

# How to use a computerized index to do research essay sample



Do you know how to use a computerized index to do research? Believe or not, it is really quite easy. First all of, you need to type in your topic and press the return key. Then, the computer will search its database of newspapers, magazines, and journals and will give you a list of all the articles related to your topic. After that, you can choose which ones you want to look up, and you can print out the list of citations. But, if you have to use only articles from the past three years, the dates of the articles are given right here, so you can just look up the most recent ones. Next, you need to know another good feature of this program which gives you a brief summary of the main points of the article.

At this point, you have to click on the box that says abstract, but also if the article is available in electronic form, there will be a link labeled “ Electronic access” where you click on this link. As soon as, it will take to the opening screen for the magazine, newspaper, or journal; and you can choose the issue you want from there. From then on, if the article is available in print form, write down the call number, and you’re ready to find it on the shelf. Finally, you have to know that the magazines and journals are in the periodical section on the second floor. You can’t take them out, but there are several copy machines in that area if you need to make a copy of any of the articles. As you can see, it is not very difficult to do.