

Using EXPANDED ACADEMIC ASAP (Gale)

*Topics range from arts and the humanities to social sciences, science, and technology.
Access scholarly journals, news magazines, and newspapers –
many with full text and images.*

*You will need a valid HCC Student ID/Library card number and PIN to access this
database.*

Go to: <http://hccfl.edu/yborlibrary>

1. **Click Online Article Databases**
2. **Click** inside the **Borrower ID** box to activate the cursor. Enter your Student ID/Library Card number (starts with “27777...” or “HCC...”).
3. **Click** inside the **PIN** box to activate the cursor. Enter the **last four digits of your Social Security Number**. Wait a moment.
4. **Scroll** and **click General**.
5. **Scroll** and **click Expanded Academic ASAP (Gale)**.
6. **Click Connect to Database**.
7. You will now see the **Expanded Academic ASAP Subject Guide Search** screen.
8. In the search box, type your subject word(s).
9. **Click** the box labeled **to documents with full text**, to retrieve only complete articles.
10. If you wish, **limit** your search by **publication date** and/or **publication title**.
11. **Click Search**.
12. A list of **Subject Terms** will appear.
13. **Click Subject OR Subdivision OR Related Subjects**.
14. **Click** the title to view the citation information and the full text of the article.
15. **Click How to Cite** for a citation in APA or MLA format.

NOTE:

- a. If you are accessing from the library, you will not be able to save the citation on a disk. However, after clicking **Save**, you may **Open** it to the screen, and **Print** it, after right-clicking the citation screen.
- b. To return to the article, “X” out of the **Citation** screen.

To Print:

Click Print on the menu at the top of the screen, left side. The database will convert the text of the article to a clean, “printer-friendly” version.

Right-Click, then **click Print** on the right-click menu. If printing from the library, your article will print out from one of the printers at the end of the table.

To select another article, **click Results** to return to the list of articles.

All printing is **FREE**. *Please* print only the items that will be helpful to your research.
This will help us all to keep our costs down, and to conserve paper. Thank you.