

INSTRUCTIONS FOR SEARCHING NC LIVE

1. Using the Internet, enter the address: www.nclive.org and press “Enter.”
2. You may be asked for a user ID and Password to access “NC LIVE.” Refer to your handout titled **Remote Access for SIRS, NewsBank InfoWeb and NC LIVE** for the current ID and Password or contact Huskins Library Circulation Desk (704-878-3271). You may also email your request to rklett@mitchellcc.edu.
3. The “**Welcome to NC LIVE**” introductory screen provides a brief description of NC LIVE and allows you to search for your subject in several different ways:
 - “**Browse by Subject**” (located in the gray box on the left side of the page): This search allows you to search individual databases by the title of the database.
 - “**Browse by Type**” (located in the gray box on the left side of the page): This search allows you to choose the type of format (magazines, journals, newspapers, books, etc) for information on your subject.
 - “**EZ Search**” (located in the middle of the page): “EZ Search” searches over thirty different databases at once. Because “EZ Search” covers a wide spectrum of resources, it is the preferred method for searching.
4. To use “**EZ Search**,” click in the search box (beside the blue arrow), and enter your subject.
5. Below the search box, you have the option of choosing the method you wish to use for searching your subject: **All Words, Any Words, Exact Phrase**.

All Words: “EZ Search” will search for articles that contain each of the words you typed but not necessarily in any particular order. Example: If you enter the subject **bird flu**, “EZ Search” will bring up any article that has the word “bird” and the word “flu” anywhere in the article.

Any Words: “EZ Search” will look for articles with any one or more of the words you typed. Example: If you enter the subject **bird flu**, “EZ Search” will display every article that has the word “bird” in it and/or every article that has the word “flu” in it. Your search results will be larger but also less accurate.

Exact Phrase: “EZ Search” will only look for articles having the exact phrase you entered (the words will appear together in the article in the same order in which you typed them). Example: If you enter the subject **bird flu**, “EZ Search” will display only those articles that have the words “bird flu” together as a phrase,

with no other words in between. Your search results will be more accurate with this method.

6. Choose a search method and click the button located to the right of it. Click **“Search.”** (*Searching may take a few minutes. As long as the hourglass is moving, databases are still being searched*).
7. Search results for articles found in specific databases about your subject are displayed on this page. Results include:
 - **“All Records Found”** – displays the number of articles (records) found within each database
 - **“Limit to”** – allows you to choose only the full-text articles within each database
 - **“Database”** – indicates databases in which articles on your subject can be found
 - **“Description”** – provides a brief description of each database
8. Choose the database you wish to search and click on “Full-Text” located beside the name of the database.
9. When searching is complete, your search results for full-text articles found for your subject will be displayed.
10. Each article includes:
 - **Article number** (articles are arranged numerically): (ex. 1. 2. 3. etc.)
 - **Title of the article** (underlined and displayed in blue letters): (ex. Bird Flu)
 - **Author of the article** (if given) (ex. Goble, Nora)
 - **Name of the source** (magazine, newspaper, etc.) of the article (ex. Newsweek)
 - **Date of the article** (ex. 7/24/2006 or Jul2006)
 - **Volume and Issue number** (ex. Vol. 18 Issue 8)
 - **Page number(s) for the article** (ex. P65-67)
 - **Length of the article** (ex. 3p)
 - **Article identification number** (ex. AN21945257)
 - **Format in which an article is displayed** (“HTML Full Text” or “PDF Full Text”)
11. Choose an article and click on the **title of the article**. *Clicking on the **title of the article** provides you with the complete source citation.*

12. This page displays the source citation. *The following items, within the source citation, are necessary information when citing sources for essays and/or research papers:*

- **Title of the article** (in bold letters)
- **Author(s)** (if given)
- **Source of the article including:**
 - **Name of the magazine, journal, etc.** (displayed in blue letters)
 - **Date of the article** (ex. 8/12/2006 or Sep/Oct2006)
 - **Volume & Issue number** (if applicable): (ex. Vol. 12 Issue 15)
 - **Page number(s) of the article:** (ex. P32-35)

- **Database** (*the last item listed within the source citation*) – *When citing sources from NC LIVE, you must know the name of the specific database used in searching for your article).*

13. Immediately following the source citation, **the full text article may or may not be displayed.**

14. **IF THE FULL-TEXT ARTICLE IS DISPLAYED** and you wish to print the article:

- Click on “**Print**” (highlighted in blue letters beside the printer icon) located above the source citation or below the full text article.

- At the “**Print Manager**” screen, in the “**Articles**” box, you will find:
 - The number of items to be printed
 - The “Print” button
 - The option to “Estimate Number of Pages” you will be printing
 - “HTML Full Text” – the printing default format
 - “Standard Field Format” – printout includes a “detailed citation and abstract”

- Click the “**Print**” button.

- The “**Print**” screen will be displayed.

- Click the “**Print**” button at the bottom of the “Print” screen.

- The printed article provides you with the source citation at the beginning of the article followed by the full-text article.

If you wish to return to the “Result List,” the find more articles on your subject, click on “**Back**” (highlighted in blue) located in the top or bottom left corner of the article.

Click on “**Result List**” (highlighted in blue) toward the top or bottom left of the screen.

To end your search or to create a new search, click on “**New Search**” (highlighted in blue) located toward the top right of the screen above the green bar.

15. **IF THE FULL-TEXT ARTICLE IS NOT DISPLAYED**, this indicates that the article is a “**PDF**” format, which means that the article will be displayed in the original magazine or newspaper format.

