

Instructions for accessing databases through Simpson Library/ Factiva retrieval system.

1. Go to "Databases"
2. Click on Dow Jones, it will direct you to Factiva (you need Internet Explorer 5.5 or higher; see Microsoft site for updating or call X2255 for computer helpline)
3. Important: Before entering subject or keyword click "Source Browser". Then click on "Publications" tab at top left. Input C for communication (or other journal title you may have in mind instead of "communication"; there are at least 4 or 5 good journals that begin with "communication", so it's a good beginning point; try Quarterly Journal of Speech or Journal of Applied Communication Research, for example)
4. highlight your journal of choice and click "Add Selected Sources" (right below it) - repeat till done
5. Click "Create Source List" (in the middle of the screen)--- input title of your choice (this is to save your options for a future search, it may expire within, say 2 weeks - check with the reference librarian for exact duration of saved list)
6. Click "Save List". "Your save list has been updated" mini-screen will pop up, click "ok".
7. When done updating publication sources list Click "Add to Search" at bottom
8. You are now ready to begin your search in the way you normally would any library cataloguing system. Enter key word and click "Run Search"

You may e-mail the full text articles to yourself, or print directly from your computer.