



## Finding Full Text Magazine and Newspaper Articles Resources for State Employees Guide

### Access State Library Databases for State Employees via OhioLINK

1. Get a State Library of Ohio card at: <http://www.library.ohio.gov/PCS/statepatron>
2. To begin looking for magazine and newspaper articles from the State Library website go to: [www.library.ohio.gov](http://www.library.ohio.gov)
3. Click on the 'State Employees' tab on the top menu bar

### Find Full Text Magazine Articles

1. If you are not in the State Library select '[Access OhioLINK databases from any other location](#)'
2. Select your institution – “State Library of Ohio” then click on ‘Submit’ button
3. **Authentication Form:** Please enter the following items then click on the ‘Submit’ button  
Enter your name: last name followed by first name (e.g. Smith Jane) \_\_\_\_\_  
Enter your Unique Patron ID# (last nine digits) \_\_\_\_\_

Now you are ready to start searching for full text articles...

4. Select “List by Name”
5. To search popular magazines select “MasterFILE Premier”. \*It is an EBSCO database.

Looking for articles about high speed rail?

- Type in search box: **high speed rail** -> select **Full Text** in the *Options – Limit Your Results* menu -> select **Search**
- You will see different file formats: HTML Full Text, PDF
- Select the file type you would like to view
- You will have the option to print or save the article
- To return to the results select **Return to Results List**
- If you would like to continue searching before deciding what to do with the results, you can put articles into a folder.

Looking for articles about product safety?

- Select Advanced Search
- Type in first search box: **product safety** -> **Su Subject Terms**
- and **drywall** -> **TX All Text**
- Document type: **Article**
- Published **2007 – 2009**
- Search
- Limit results – **Full Text** -> update results

\**MasterFILE Premier (popular magazines)* provides full text for more than 1,900 general reference, business, consumer health, general science, and multi-cultural periodicals. In addition to the full text, this database offers indexing and abstracts for over 2,510 periodicals. The database also contains full text for reference and travel books; biographies; primary source documents; and an image collection of photos, maps, and flags.



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Would you like to look for articles in different database about traffic congestion?

- Choose Database: **Academic Search Complete**. \*\*It is also an EBSCO database.
- Select **Advanced Search**
- Type in first search box: **traffic congestion** -> **Su Subject Terms**
- Document type: **Article**
- Published **2007 – 2009**
- Search
- Limit results – **Full Text** -> update results

\*\**Academic Search Complete*, designed specifically for academic institutions, is the world's most comprehensive scholarly, multi-disciplinary full-text database, with more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 9,300 journals and a total of 10,900 publications including monographs, reports, conference proceedings, etc. This scholarly collection offers full text coverage of information in many areas of academic study including: archaeology, area studies, astronomy, biology, chemistry, civil engineering, electrical engineering, ethnic & multicultural studies, food science & technology, general science, geography, geology, law, mathematics, mechanical engineering, music, physics, psychology, religion & theology, women's studies, and other fields.

Now let's look for the topic in a specific publication:

- In the left column *Narrow your Results* choose **Publication**
- In the drop down menu select one of the publications.

You may also want to check for the topic in peer reviewed articles:

- In the right column *Limit your Results* choose **Scholarly** (Peer Reviewed Journals) and **Full Text**
- **Update Results**



## Finding Full Text Magazine and Newspaper Articles Resources for State Employees Guide

### Find Full Text Newspaper Articles

OhioLINK currently provides searchable full-text access to five Ohio papers in their database from Newsbank called Ohio's Newspapers. State employees have access to those five **plus an additional four** – Akron Beacon Journal, Canton Repository, Youngstown Vindicator and Springfield News-Sun.

To use the nine Ohio papers, go to our State Employee Resources page:

1. [www.library.ohio.gov](http://www.library.ohio.gov)
2. Click on the '**State Employees**' tab on the top menu bar
3. Select **Ohio Newspapers**
3. You will be asked to enter your name and the last nine digits from your State Library card.  
*This takes you to the search screen that also contains the date ranges for each paper. All but the Cincinnati Post are current. **Note:** by clicking on the box next to each paper name, you can simultaneously search as many as you want.*

Looking for newspaper articles about the State Budget?

- In top Search pull down menu select -> **Headline**
- Type in second box: **state budget**
- Select the specific source(s) of Ohio newspapers you would like to search
- Click on the search button

*NewsBank:* Use the Source List tab and checklist to choose the specific source or group of sources you want to search by name. Or, click on a Shortcuts link to choose frequently searched sources. To choose sources based on location, click on the Locations tab. To choose specific types of source material to search, click on the Source Types tab. The search form enables you to enter your terms, limit your search by date, search by specific field (i.e. Headline, Author, etc.), and use search operators to connect your terms.