



INTERNET ACCESS TO WILSONWEB

Green Bay (920) 498-5493 • Marinette (715) 732-4647 • Sturgeon Bay (920) 746-4911


Bringing You Information, Wherever You Are

WilsonWeb's OmniFile Full Text Select module contains full-text articles from over 1700 magazines, journals, and newspapers dating back to 1994.



ACCESSING WILSONWEB

1. **On campus:** from the Library home page www.nwtc.edu/library select WilsonWeb from the Online Databases list.
2. **Off campus:** from the Library home page www.nwtc.edu/library select WilsonWeb from the Online Databases list. You must be a Northeast Wisconsin Technical College student or employee. Please enter your student or employee ID number to verify your affiliation with the College. If you do not know this number, please contact the Library at 920-498-5493 or use the email portion of [Ask-A-Librarian](#).


BASIC SEARCH

1. Enter a word or phrase in the search for box.
2. If you want the search to include the text of the article, check the box.
3. Click .


ADVANCED SEARCH – Similar to the Basic Search, but with added features.

1. Click on .
2. Enter a word or phrase.
3. If you're combining your search with additional words: choose the operator (for example AND or OR); add your search word to the search field next to the operator list; from the drop-down menu select the field to search.
4. Consider using one or more of the optional search limits:
 - Check **Full Text Articles** if you only want to retrieve articles that are full text in the database.
 - Check **Peer Reviewed** if you want to limit your results to scholarly, peer-reviewed articles.
 - Use the **Document Type** menu to limit to items such as Feature article, Film review, or Bibliography.
5. Click .

BROWSE

1. Click .
2. Enter a word or phrase and select the field from the drop-down list. Click Start.
3. Browse to review the terms contained in a field or group of fields.
4. Select and search for variations of the terms.
5. In the results screen, click on the desired term or phrase to retrieve the search results and click on Selected Entries.

THESAURUS

The Thesaurus is a list of suggested headings and related terms. Enter a subject and click .










SEARCH HISTORY

The results screen reports searches as Active Searches during the search session. The report includes the number of records found and the date that the search was last run. Searches can be combined and queried again as Boolean searches. You can also eliminate a search entirely.

CREATE ALERTS

This feature allows you to save searches, scheduling them to be rerun automatically, with the latest results being e-mailed.

RESULTS LISTS OPTIONS

- **Viewing the Full Article** – Click on  **Full Text HTML** or  **Full Text PDF**.
- **Marked Records** – From the results list, you can mark records to add to the **Get Marked** folder, which is displayed at the bottom of the screen. This folder allows you to collect and manage a personalized list of search results.
- **Results List Format** - Your search results display as a list of citations that contain the term(s) entered. Each citation includes the author, article title, publication title, and publication date. Additional information about each citation is available:
 - This icon  appears next to scholarly, peer-reviewed articles.
 - Click the title of the article to display the full citation, which usually includes an abstract, or summary, as well as subject headings.
- **Printing, Emailing, or Saving** – When you are viewing the article record or the  **Full Text HTML** version of the full article, these icons appear at the top of the screen: **Print** **Email** **Save**. If you are viewing the  **Full Text PDF** version of the full article, use these icons to print or save:  .
- Click on **Exporting/Citing** for help formatting your citations in MLA, APA, or Chicago/Turabian format.

**If you have any questions, please contact the library,
1-800-422-NWTC, extension 5493.**