

1. Go to www.cpsb.org > Parents and Students > Digital Media Resources > EBSCO Databases.
2. There are many databases to choose from. As a general rule, you can start with **Student Research Center**. Right click on it.
3. In the pull down window, click **Open in New Window**.
4. Then **do 1 of 2 things**:
 - A. Click on a **specific icon**: (magazines; newspapers; photos, maps, & flags, etc)
Then type your topic in the **Find** window and hit **Search**

**This will search for information on your topic in a specific place and/or source.

-OR-

- B. Type your topic in the **Find** window and hit **Search**

**This will search for information on your topic in all areas and sources.

5. **Open** information by clicking on either the **HTML Full Text** or **PDF Full Text**
6. After the site and source information is retrieved, look on the left side of the window at **Narrow Results By Subject**. Here they may list several things about your topic. You can click on any these.

***Important Note:** “New Search”, “Dictionary”, and “Encyclopedia”, buttons are located at the top of each page for your use and convenience.

Bibliographic Information

After you've chosen a topic site that you want to open and view information from:

1. After opening information (by clicking on either the **HTML Full Text** or **PDF Full Text**, Look at the top, find and click on **Citation**.
2. You will find **bibliography** and **website** information.
3. Site the bibliography and also copy down the website in case you want to return to it at a later time.