quick start guide
Art Full Text

Art Full Text is an Art & Design database which contains information about the visual arts in particular. It contains journal articles, reviews and exhibition listings. It also includes details of any images within articles.
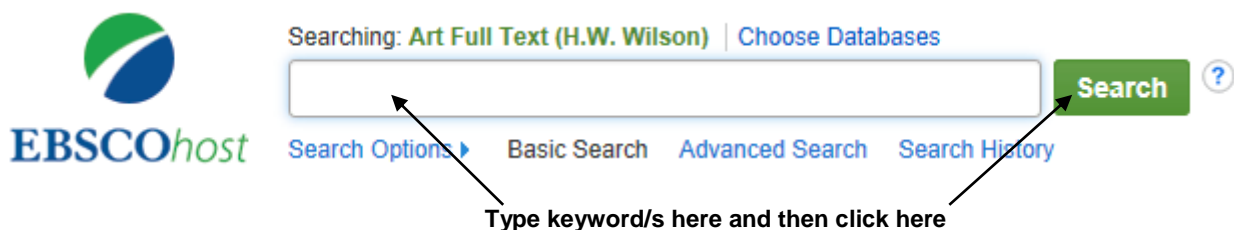
Location and logging on

Art Full Text can be found in the **Electronic Resources** section of the Library website or **Databases** from the Quick Links menu. There are also links to it from certain subject resources pages.

Click on **A** from the *A – Z of Databases,* then click on the blue **Art Full Text** link.

At the University of Bolton's Electronic Resources Login page, enter your usual university username and password and click on **Login**.

Finding information

Enter your search terms in the **Basic Search** box and click **Search**. Think about keywords that are most relevant to your research, use simple keywords rather than long complicated phrases or sentences (you can click on **Advanced Search** for more search options and **Help** for search tips).

Searching: Art Full Text (H.W. Wilson) | Choose Databases

| | Search | ? |

Search Options ▶   Basic Search   Advanced Search   Search History

Type keyword/s here and then click here

Refining results

In **Basic Search**, you can refine a search by adding additional terms, search for 'full text' or 'peer reviewed' articles only, as well as refine a search by 'date', 'source types', 'subject' and 'publication' – see the options at the left hand side of the page on the image overleaf.
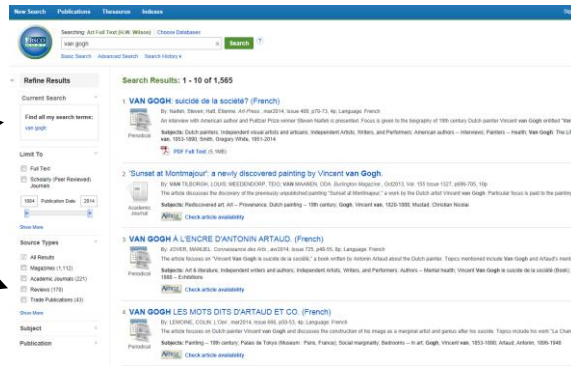
Looking at results

On the first screen results are displayed in brief detail. To see the abstract (summary of an article), plus additional details of a record, click on the **Title** or [icon] of an article. To look at the full text of a record click on [PDF Full Text] or if not available, [HTML Full Text].
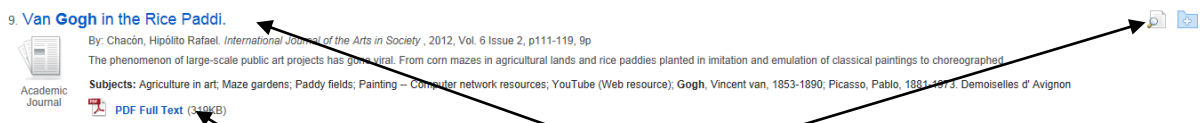
Click here to see the full text and here for the abstract

Note: although most records provide access to the full text of an article, others allow you to look only at the abstract of a record. In this case check the Library catalogue to see if the journal is available in print format, if not use the Inter-Library Loan service. For full details see: http://www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx

Saving, printing, emailing records

Before you can save, print or email any record/s, you need to save them in a folder. Simply click on [icon] at the side of each record that you want to include or [Share ▾] for multiple records. You can then open a folder by clicking on Go to: Folder View.

Select a record/s by clicking in the tick box next to it and then choose what you want to do with them by clicking on either **Save**, **E-mail** or **Save as File**.

Contents of a folder are not retained when you exit the database. To store them in a folder for future use, you will need to click on Sign In and create an account.
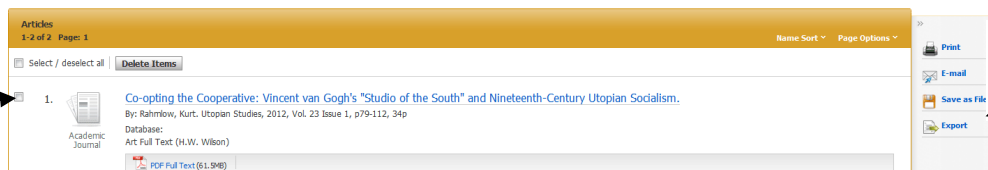
Note: the content of Art Full Text is also available via **Discover@Bolton**. See the Discover@Bolton cribsheet for more details.