Finding articles in *Special Events Galore*
*Instructions updated June 25, 2019 by Jasmine Cieszynski*

**Connecting**

1. From the Library homepage, [https://library.olivet.edu/index.php](https://library.olivet.edu/index.php) choose the “Subject Guides” tab
2. Click on the “All Subject Guides” button
3. Click on the “Communication” link
5. At the top of the page, under the “Article Reviews” header, click on *Special Events Galore*, to access full text content from 2001-2015.

**Searching**

1. Use the search box in the upper right corner of the journal home page to search for a keyword that describes your topic. As soon as you click in the search box, the following options pop up.

![Advanced Search](image)
2. In the pop-up, choose “Advanced Search” in order to get to the screen below:

3. Revise your search dates to match our full text coverage. Then, add appropriate keywords. If your first choice doesn’t yield the results you desire, try several different search words. For example, if I’m interested in articles which describe fundraising events, I could search for:
   - fundraiser
   - fundraising
   - donors

4. Notice the details in the results list. **Click on an article, NOT on a Table of Contents (since they do NOT link you to the individual articles).**

5. Click on the title to access.

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https://library.olivet.edu/contact/ask-a-librarian.php