**HOW TO...**

**FIND FULL TEXT ARTICLES FROM ERL DATABASES**

A. From Record Display Screen

1. Choose *Change Display* from the record display screen.

2. Select *Complete Record* to display Full text records.

3. Click *Confirm Change*.

**Full Text Article Display**

4. Article display with Full text included.
B. From Search Screen

1. Select Set Other Limits from the search screen.

2. Choose Y from the Full Text Indicator. Click the Set Limits button to confirm.

Full Text Article Display

3. The Current Limits has changed to search for Full text articles ONLY. Enter a search term in Search Entry Box and click Start Search to execute.

4. Articles displayed with Full Text included.