

Find an article in a database

1. Things to check **if you are on an Ara campus** using your own personal device:
 - a. Are you **logged in to Ara wifi** and not Ara Guest?
 - b. Have you cleared your browsing data? (Use the **Ctrl Shift Delete** keys as a short cut on a **PC** or **Command Shift Delete** keys on a **Mac**).

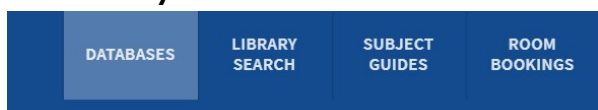
2. Begin at **My Ara**: <https://myara.ara.ac.nz>



- 3 Click on the **Library Search** tile

Find a database if you know its name

- a. From **Library Search** click on **Databases** in the top row.



- b. Choose your database from the **A-Z List**

Find a database by subject

- a. From **Library Search** click on **Subject Guides** in the top row.
- b. Choose your **subject**
- c. Click on **Articles / Databases**
- d. Scroll down to **Recommended databases** and choose a database

Search a database

For most databases, once you click the database link :

- a. You will be prompted to pick an account. If so, choose your Ara student email address. If you are off campus you will be also prompted to use your Ara network password and your multifactor authentication. If you haven't set up your multifactor authentication yet, see the relevant guide at <https://subjectguides.ara.ac.nz/getsetupforstudy/howdoi> .

- b. Click on **Advanced Search**.



Search tips for most databases

- Use ***** to find words with different endings e.g. behav***** finds US and UK spelling of behaviour.
- Use speech marks to search for a phrase e.g. "quality of life"
- Use **OR** to broaden your search for similar terms e.g. e.g. elderly **OR** older **OR** aged

A search strategy

a. Enter your search terms with each topic on a separate line.

Searching: **CINAHL Ultimate** | [Choose Databases](#)

☐ Suggest Subject Terms

"cognitive behavi* therapy"	Select a Field (optional) ▼	Search
AND ▼ older or aged	Select a Field (optional) ▼	
AND ▼ "quality of life"	Select a Field (optional) ▼	

[Clear](#) ? + -

b. Apply any of the following to refine your search as required.

- Tick **peer-reviewed** (Peer-reviewed means articles have been checked by experts in their field).
- Tick **full text** (but not if you are doing a literature review as this can limit your results too much).
- Add a **date range** if needed.

Email your articles to yourself

a. Add each useful article to a folder. E.g. In an **EBSCO** database it's a plus

icon 

b. After you have added all relevant articles, look for a **Folder** in the top bar

e.g. in an **EBSCO** database it's a folder icon on the top right

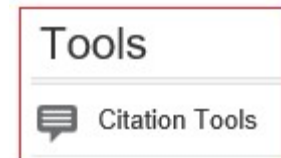


c. Click the email icon and before you click on **Send**, fill in the **Email Manager** with:

- your email address
- your course code in the Subject Line to easily keep track of your articles.
- **APA** format selected for the **Citation** format.

Find the APA reference for any article

In a **Gale** database under **Tools** choose **Citations Tools** and choose the APA citation format.



In an **EBSCO** database under **Tools** choose **Cite** and then the APA citation format.

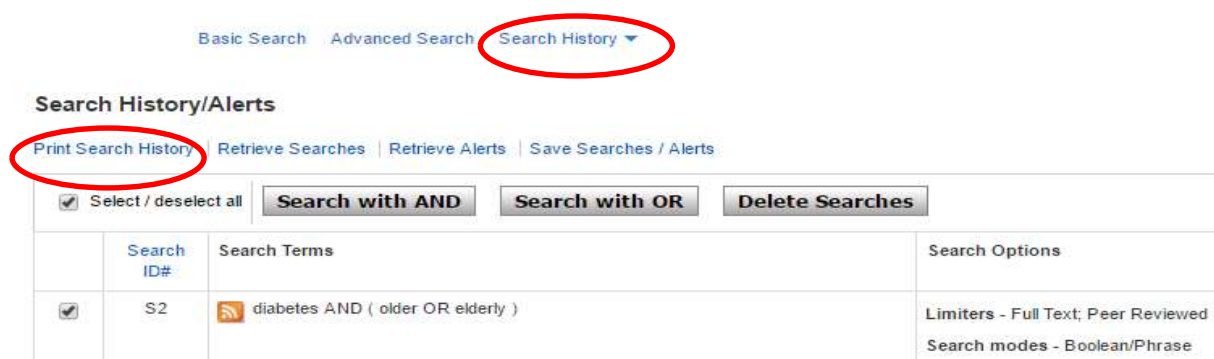
Print your articles

- Click on the **PDF** when available for any title.
- Hover over the article with your cursor to click on the **print** icon.

Print your search history

After searching in an **EBSCO** database using **Advanced Search**:

- Click on **Search history**.
- Tick the box next to the searches you want to print.
- Click **Print Search history**.



Note on Academic OneFile

When searching **Academic OneFile**:

- You can change **keyword** to **abstract** to focus your results.

Search for	diabetic foot	in	Abstract
And	older OR elderly OR aged	in	Abstract
And	treatment OR management OR assessment	in	Keyword

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz