

1. What is Newsbank?

Newsbank is an online reference database that can be linked to via Aberdeenshire Library and Information Service's website.

You can search the Newsbank database to find and read current and back issues of articles from the following newspapers.

- Scotsman/Scotland On Sunday (1998 – present)
- The Independent/Independent On Sunday (1998 – present)
- The Guardian (1998 – present)
- The Daily Record/Sunday Mail (2000 – present)
- The Herald/Sunday Herald (2001 – present)

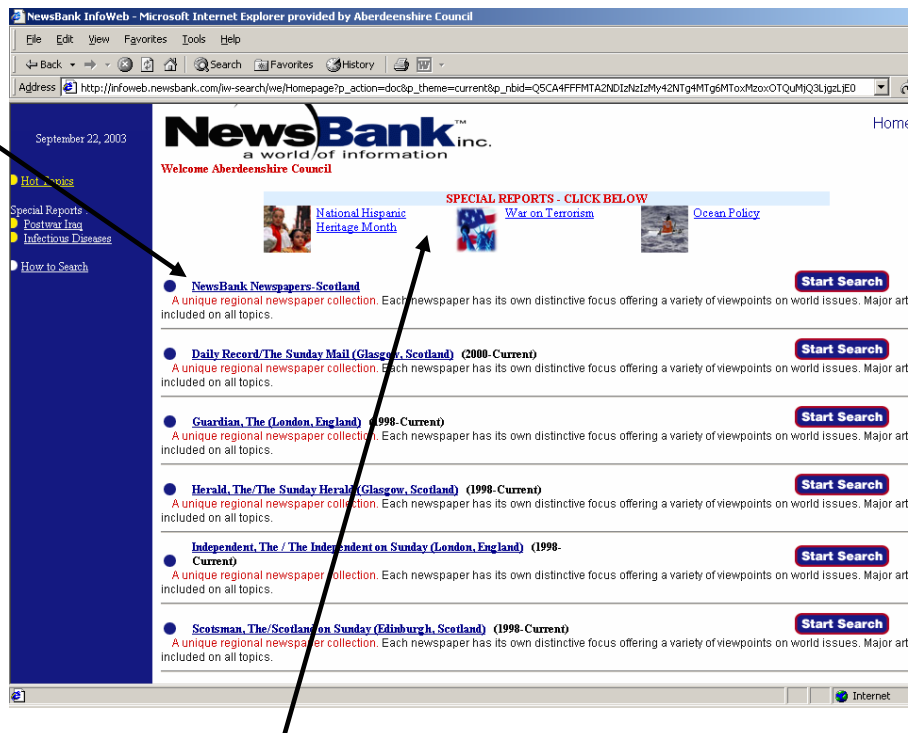
2. How to find Newsbank on the website

- Go to the ALIS home page <http://www.aberdeenshire.gov.uk/alisp>
- Click on 'Online Services' in left hand menu
- On the page that this links to click on 'Reference databases'
- Click on 'Newsbank'

3. How to use Newsbank

The top link in the list [Newsbank-Newspapers-Scotland](#) links to a search screen that gives you the option to search on all of the newspapers, or on selected ones.

The other links take you to a search screen for the individual newspapers

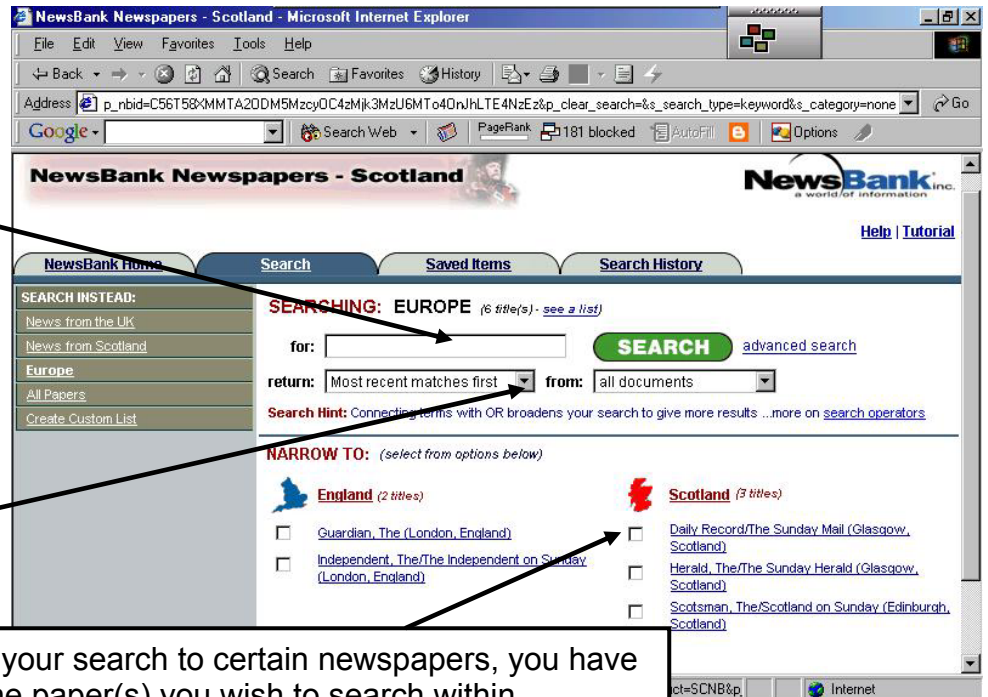


There are also [Special Report](#) sections These bring articles on a particular topic together so that the user can get an overview of the articles that have been written to date on a topic of interest.

