SAVE AND E-MAIL ARTICLES

Use the browser's **Print** function to print articles. **Click File**, select **Print**, then **click Print**.

To **save** articles to a disk, **click File**, select **Save as**, **click** the box next to **Save in** box, select **3 1/2 Floppy A:**, **click Save**.

Tip: *Newsbank* advises choosing "**Text Only Display**" when saving or printing.

To **e-mail** articles, **click** on the **e-mail icon** then type in the e-mail address. Check the appropriate box to have the e-mail sent in either html format or text format and then **click** the **Send** button.

HOW TO CITE THE DATABASE

To cite newspaper articles in the format recommended by the Modern Language Association (MLA), each citation should include:

Author name (if available). "Article Title." Newspaper Title Date, edition, section (if available): page (or number of paragraphs if unavailable). Database Name. School or Library name, City, State. Date Accessed. <<http://infoweb.newsbank.com/>>.

Example:

Peres, Judy. "Couple's Divorce Entangles Frozen Embryos." Chicago Tribune 7 Aug. 1999, Chicagoland final ed., News sec.: 1. NewsBank NewsFile Collection. Central H.S., Our Town, CA. 16 Aug. 1999. <<http://infoweb.newsbank.com/>>.