

## INSTRUCTIONS FOR SEARCHING NEWSBANK INFOWEB

1. Using the Internet, enter the address: <http://infoweb.newsbank.com>. Press “Enter.”
2. You may be asked for a User Name and Password to access “*NewsBank InfoWeb*.” Refer to your handout titled **Remote Access for SIRS, NewsBank InfoWeb and NC LIVE** for the current User Name and Password or contact Huskins Library Circulation Desk (704-878-3271 or rklett@mitchellcc.edu).
3. The *NewsBank* introductory screen includes “Welcome Mitchell Community College” and a list of the available databases: *NewsBank Academic Library Collection, Business NewsBank, America’s Newspapers, NewsBank Retrospective, and America’s News Magazines*.
4. Within each database, you will find some variations in the search method but the basic method of searching is the same throughout each database.
5. This exercise will include a specific search method for finding information on a specific subject. This will help familiarize you with basics of searching *NewsBank Info Web*.
6. For this exercise, you will be searching the database, “*NewsBank Academic Library Collection*,” so click on “**NewsBank Academic Library Collection**.”
7. At the search screen, in the “*Search*” box, click on the “down arrow.” This will give you the option of searching individual subject categories (Economics, Education, History, etc.) or searching “all categories” for articles pertaining to your subject.
8. For this exercise, click on “**all categories**” which is the default search and provides the most extensive search for your subject.
9. Click inside the “**for**” box and type in your subject. **For this exercise**, your subject is **bird flu**.
10. In the “**Return**” box, click on the “down arrow.” This gives you the option of searching for articles that best match your subject (*Best matches first*) or the most current articles written about your subject (*Most recent matches first*) displayed in reverse chronological order.
11. For this exercise, click on “**Best matches first**” which is the default search and is usually the best option for subject searching.

12. In the “**from**” box, click on the “down arrow”. This gives you options for limiting your search to a specific data range (*the past three months, the past six months, the past twelve months, or all documents*).

13. For this exercise, click on the “**past twelve months**” which is the default search.

14. In the “**Limit to**” section, you have the option of searching individual formats: newspapers, magazines, newswires and broadcasts, documents, and science digests. Unless you specify a particular format by clicking in the box next to it, all formats will be searched.

15. For this exercise, you will be searching all formats which is the default search. Click the red “**Search**” button.

16. This page displays the search results for your subject including:

- **The title of the article** (printed in blue)
- **The date of the article**
- **The source of the article** (title of the newspaper, magazine, etc. in which the article was published).

17. For this exercise, select an article and click on the **title** of the article.

18. This page displays:

- **The name of the database you used to retrieve your article** (located at the top of the page, in the center of the bright green section, in bold white letters) (Ex. NewsBank Academic Library Collection)  
**NOTE: The name of the database is necessary when citing sources for essays and research papers**
- **The search box**
- **The source information**
- **The full-text article**

19. **Source information (located directly below the search box) includes:**

- **Title of the article** (in large, bold letters) (ex. **Detective for Christ**)
- **Source of the article** (title of the newspaper, magazine, press release, etc).

If the name of the magazine, newspaper, etc. includes “*Section*,” or “*Edition*,” this is not considered part of the title. Examples:

- Newsweek Edition – *Newsweek* is the name of the magazine, not Newsweek Edition

- Business Week Section – *Business Week* is the name of the magazine, not Business Week Section

- **Date of the article was published** (in italics) (ex. August 8, 1997)
- **Edition** (if given) (ex. Final)
- **Section** (if given) (ex. Health)
- **Page numbers(s) of the article** (if given) (ex. Page: 70-73)
- **Author** (if given)
- **Volume and Issue Number** (if given) (ex. Volume 140, Issue 10)

**NOTE:**

**The source information is necessary when citing sources for essays and research papers.**

20. The full-text article follows immediately after the source information.

21. To print this article:

- Click on “**File**” in the top left corner of the screen.
- Click on “**Print.**”
- Click the “**Print**” button at the bottom of the “Print” screen.

22. If you wish to return to the “**search results**” to find more articles on your subject, click “**List**” (highlighted in blue) located above the source information or at the bottom of the page. This will take you back to the list of articles on your subject.

23. To end your search, click the “**Home**” icon in the menu options.