Click on the [Newsbank- Newspapers Scotland](#) link. You will be taken to the following screen.

This gives you a search box where you can type in the 'keyword(s)' to find articles on subjects you are interested in.

You can decide how you want the article results returned to you - "best matches" or "most recent first", or the time period.



To restrict your search to certain newspapers, you have to select the paper(s) you wish to search within.

Newsbank will automatically search within all of the newspapers. If you want to restrict your search to Scottish newspapers you should click the link [Scotland](#), or alternatively select specific newspapers.

The **Aberdeen Press and Journal** is not an option that is available at branches, but you can ask the Local Studies or Information Services departments at Aberdeenshire Library and Information Service's headquarters to conduct searches for you if you are looking for articles from the Press and Journal.

Try the following search :

You would like to find some information about **wind farms**.

As it is a phrase, you will find that you will be more successful in your search for relevant articles if you enclose it with quotation marks ("wind farms").

You would like to find the "best matches first" and to search "past twelve months". You need to select these options in the down arrows.



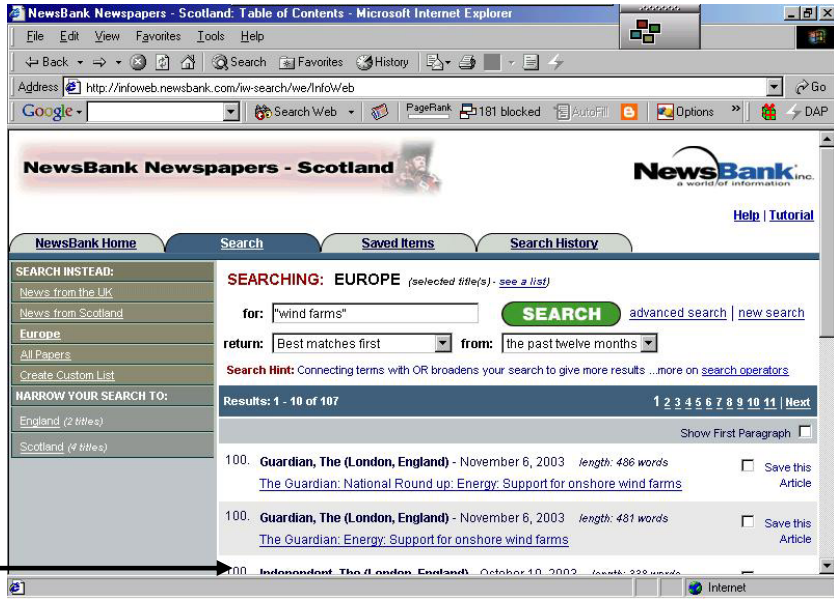
The number of 'hits' of relevant articles containing the phrase appears on a bar below the search box.

Results: 1 - 10 of 107

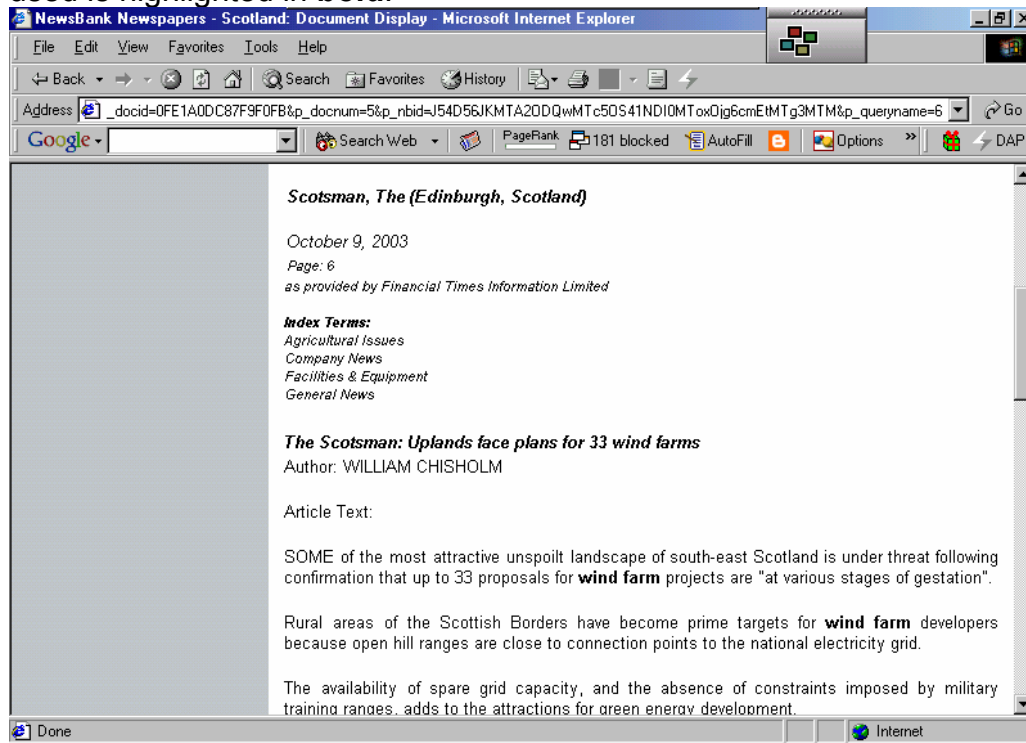
You can navigate to other pages by clicking 'next' or clicking on the page numbers on the right hand side of the bar.

