Finding Newspaper Articles in a Database

Getting to the Databases
1. Sign into myCommNet, OR go to step #3.
2. Click on My Library Info, then choose the Asnuntuck Community College Library. Skip to step #4.
3. Go to https://asnuntuck.edu/student-resources/library/. Scroll down and select Library Databases by Subject. If you are not on campus, you will be asked to log in.

   **Search Library Databases by Subject**
   
   Library Databases by Subject

4. This takes you directly to the library’s database page. Scroll down to **Newspaper Articles**.

<table>
<thead>
<tr>
<th>Newspaper Articles</th>
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<tbody>
<tr>
<td>New York Times</td>
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<tr>
<td>Historical Hartford Courant</td>
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<tr>
<td>Newspaper Source Plus</td>
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</tbody>
</table>

Choosing a Database
Follow one of these four steps based on your needs.
1. Choose one newspaper (e.g. Hartford Courant if you are looking for a local topic, or Wall Street Journal for business).
2. Newspaper Source Plus will take you to EBSCOhost. Follow the EBSCO directions if you prefer that database.
3. Choose ProQuest Newspapers—this will include Hartford Courant.
4. ProQuest Historical Newspapers are part of ProQuest Newspapers. These include Hartford Courant articles 1764 from to 1923. Use the direct link or access through ProQuest Newspapers.
Define Parameters
Begin by clicking on Advanced Search

1. Click the box to Limit to: □ Full text
2. Publication date: select or define parameters based on assignment

3. Source type—Magazines and/or Newspapers
4. Document type—Article

5. Databases—unselect ProQuest Historical Newspapers to eliminate Hartford Courant articles before 1923

Conduct Your Search
1. In the search box, type one or two keywords that define your topic (e.g. toll roads).
   a. A single word (e.g. racism) may result into many articles; instead, use “racism in healthcare.” Do not type a question; databases do not function like Google or Siri.
   b. As you type, suggestions will appear—consider these too.

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2. Click the green **Search** button.

   ![Search button]

**The Results**

1. The icon tells you the format—newspaper, magazine, blog, etc.

   ![Image of newspaper icon]

2. Look at the article title (in blue), newspaper title (in bold) and date of publication. Do they fit what you wanted to find?

3. Expand **Show Abstract** to see a summary of the article.

   ![Abstract summary]

4. To view the entire text of the article, click on **Full text** or the article title. Some databases may use “PDF” as the link to the full text article. (The Full Text in gray on the right indicates that the article exists in full text.)

   ![Article text]

**I Want this Article!**

1. Popular options to save/send the article are in the upper right corner of the screen when you are viewing the Full Text of the article. Click on the one you want to use.

   ![Options icons]

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2. If you choose Email or Print, be sure to include the citation in your desired format. MLA 8th Edition and APA are most commonly used.

3. The “All Options” icon from step 1 provides the following options. You will need a Gmail account to use Google Drive; Asnuntuck does not use Google Classroom. You can access Microsoft OneDrive with your student ID and password.

For Further Assistance
1. Use the “Ask a Librarian” feature from the college or library home page to start a live chat with a Connecticut Community College librarian.
2. Email the library staff at AS-LRCREF@acc.commnet.edu.
3. Make an appointment to meet with a library staff member during library hours.

Note: chat and library hours are subject to change. Please check the Asnuntuck Community College library website for the latest hours.