

# Using FACTS.COM

## Accessing Facts.com:

- Click on **Facts.com** from the library's main web page under **Internet Research & Web Sites** (<http://www.lec.edu/library>), or type in the URL: <http://www.2facts.com> for direct access
- No password is needed from the campus network. For off campus access, please call the library for password information.

## Full Text Searching: Choose which parts of the database to search

- From the main screen that appears, type your search terms in the white box.
- Click the boxes of the collections you wish to search (see below for detail.)
- Choose the **sorting option**, either by date or by relevance ranking
- Restrict by date under **Optional Date Range** if desired
- Click on **GO!**
- Click on the title for access to that article.
- To go to the next set of articles, click on the numbers at the bottom of the page, or click on **Next Page**.
- See the section on Printing, Emailing, Citing for delivery formats.

## Collections to Search:

- **World News Digest (1980-current):** Full text of the Facts on File News Digest. Articles contain many hyperlinks to aid in research.
- **World News Digest (1940-1979):** Same as above, but for the listed dates.
- **World News Special Features:** Contains historic documents, overviews, profiles, obituaries and other links.
- **Reuters News** displays a summary of the 10 top news stories of the day. Archived for two weeks.
- **Issues and Controversies:** Articles that highlight important issues in today's news. A great place for finding the pros/cons of a controversial issue.
- **Today's Science:** Science related Internet sites, articles and hot topics.
- **World Almanac® Reference Database:** Specially selected content arranged by title.
- **World Almanac® Encyclopedia:** Full text to over 22,000 articles that are updated monthly.

## Printing, Emailing, Citing

- **To Print and Cite:** Click on **Print/Citation** in the upper right corner of the screen. Once the article has reformatted, click on **File**, then **Print** from your browser menu.
- To **Email**, click on **Email Article** in the upper right corner of the screen. Type in your email address and any message you wish to include. Click on **Send**.

## Sample citation: MLA:

"Aviation: U.S. Approves US Air Loan Guarantee; Other Developments." Facts on File World News Digest 16 December 2002. Facts.com. 11 July 2002 <<http://www.2facts.com/>>.

## Sample citation: APA:

FACTS.com. (unknown). *Aviation: U.S Approves US Air Loan Guarantee; Other Developments* (online). <<http://www.2facts.com>> (2002, December 16).

**Hyperlinking: Useful for following the development of a story back or ahead in time**

- **BACK IN TIME and AHEAD IN TIME**  
-*Facts On File World News Digest* articles relevant to the current story, but older or newer
- **KEY NEWS EVENTS**  
-Key Events: Significant news events linked to relevant news stories  
-*Facts On File World News Digest* articles
- **OVERVIEWS**  
-*Key Issues*: Topical discussions of current issues  
-*Issues and Controversies On File*: Carefully selected articles from the print publication that touch upon current issues relating to the news stories to which they are linked  
-*Today's Science On File*: Carefully selected articles from the print publication that touch upon current science advances relating to the news stories to which they are linked  
-*Editorials On File*: Selected, topically presented editorials from the print publication
- **NEWSMAKER PROFILES**-Specially selected and prepared by the editors—each features a photo of the newsmaker.
- **COUNTRY PROFILES**-Specially selected and prepared by the editors—each features a map of the country
- **COUNTRY MAPS**-Full sized country maps linked to Country Profiles, Biographies, and Key News Events

#### Sample searches:

- **Keyword Search for Global Warming**—In the Full-text Search box on the World News Digest 1980-present tab, type "*Global Warming*." Click on any of the collections you wish to search. Select a date range if desired. Click **Go**.
- **Date Limited Search**—To see what former Presidential candidate John McCain was doing on a particular day in the 2000 Presidential Election, enter a day (in this case January 15, 2000) into both the From and To lines of the Optional Date Range. Click on any of the collections you wish to search. Type *McCain* in the search term box and click **Go**.

#### SEARCH HINTS:

- Click on the **? icon** for **Help information**
- Use **double quotations** ("" ) to search for a phrase. For example, "global warming"
- Use the **Boolean operators AND, OR and NOT** to narrow your search. For example, search bananas AND fruit NOT "south america"