

## Searching for Articles Quick Start Guide

### General Search Strategies

1. Think of what you are searching for in key terms. Be specific. i.e. bottlenose dolphins rather than dolphins.
2. If you have multiple ideas that aren't really a phrase, you can use the word AND to combine the words in your search. You can also use the word NOT to remove unwanted results: i.e. caterpillar AND insect NOT company.
3. To search for an exact phrase, put quotation marks around it: i.e. "harlequin romances" AND trends.
4. If a key term could have multiple endings, use an asterisk at the end of the root word: i.e. child\* = child, childs, children, childrens, childhood.
5. Remember that capital letters are not necessary in key terms.
6. If you don't find what you're looking for, try changing your key terms.

### To Search Periodicals/Magazines, Newspapers, and Academic Journals at West Fargo Public Library

1. Go to [www.westfargolibrary.org](http://www.westfargolibrary.org). Under **Books & Digital**, click on **Search Catalog**.
2. The Catalog Search box that appears at the top left has the search tab **Articles and More**. Click on it.
3. Enter your key search terms, using the General Search Strategies above as needed.
4. Click the **Search** button and your results will be returned.
5. Note that to the right of your total number of results, you may **Sort** the articles by Date—newest, Relevance, Popularity, Author, or Title.
6. Note on the left that you can **Refine** or limit your results. There are several categories showing the number of results for each. Click on any of these to decrease the number of results to help find the desired information more quickly.
7. When you have Refined and Sorted, return to the center listing of **Results**. You may view any that say **Full text available**. Click **View Online**, then click **Go** in the newly opened window.
8. If searching from a computer outside the library, enter your library card number (no spaces) in the first box, then your last name (lower case) in the password box and click the **Login** button. The full-text of the article will appear. You may read online, email, or print. (Note: If your card is expired or you have fines of more than \$10, you will be blocked. Contact the library at 701-551-8940 for help.)

### To Access a Single Database

1. Browse available databases on [www.westfargolibrary.org](http://www.westfargolibrary.org) under **Research and Databases by Subject, Databases A-Z**, or **Statewide Library Databases**. See the description after each database listing to help you make your selection.
2. Click on the database you want to use.
3. If searching from a computer outside the library, enter your library card number (no spaces) in the first box, then your last name (lower case) in the password box and click the **Login** button. (Note: If your card is expired or you have fines of more than \$10, you will be blocked. Contact the library at 701-551-8940 for help.)
4. Note: Ancestry.com database is available only for in-library use.