16. The “**PDF**” format **will not** include the source citation so before you access the original article, you will want to print the current page which displays the source citation.

17. **To print the source citation:**

- Click on “**Print**” (highlighted in blue) beside the printer icon located above or below the source citation.
- At the “**Print Manager**” screen, in the “**Articles**” box, you will find:
 - The number of items to be printed
 - The “Print” button
 - The option to “Estimate Number of Pages” you will be printing
 - “Standard Field Format” – printout includes a “detailed citation and abstract”
- Click the “**Print**” button
- The “**Print**” screen will be displayed
- Click the “**Print**” button at the bottom of the “Print” screen.

18. **To access the “PDF Full Text” article:**

- Click “**Back**” (highlighted in blue) located in the top or bottom left of the “*NC LIVE*” screen. This will return you to the article citation.
- Click on “**PDF Full Text**” (highlighted in blue letters) located above and/or below the source citation.
- This page will display the full text article in the original format.

To print this article, click on the “**Printer**” icon located immediately above the article.

- The “**Print**” screen will be displayed.

- Choose your print options and/or click the “OK” button located at the bottom of the “Print Screen”
- The printed article will print out in the original format.

If you wish to return to the “*Result List*” to find more articles on your subject, click on “**Result List**” (highlighted in blue) toward the top left or the bottom left of the screen.

To end your search or to create a new search, click on “**New Search**” (highlighted in blue) located toward the top right of the screen above the green bar.

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.

I INSTRUCTION FOR SEARCHING SIRS

1. Using the Internet, enter the address: <http://sks.sirs.com>. Press “Enter.”
2. You may be asked for a Customer # and Password to access “SIRS.” Refer to your handout titled *Remote Access for SIRS, NewsBank, InfoWeb, and NC LIVE* for the current Customer # and Password or contact Huskins Library Circulation Desk (704-878-3271 or rklett@mitchellcc.edu).
3. On this page, click on “**SIRS Knowledge Source**” (printed in blue letters).
4. This page, “**SIRS Knowledge Source Comprehensive Search Portal**,” displays a “**Search**” section to perform your search and a “**Databases**” section listing the available databases to search.
5. In the “**Search**” section, when searching a subject, you have the option of searching by “**Subject Headings**” or “**Keyword/Natural Language**.” *Keyword/Natural Language* allows you to enter any combination of key words and phrases and will provide the most extensive search for your subject.
6. For this exercise, you will be searching by keyword so click the button next to “**Keyword/Natural Language**.”
7. Click in the “**search box**” at the blinking cursor and enter the subject or key words you wish to search.
8. You also have the option of sorting your results by “**relevance**” or “**date**.” Searching by “**relevance**” will give you articles that contain the most keywords or phrases within the articles that match your subject and is also the default search. Searching by “**date**” will list the articles in chronological order beginning with the most recent articles on your subject.

9. Select the sort method you wish to use and click the button located to the left of your choice.
10. In the selection listing the databases, **the default search includes searching all databases listed in the databases section** (*SIRS Researcher, SIRS Government Reporter, and SIRS Renaissance*).
11. For this exercise, all available databases will be searched for results so click the **“Search”** box located in the “Search” section. ****For future searches, if you do not want to search all databases, click on the individual database you wish to search.*
12. This page will display search results by the **title** of the article (highlighted in blue) along with a summary of the article.
13. For this exercise, **select an article and click on the title** of the article.
14. This page displays the source information for the article followed by the full-text article.

The source information includes:

- **Source of the article** (title of the magazine, newspaper, etc.) in capital letters (ex. USA TODAY, LOS ANGELES TIMES, DISCOVER)
- **Date the article was published** (ex. Oct. 7, 2003; May/June 2004)
- **Page number(s) of the article** (if given) – Page numbers will be indicated in one of the following ways:

p. 23

n.p. (indicates no page number given)

pp. 6-7

p. 39+ (the plus sign indicates that the article continues on another page but may be consecutive pages)

- **Title of the article** (in large, bold letters) (ex. **A Graying Audience**)
- **Author(s) of the article** (if given) (ex. By Jordan Mason)

NOTE:

The source information is necessary when citing sources used in writing essays and research papers.

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

15. **When documenting an article from *SIRS*, you must know and cite the name of the specific database used in searching for your article.**
16. **BEFORE PRINTING THIS ARTICLE, CLICK ON THE “CLEAN COPY FOR PRINTING” ICON LOCATED, WITHIN THE SET OF ICON, TOWARD THE TOP AND AT THE BOTTOM OF THE *SIRS* SCREEN. UNLESS YOU CLICK ON THE “CLEAN COPY FOR PRINTING” ICON, YOU WILL NOT HAVE THE NAME OF THE DATABASE PRINTED ON YOUR PRINTOUT.**
17. This page will display the source information, the full-text article and the database used in accessing the article.
18. Scroll down to the very end of the article. You should see the date that the article was accessed and the name of the database from which the article was accessed. Example:

Accessed on 9/22/05 from *SIRS* Researcher via *SIRS* Knowledge Source
<<http://www.sirs.com>>

- The date the article was accessed was 9/22/05.
- **The name of the database**, from which this article was accessed, **is *SIRS* Researcher**

NOTE:

*“via *SIRS* Knowledge Source <<http://www.sirs.com>>” is not part of the database name.*

19. To print this article, click on the **“Print”** icon at the top of the *SIRS* screen.
20. Click the **“Print”** button at the bottom of the “Print” screen.
21. To return to the list of articles for your subject, click on the **“Results List”** icon.
22. To end your search, click the **“Home”** icon in the menu options.