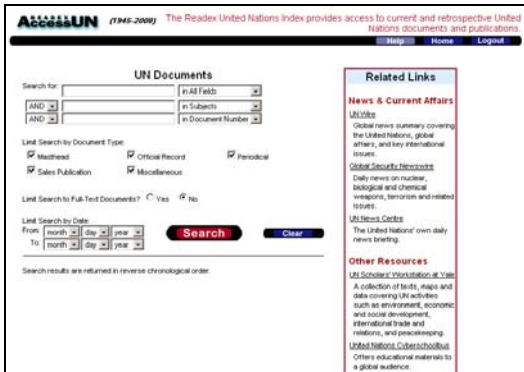


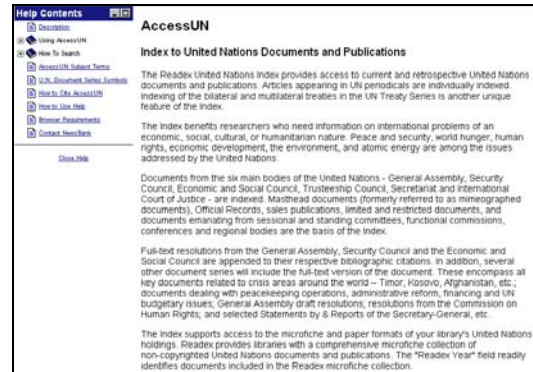
Slide 1  
This tutorial will introduce you to the Access UN E-Resource.



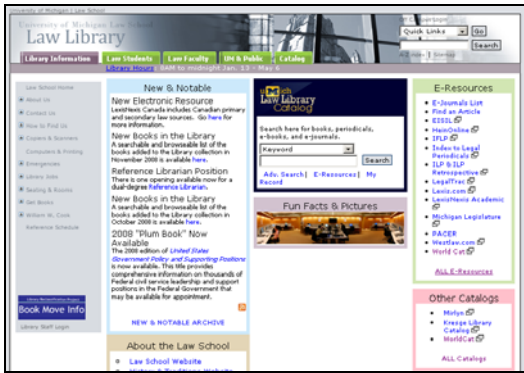
Slide 2  
We will discuss how to open Access UN and how the search screens are organized. You will see a demonstration of how to do a basic search and I'll explain how to read the search results.



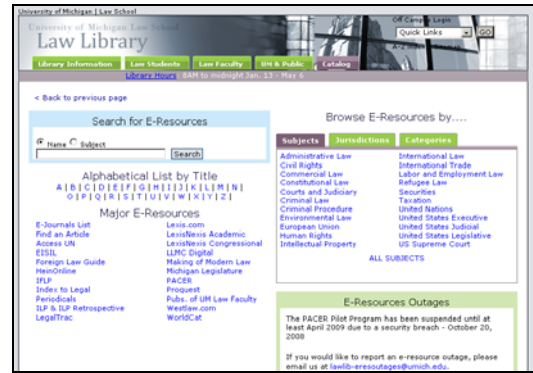
Slide 3  
Access UN searches United Nations documents,



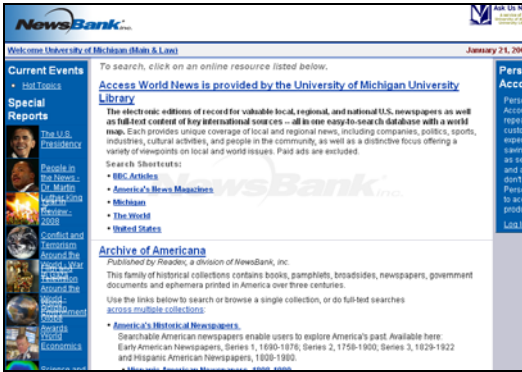
Slide 4-6  
including Official Records, masthead documents, draft resolutions, meeting records, UN Sales Publications, and the UN Treaty Series. Access UN is primarily an index, which means that the results it provides will be citation information and abstracts rather than full text. Access UN does provide the full text of selected resources, including resolutions of the General Assembly, and Crisis Area documents.



Slide 7  
To get to Access UN from the Library's Homepage, click "All E-Resources" in the E-Resources box.



