

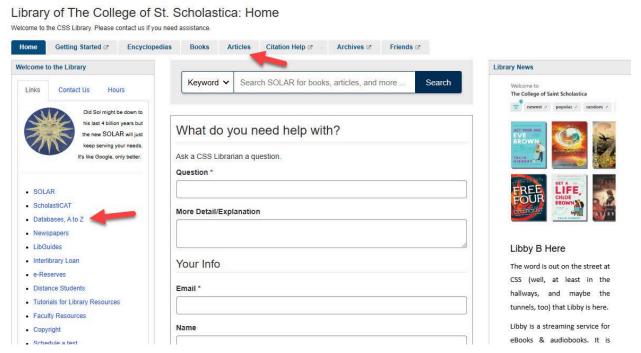
NEWSBANK

This database contains the full-text of over 600 American newspapers, including the *Duluth News-Tribune* from 1995 to current and the *St. Paul Pioneer Press* from 1988 to current.

Accessing the Database

Go to the Library Homepage css.edu/Library

Select *Databases, A to Z* from the column on the left or click on the *Articles* tab at the top.



Once on the Articles page, select the database you are interested in either by finding it in the *Best bets* tab or else by clicking on the *Databases*, *A to Z* link for an alphabetical listing of all the databases the Library subscribes to.

If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.

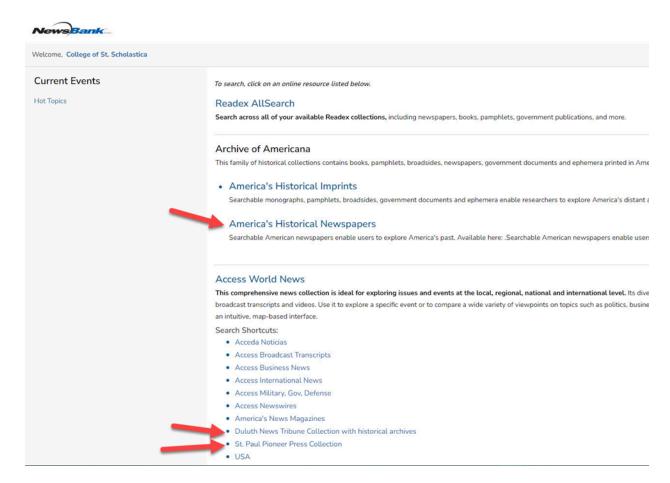


If you are off campus and not already logged in, you will be prompted to log in. Enter the username and password you use to log in to Brightspace or your CSS email. If you have trouble logging in, please contact the IT help desk: cssitservicedesk@css.edu or use their page in my.CSS

Searching

Homepage

Click on the title of a newspaper such as *Duluth NewsTribune* to go right to that one to search for an article or click on *Access World News* to search all of them. Click on *America's Historical Newspapers* to search Minnesota newspapers from 1849-1922 or on *America's Historical Imprints* to search 30,000 images of rare printed documents such as playbills, menus, music programs, postage stamps, genealogies, advertisements and more.



Main Search Screen

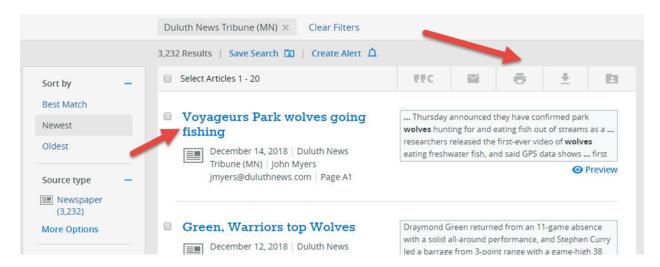
Enter your search term and click the Search box. Click on Advanced Search to get to an advanced search screen where you can combine search terms.



Results List

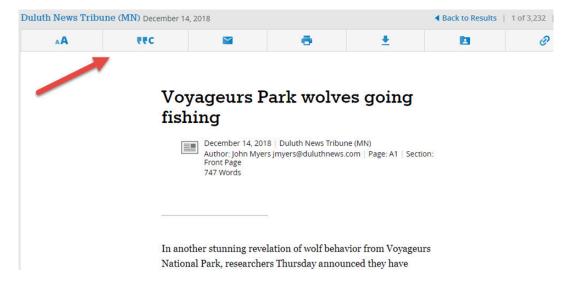
you will see a list of citations. Click on the title of the article to view the full text. Click on the box in front of the title of the articles to select them and then on the links in the upper right corner to cite, print, email, download, or add to a folder those selected articles.

Click on the links in the sidebar on the left if you wish to view your results by year or source type.



Sample Article

Click on the title of the article to view the complete text. Click on the links above it cite, email, print or download the article.



Exporting Citations to EndNote

(see <u>instructions for EndNote</u> for information on how to use this program)
Sample Article

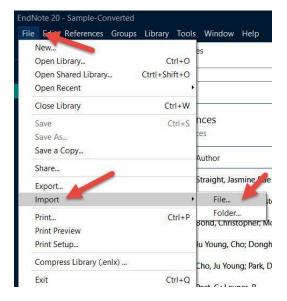
View the complete text of the article by clicking on its title in the results list. Click on the links above the title to cite, email, print or download the article.



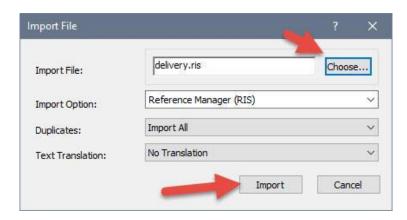
Click on the Save button when you have selected where you wish the file to be saved.



Open the EndNote library you wish to add the citation to and in the File tool bar option, select Import and File...



Click on Choose... to select the file you just saved and click on Import once you have selected it.



Your citations will now automatically be added to your EndNote library.