How to get to Academic Search Complete

1. Go to the Hill College Library webpage:
   http://www.hillcollege.edu/campuslife/Library/index.html

2. Click the databases link
3. Log in to the library website if you are not on campus

4. Use the link that reads “Click here for an alphabetical listing of all databases”
5. Choose Academic Search Complete

6. This is your main search page.

Before you search, go ahead and click “Choose Databases” and “Select All”
7. Start typing in search terms. It usually gives you some suggestions as you type. If you see one you like, go ahead and pick it.
8. This is your search results page.

There are two things you’ll want to do before you start looking through the articles.

First, check the “Full Text” box on the left.

This will filter out all of the articles we don’t have access to.
Then, click the “Scholarly (Peer Reviewed) Journals” box.

This will filter out anything that isn’t written for an academic audience (like you!)

9. Now you can look for articles. When you find one you like, click on the article title.
10. This page gives you some more information about the article including subject terms and often, an abstract.

An abstract is a summary of the article. You can read the abstract and see if the article is what you are looking for before you read the entire article.

11. If you decide you want to read the article, go and click the “Full Text” link in the top left.

It is usually a “PDF Full Text” but sometimes it offers “HTML Full Text.” A PDF looks more like somebody scanned the pages while HTML presents it like a web page.
12. The last major thing you’ll want to do is to get your citation. To do that, look for the little piece of paper icon on the right.

Click that and it will give you the correct citation format for the style your professors requires (usually MLA or APA). Simply find your citation, copy, and then paste it into you bibliography or works cited page.