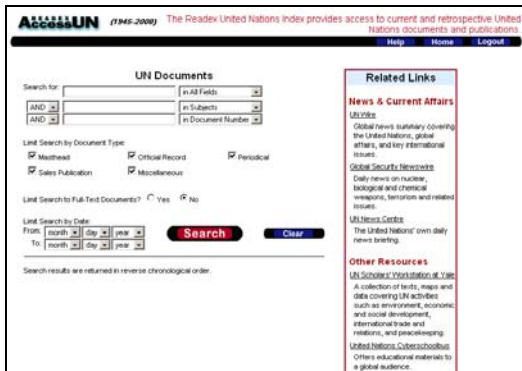
Slide 8-9  
Next, under "Major Resources" click the "Access UN" link.



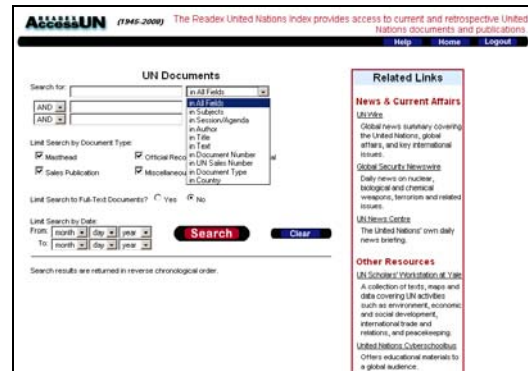
Slide 10-11  
This link will take you to the main page for NewsBank, Inc., scroll to the



Slide 12  
bottom of the page and click the link to Access UN.



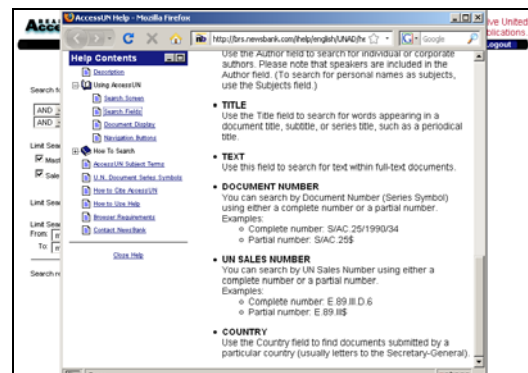
Slide 13  
The link from the NewsBank Homepage will take you to the "Access UN" search screen.



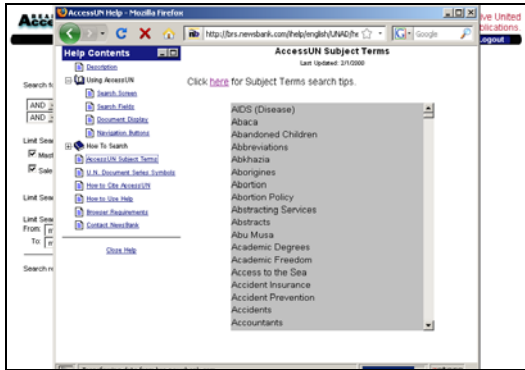
Slide 14-17  
From here, you can search for a document by subject, session/agenda, author, title, text, document number, UN sales number, document type, country, or you can search for your term in all fields at once.



Slide 18  
The subject search will look for your term in subject headings, including country names, personal names, corporate names, conference names, and titles as subjects.

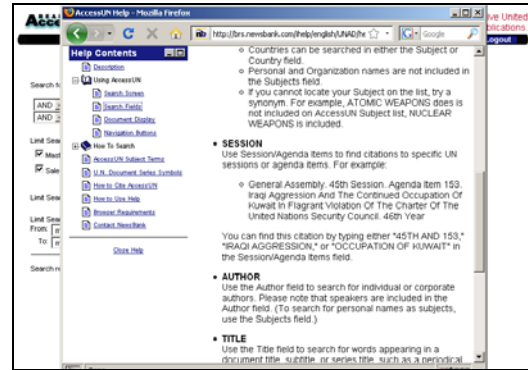


Slide 19-22  
You can locate a list of subject terms used in Access UN by clicking the help link, then clicking "Access UN Subject Terms."



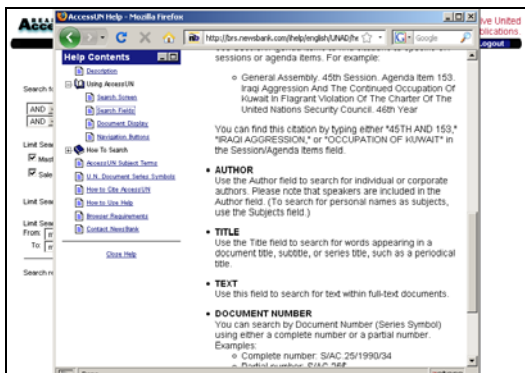
Slide 23-28

This list is a helpful guide to what subject terms you should use while searching in Access UN.



