Online Library: Article Search Instructions

To access articles in the Online Library, follow the steps below.

1. Log on to the Campus.

2. From your Campus home page, click on the **Library** link.

3. The Online Library home page appears.

4. In the **Search** field, type the first few words of the article title. Surround the phrase with quotation marks, to indicate that you are looking for the exact phrase. (Example: "FBI state outline top mortgage scams")

5. Then click the **Search** button.

6. Your search results list appears.

7. From the search results list, locate the correct article and then click on the article title to open it in a new window.

8. After you select the article, the article page appears.

9. On the left-hand side of the article page, click on either the **PDF Full Text** or **HTML Full Text** icon to see the entire article. Some articles will be in both formats.

NOTE: Some articles may only list **Full Text Finder.** This tool will attempt to connect you to either the full text of the item directly (where possible) or a searchable listing for the journal, magazine, newspaper, book, or other publication the item is in.

10. After selecting the format, the entire article is displayed.

From here, you can print, save, or e-mail the article, using the icons on the right top of the page.

Questions? Contact the library via email or use the Chat function on the library homepage.