

# THE COURIER-JOURNAL ON CD-ROM

The full text of Kentucky's leading news source, the Courier-Journal, is now available on CD-ROM. All editions of Louisville's daily newspaper are included in this product. In addition to the local, state, regional, national, and international news stories, editorials, daily columns, staff-written news features, obituaries, sports, and more are searchable from this CD. Suggested formats for citing electronic resources are included in the online help. Because the database is in ASCII text, no graphics are available. The Libraries' coverage of this easy-to-use product begins with 1993 and updates are received quarterly.

**SEARCHING THE COURIER-JOURNAL** . Two levels of searching are offered, making this a product suitable for first-time users as well as for the more experienced searcher. Level I is for the less experienced searcher. Keyword searching is available with on-screen prompts to narrow or broaden the search. Level II allows the user to apply Boolean operators and search specific fields, e.g., headlines and lead paragraphs.

**LEVEL I SEARCHING.** Type a word or phrase describing your topic and press <Enter>. You will be prompted to find fewer articles by adding a search term, find more articles by adding other terms, find fewer articles by eliminating a topic, see results, or erase the search and start over.

**LEVEL II SEARCHING.** Using the arrow keys, select a field to search by highlighting it and pressing <Enter>. Type your search term/s or choose terms from the index, <F5>, and press <Enter>. You can modify your search by adding terms to a field or select another field to pair with the previous search results.

**DISPLAYING SEARCH RESULTS.** To view the list of headlines of your search results press <F7>. If you wish to modify your search after viewing the results, pressing <Esc> will return you to the search screen. Pressing <F1> will return you to the search screen and start a new search. Highlight the headline and press <F8> or <Enter> to display the full text of an article. Use the up/down arrow keys or page up/down keys to move through the text. Pressing <Tab> will jump you to the next occurrence of your highlighted search term. To move to the next article press the right arrow key. Use the left arrow key to get back to the previous article.

**PRINTING SEARCH RESULTS.** Information may be printed to the printer or downloaded to a disk. Print options include citation only, citation with full text of the article, screen print, current article, marked articles, or all articles.

**MARKING TEXT.** To mark an article for printing press <F3>. To mark lines for printing press <Shift> and <F3> simultaneously. To mark multiple lines hold the <Shift> key down and press the <↓> key until the desired text is marked.

**PRINTING/DOWNLOADING.** Pressing <F4> will display print and download options. If "download to disk" is chosen, you will be asked for a filename and prompted to insert a disk into the disk drive.