

1 Start from the Hennepin County Library homepage.

Address: [www.hc.lib.org](http://www.hc.lib.org)

Navigation: CATALOG | MY LIBRARY | INTERNET SEARCH | KIDS | TEENS | REFERENCE & READING | LINK CENTERS | LIBRARY INFORMATION | EVENTS & CLASSES

Reference Tools menu:  
Library Catalog  
Reference Tools  
Ask a Librarian  
Internet Search  
Website Catalog  
Library Catalog

Reference Tools icon highlighted with a red circle and the number 2.

Text box: Get answers to your questions online. We "chat" with you in real time and send you web pages via your browser while we're chatting. Take advantage of this exciting new service Monday-Thursday 3-9 p.m. and Fridays 3-5 p.m..

July 2, 2002

2 Click the "Reference Tools" icon. Then, at the Reference Tools screen, click "Magazines and Newspapers."

or  
From the Reference & Research tab, select "Reference Tools" and then "Magazines and Newspapers".

## REFERENCE TOOLS 3

### Magazines & Newspapers

3 Scroll down and click on the index you would like to search. The following full-text indexes are excellent:

- Business & Company Resource Center
- Computer Database
- Expanded Academic ASAP
- General Reference Center Gold
- Health & Wellness Resource Center
- Informel! (Spanish language)
- ProQuest

These are all available at the Library and, with a Hennepin County Library card, from home or office or school.

### Basic Search Tips:

- Locate the "Search" box. This is where you type in the term(s) you want to find articles about. Terms can be people (Jay Leno), places (Paris), things (vacuum cleaners), issues (gun control) or concepts (peace).
- In many indexes you can checkmark a box to limit your search to "full-text articles." This means that all of the results you get will be full-text online. If you check this box and get no results from your search, try again with the box unchecked.
- Close to the search box you will find a button for starting the search. Most often these buttons say "Search" or "Go." Click there to start your search.
- If your search words match a subject words in the index, you will see a list of topics and subdivisions to choose from. Review this list and click the topic that looks best to you.
- If your search does not match any subject words in the index, it will search in the article titles and abstracts and display articles it finds there.
- Search results will show article titles, the magazine they are in, the date they were published and author if known. Results will usually be displayed with the most recent articles first.
- Use the "Back" button at the top of the screen to go back from an article to the list of results. You can even go all the way back to the search box and try a new search.

### Star Tribune & Pioneer Press:

- Indexes to both papers are listed under their names in the "Magazines and Newspapers" listing of Reference Tools.
- You can search the archives and read articles full-text at any Hennepin County Library.
- From home, office or school you can search for citations; however, free full-text articles are not available remotely from our web site.