



## Databases: Full Text and Find it Icons Transcript NAIT Library

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Hello and welcome to NAIT Library's tutorial on locating full text articles and using the **Find It** button in library databases.

Databases provide online access to articles in magazines, academic journals, and newspapers. Some also provide access to reports, company financial data, and even e-books. Often the full text is available, so you can read the complete article online. If the full text is not available, use the **Find It** button to view other options for accessing the article.

Start at the NAIT Library homepage [www.nait.ca/library](http://www.nait.ca/library); click on the **Find Articles & More** tab, then **Choose database by category**.

Select the **Multi-Subject** databases category to choose a database that covers a wide range of disciplines. For this demonstration, we'll use the database **Academic Search Complete**. From the description of the database, click the title to open. You'll be asked to authenticate or login by entering your student ID number and last name.

After entering your search terms, there are many ways to **limit** your search and refine your results. Select the limits you want to apply before clicking the search button. Let's search for the keyword **starbucks**, limit to **Full Text**, and then click **Search** to retrieve the results.

Notice the **full-text** icons below the citations: **PDF Full Text**, **HTML Full Text**, or both, on the results page. **PDF Full Text** will access a scanned image of the article; **HTML Full Text** will access an unformatted version that does not contain any graphics or pictures.

You can view the full text directly from the Results List by clicking on either the PDF or the HTML links, but we recommend that you first **click** on the hyperlinked title to access the complete record. You'll see the citation elements for the article, *and* you can read the **abstract**, a short summary of the article. If the full text is in **HTML**, scroll down to read the article; if it is **PDF**, click on the PDF icon to access the complete article.

As the first search was limited to full text only, some excellent results may have been excluded. Let's redo the search for the keyword **starbucks** without limiting to full text; click **Search** to retrieve the results.

If an article is not available in full-text format in *this* database, a green **Find It** icon appears below the citation on the results page. Click on the icon to determine:

- If the article is available in full-text format in another one of the library's databases or online journals.
- If NAIT Library subscribes to the print journal that the article is in.
- If you need to request a copy of the article through interlibrary loan.

If an article is available from another database, the database name will appear as a link. Click on the name of the database.

A new window will open with the journal information. Access the article by clicking on **Search within this publication**, or, use the citation information for the article to select the correct year, volume, and issue number.

If the article is available in a print journal in the library, there will be a link to the **NAIT Library Catalogue** under the **Find It in the Catalogue** heading. Click the **NAIT Library Catalogue** link to access the record for that journal. Check the location and call number of the journal so that you can find it on the library shelves.

If the article is not available either online or in print from the NAIT Library, consider using the **Find it at Another Library** option. Click the **Northern Alberta Institute of Technology Learning Resource Centre - Document Delivery System** to make a request.

The article information is automatically added to the request form—scroll down and enter your contact information—then click **Send Request**. Library staff will notify you when the article arrives. Expect it to take anywhere from a few days to over a week.

Make use of full text articles and the **Find It** option to gather information for your research.

Most databases offer **Full Text** and **Find It** options. Now that you know how to use these options in this database, you'll know what to look for in other databases. Each database is slightly different, so if you have any problems, click the Help button in that database.

If you have questions about full text and **Find It** icons in the library databases, or want to know more about our services and resources, please use one of the **Ask Us** options listed on the library website. Thank you.