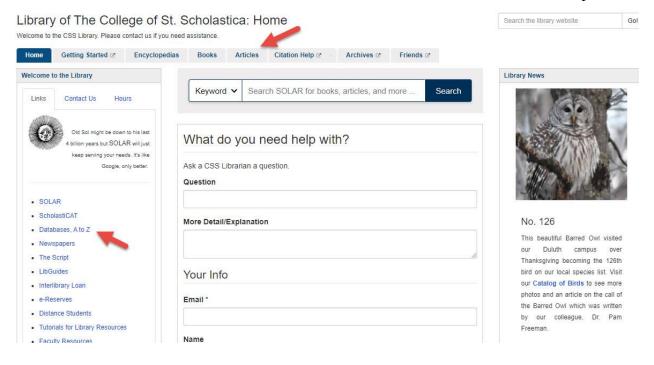


## Science Direct

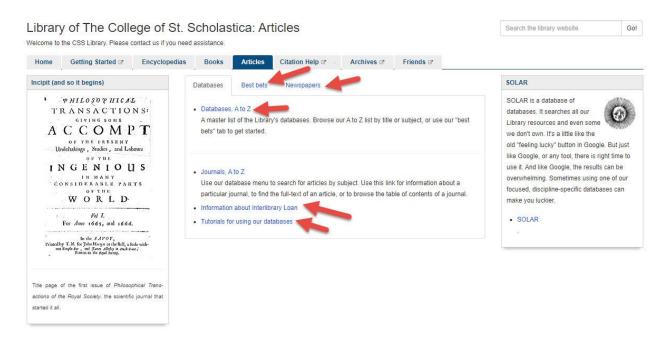
### Accessing the Database

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 Articles page, select the database you are interested 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, when you click on the title of the database, this window will automatically pop up:

## Database Access via The College of St. Scholastica Library



Enter your Novell username and password (what you use to log in to Brightspace, your CSS email, or any computer in a lab on campus).

\*\*Note: If you have trouble logging in, please contact the IT help desk (<a href="helpdesk@css.edu">helpdesk@css.edu</a> or 218-723-7007).

#### Searching

Main Page – Enter your search in any of the search fields using information that you know such as a keyword or journal title and then click on the magnifying class. Click on the *Advanced search* link for more search options.



Advanced Search Page - Type your search terms onto the lines for however you wish to search for your articles such as by keyword, author, journal, etc.

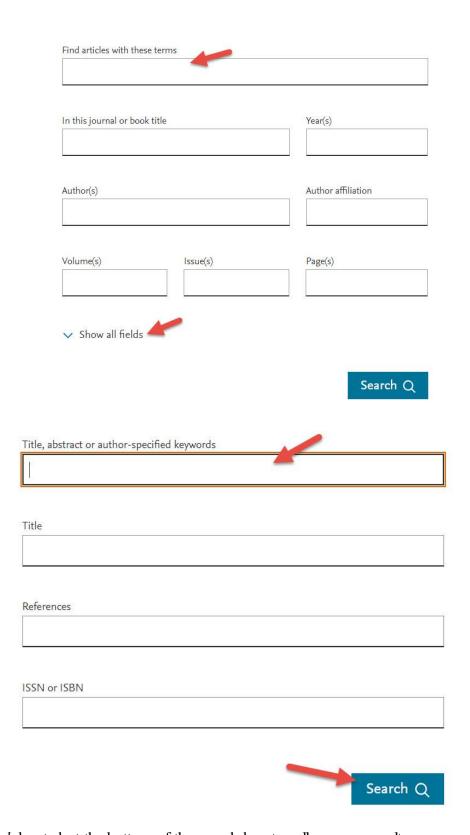
You can also combine terms to narrow your search - combine multiple terms, synonyms, and alternate spellings by using the Boolean terms AND, OR, NOT. These terms can help you to broaden or narrow you search.

AND – narrows searches by combining terms. Citations must have all your terms to be included in results list. Ex. Data compression AND Music.

OR – broadens searches by searching for all terms separately. Citations will have either term. Ex. Higher Education OR College

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but NOT the second term. Ex. Dogs NOT Poodles, Management Styles NOT TQM

Place these Boolean terms ALL IN CAPITAL LETTERS between your search terms.



Click Search located at the bottom of the search box to pull up your results.

#### Results List

Results Screen – you will see a list of citations. Click on the article titles to view the full-text. Mark articles you are interested in my checking the boxes before the titles, and then above the results you can export citations or download the PDFs for those available full text.

See the column to the left to refine your results by year, article type, publication title, etc.

Above the results are suggested publications for your topic and to the right are suggested topics that are linked.

Below each article citation you will see some or part of the following choices:

View PDF – an exact replica of the article scanned in from the journal.

Abstract -a summary of the article.

Extracts – select related parts of the article

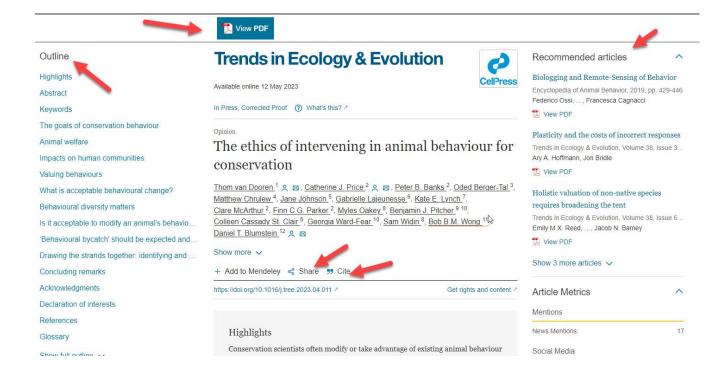
Figures – photos, charts, and graphs included in article

Export – Export citation to RIS allows it to be imported to EndNote (see end of tutorial for more information on that.)



# Sample Article

Click on *View PDF* at the top to view the article as a scanned in reproduction from the actual journal that you can then download. You can also click on the *Share* link to email the article or click on *Cite* to send the citation to EndNote. The article's outline is in the left hand column with links to navigate through it. To the right, see links to recommended articles and articles that cited this one in their paper.



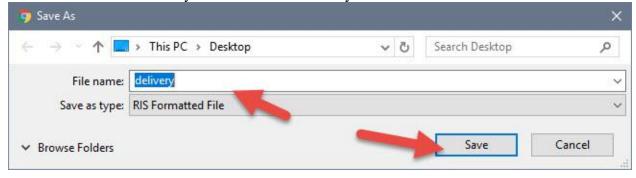
#### Exporting Citations to EndNote

(see instructions for EndNote for information on how to use this program)

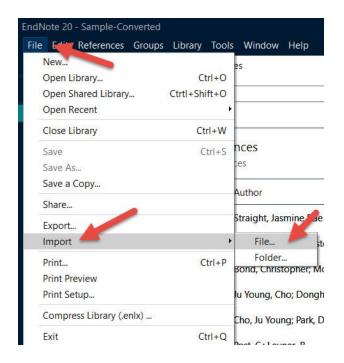
Click on the Cite link below the article's title and then select Export citation to RIS for EndNote.



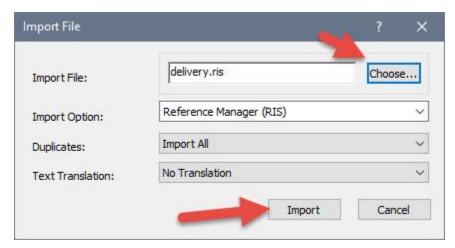
Click on the Save button when you have selected where you wish the file to be saved.



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.