1 2 3 4 5 6 7 8 9 10 11 | Next

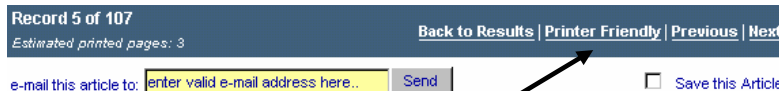
Click on an article title to see the full text of the article.



This takes you to the article. You will notice that the search phrase you have used is highlighted in **bold**.



You can email the article to yourself, or to anyone with a valid email address.



The Printer Friendly option allows you to print a version of the article without sidebars, graphics and menus and gives you the estimated number of pages

To go back to the **results** list or to navigate to the **previous** or the **next** page, you can click on the options given.

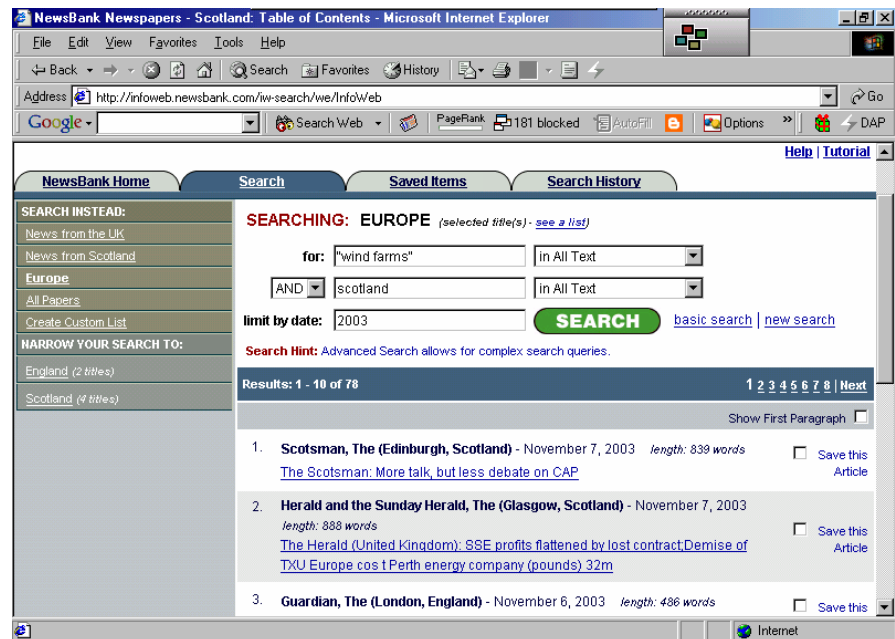
You can save relevant articles to a list by clicking on the box alongside the article.



The Search box remains at the top of your screen at each stage of your search. You can refine your search by choosing advanced search .

The Advanced Search gives you more search options and allows you to combine keywords and to make your search more specific.

New search clears your search and takes you back to the original search screen. The Search tab at the top performs the same function.



The Saved Items tab takes you to a list of 'saved articles'. The Search History tab takes you to a page that shows the searches that you have used.

Have a go yourself!

By now you will have learned the basics of using the database but the best way to learn is to explore and try things out for yourself.

- Take time to have a look at the **Special Reports** sections as these give a lot of detailed background information on a highlighted topic of interest.
- Try out a few of your own searches on topics that interest you. They could be topics you know a little about, but want to find out more. These could be current affairs you have read about recently in a newspaper, or heard on television news, or you may wish to discover what has been written about the topic over the past few years.

The information is at your fingertips and at a few clicks of the mouse!

Some suggested topics are:

Aberdeen ring road.
Cod stocks in the North Sea.
Homelessness in Aberdeenshire.
Broadband for rural communities.
Concorde's farewell flight.