

Newsbank Newspapers

What Is It?

Newsbank is a collection that contains over 50 full text newspapers including tabloids and regional papers. Each newspaper has its own distinct focus offering a variety of viewpoints.

How Do I Access It?

- Click on 'Connect to' **Newsbank Newspapers**

NB: If you are off campus you will need to authenticate.

- Click **Access UK and Ireland newspapers.**

Help

This sheet is a brief guide to searching this database. You can click on the green **Help** button near the middle on the right side of the screen at any time.

Searching

There are a number of ways you can search for newspaper articles. You can search in the usual way using the search box at the top of the screen or you can use the UK map further down.

Search box: in this area you can search for articles using different fields in the drop down menus such as title and date. When you have found the best search criteria press the red search button. At this point if you haven't already you can limit your search by year and newspaper on the left hand side.

UK map: To limit your search to a particular area of the UK, you can narrow a search by using the UK map, when you have got in close enough the screen will change so you can mark which particular newspapers you want to search before you execute the search. If you wish to search all newspapers leave the tick boxes next to the list of newspapers blank. You can also get to this area by clicking on the **Source list** tab.

Source types: this tab lets you limit your sources to Newspapers or Web-Only sources.

Enter Keywords: Enter a word or phrase you want to search in the search box. To truncate, use a * sign. For example **teach*** will retrieve the words **teach, teacher** and **teaching** etc.

Displaying Records

To view the article, click on the title. Clicking on **Back to results** will allow you to choose another title from the list.

Printing

To print the text, simply click the print option in the light blue box on the right hand side. The article will appear if you still want to print the document click the **Print Articles** button at the top of the page. **TIP:** it may be advisable to choose **File** and then **Print Preview** (Occasionally your browser might print blank pages). This option will show the text as it will appear when printed and give you the number of pages.

Saving

If you wish to save the text you've searched, you can select the text (as you would in Microsoft Word to copy and paste). You will have to then copy and paste the text into a separate Microsoft Word document. You can save the articles in the **Saved items** folder provided by Newsbank by marking the box next to **Save this article** found on the right of the displayed article, to access them click on the **saved articles** tab at the top right hand side. This will allow you to look at the articles again in Newsbank without having to start a new search.

Email

To email the article, simply click the email option in the light blue box on the right hand side, enter the email address you wish to send the article to and from then click the **send email** button.

Quitting

Click the **New Search** button on the top left of the browser to go back to the main page or you can exit in the normal way by clicking on the exit button.

Remember – If you need help or advice, ask at one of the Help Desks