1. To locate a specific publication/article, go to http://www.menlo.edu/library (the library homepage).
   a. Use the search tool labeled “Search for a Journal, Magazine or Newspaper”.
   b. Enter the title of the publication. For example, you may be looking for an article in *The Economist*. Search for “The Economist” or “Economist” in the search box:

   ![Image of library search interface]

   c. A list of title matches will come back with links to the databases where the publication can be found and what years of the publication are covered by the database.

   ![Image of search results]

   d. Click through to the database that covers the time period you need, and continue searching from there – typically the database will present volumes to click through.
directly or a search box to search that publication, specifically. The list will also note (as in this case) whether Bowman Library has the title on the shelves.

e. Below is a view after clicking through to Lexis-Nexis that shows a search box to search within *The Economist*.

2. Imagine you are looking for articles to support a topic, but don’t know where to start. Go to http://www.menlo.edu/library/ (the Library home page).
   a. Click on the navigation link “Scholarly Journals & Articles”.
   b. If your topic falls within a subject area popular at Menlo College, you may look at the “Specialized Subject Databases” link. Otherwise, you may want to start on the “Multi-Subject Databases” link (as shown below).
c. You can hover over the “More” link to find out more information about the database, and then click through to any that look interesting.

d. In this case, it appears the ProQuest database will be a good place to start a search, so click through to begin keyword searching within the database.

e. A new window will open to the database’s search interface as seen below. You can close the window or tab to return to the list of databases available at Bowman Library. See below for an example of the ProQuest database search interface.