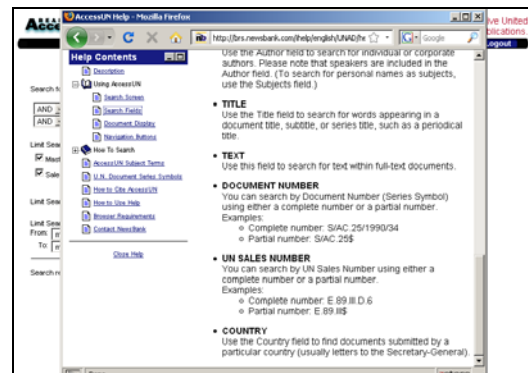
Slide 29-30

A session/agenda search will find citations to specific UN sessions or agenda items.



Slide 31-32

Using an author search will search for individual or corporate authors. Also note that speakers are included in the Author field. The title search will search for words appearing in a document title, subtitle, or series title, such as a periodical title. Searching for your terms in the text field will search within the text of full-text documents.



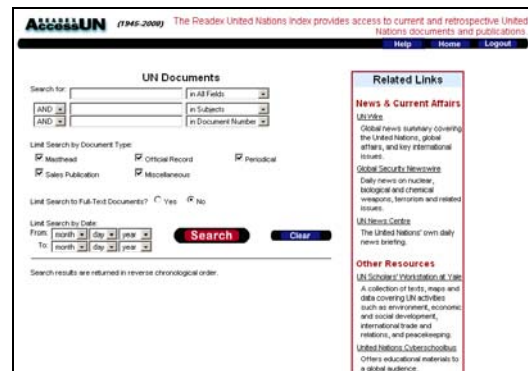
Slide 33-34

A search using the document number or series symbol will locate the document you are looking for according to its UN assigned number, you can also use this option when you only have a partial document number. A UN Sales number search will work the same as the document number search, and here again you can use a partial number. The country search option will find documents submitted by a particular country (usually letters to the Secretary-General).



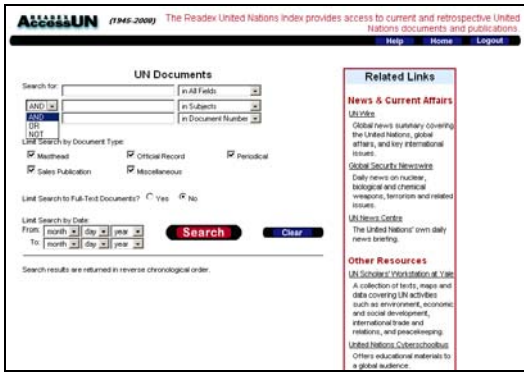
Slide 35

Finally, the "all fields" search will find words appearing anywhere in a citation, including title, author, UN body, session/agenda items, country of document, UN document number, document date, and UN sales number.

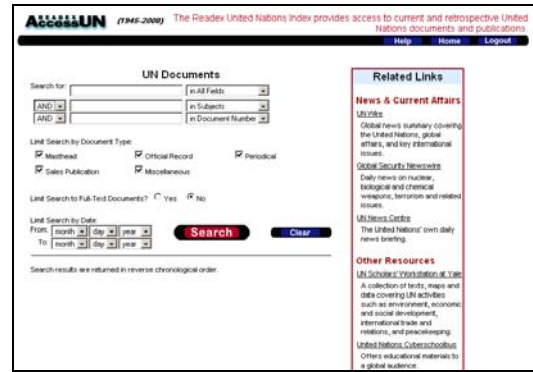


Slide 36

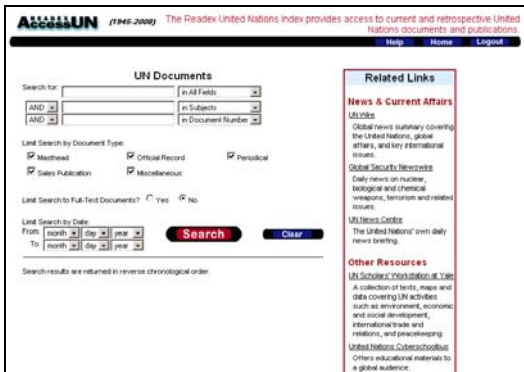
There are three search fields on the Access UN search screen. You can use one alone or you can use them in combination



Slide 37  
using the Boolean operators-And, Or, and Not-provided in the drop down menus.



Slide 38  
Additionally, you can limit your search in Access UN by document type, or you can limit by date range, or to documents that are available in full-text.



