1. From the library homepage, select [Subject Guides], then [Nursing Subject Guide]. Select [CINAHL Complete] from the box of [Nursing Databases]. If you’re off-campus or using a wireless connection, logon with your last name and your 7-digit Raider # without the W.

2. Familiarize yourself with the database screen. Take note of these areas & options:
   a. [New Search]
   b. [CINAHL Headings] – a controlled vocabulary / nursing thesaurus used to build quality searches
   c. [Advanced Search] functionality is the best way to search CINAHL. And, despite the name, it is actually easier than [Basic Search] mode.
   d. [Sign in] and [Folder] Create a personal logon in CINAHL and mark articles so they appear the next time you log in. Adding articles to a folder allows you to email articles - with APA citations - all at one time rather than individually.
   e. Link to return to the [GRCC Library] website

3. Click into [CINAHL Headings] (Thesaurus). Type in the most important word / idea of your subject or topic. For example, if you’re interested in how diabetes can be prevented, you would type diabetes and click [Search]. Select the CINAHL Heading that best fits the most important part of your chosen topic. You may be directed to use a more scientific / medical term, to a synonym, or an alternate spelling. Check the [Scope Note] if there is one. If there is a +sign, click it to see your topic in a topical tree. Your focused CINAHL Heading is:

4. Check the box to the left of the phrase/subject term and watch the screen expand on the right. Note how the grey [Search database] button on the top of the right column turns green. If appropriate, focus your search by selecting subheadings from the blue column – for instance, click [Prevention and Control] – OR – [Education]. You do not have to use a subheading, but it does help focus your results.

5. Click the green [Search database] button on the top of the right column to actually START your search.
6. Refine results by clicking [Advanced Search]. Scroll down and select:
   a. [English Language].
   b. Select [Journal Subset]; click on [Nursing] journals.
   c. [Geographic Subset] = [USA].
   d. Is it appropriate to select an [Age Group]?
   e. Click [Search].

7. On the results screen, continue to [Refine your Results] - see left tile:
   a. Limiting to [Full-Text].
   b. Use the [Publication Date] slide selector for articles published during the last 5 years.

8. Select full-text articles and email them to yourself - with an APA citation. Open your email to see how those articles present within whatever email package you choose.

If GRCC does not have full-text of a periodical in this database, then check [Ejournal List] for the title of the periodical (not the article title) to see if it is available in a different database. If unavailable at GRCC, fill out a free [RaiderLoan] request.

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I will be off until mid-August – except for my health students and faculty. Please contact me via email, which I will check at least once daily. If you need immediate attention, please call the Library Reference Desk (616-234-3868) or use the [Ask-a-Librarian] link on the Library website. Those services are available from 8-6 during the Summer.