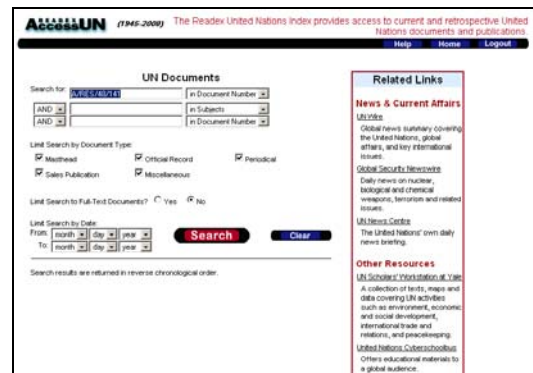
Slide 39  
Most of the search options in Access UN function like standard searches in other resources.



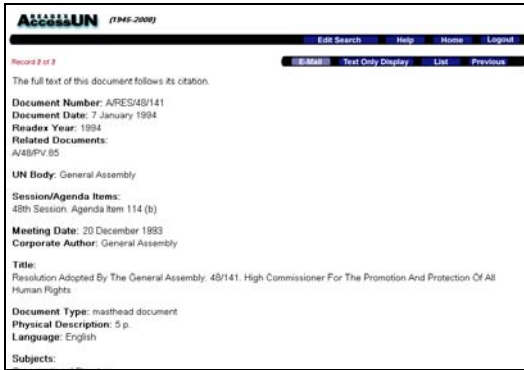
Slide 40-42  
The most distinctive search option in Access UN is the Document Number search. To use this search it is helpful to understand the UN's Document Symbol System. Please see the handout for Access UN to learn more about the UN's Document Symbol system.



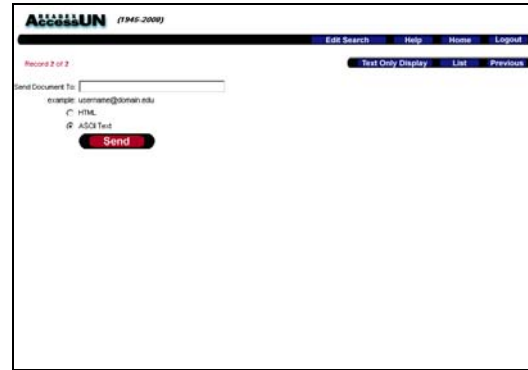
Slide 43-44  
Once you understand this system, the Document Number search can be the most useful search option in Access UN, especially because you can use a partial number to locate documents.



Slide 45-52  
Once you have conducted your search, the results will be arranged in reverse chronological order. Documents with the full text available online will have a page icon under the result number. To view the full citation information for documents without full text, or to view the full citation information and text for documents with full text, click on the title of the document.



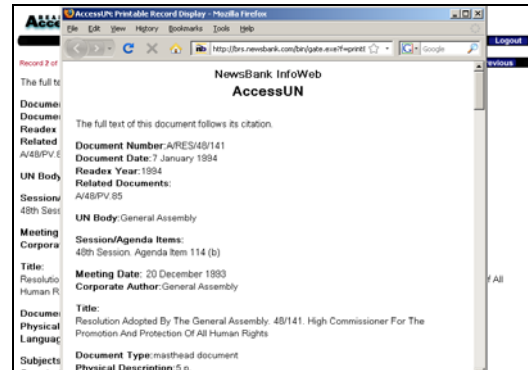
Slide 53-54  
Once you click on a document title, you have two options. First, you can



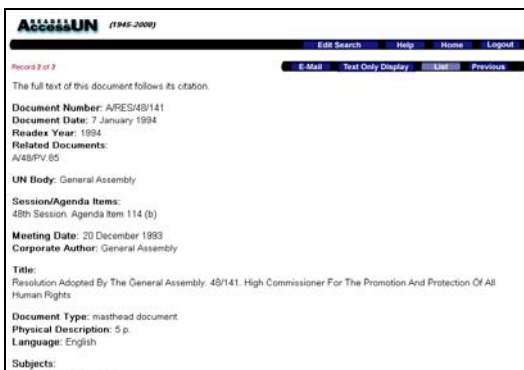
Slide 55  
click the email button and have the currently displayed document emailed to the email address you indicate when prompted.



Slide 55-57  
Second, if you click the text only button,



Slide 58  
a printer-friendly page will open in a new window.



Slide 59  
The list navigation button will take you back to the results list.



Slide 60  
From both the main search results screen and an individual result citation screen you can click the navigation buttons to edit your search, get help, return to the Newsbank homepage or logout.