

## Newsletter for State Employees

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#### CONTACT US

**609-278-2640**

Reference: ext. 103  
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*To get a State Library Card, visit the Library or fill out a form online:*  
[www.njstatelib.org/cyberdesk](http://www.njstatelib.org/cyberdesk)

## IT'S ONE-STOP INFORMATION: RESEARCH GUIDES AND SELECTED WEB SITES

Get quality research guides and selected web sites all in one spot at [www.njstatelib.org/Research\\_Guides](http://www.njstatelib.org/Research_Guides). The reference librarians at the State Library have researched the sites for you. Select a topic and then use the guides to help you find information you need quickly and easily.

Subjects covered in our research guides are: Business, Criminal Justice, Grant Resources, Health and Medicine, Environmental, Education, Emergency Management, Law, Public Policy, and U.S. Government.

Our selected web sites include links to other useful areas on the Internet. Use the guide as your jumping off point for things like acronyms and abbreviations, almanacs, homes and best places to live, product evaluations, reviews and safety, news, language translators and U.S. and N.J. Historical documents.

If you have questions while using our research guides and selected web sites, contact [refdesk@njstatelib.org](mailto:refdesk@njstatelib.org) or 609-278-2640 extension 103.

*Consider the selected web sites as your own mini guide to get quick links to things including weather, train and bus schedules, voter registration, guides to correct grammar usage, dictionaries, style sheets, maps, sports, or car guides.*

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## INTERESTING WEB SITES TO BOOKMARK

### Convert files

[www.zamzar.com](http://www.zamzar.com). Do you need to find a common format for both you and your colleagues to work on a document or presentation? Use Zamzar to convert files without having to download software. For example, you can change a .doc to a .pdf or your .ppt to an .html. You can convert files in the following formats: document, image, music, video and compressed.

### Photo Image Manipulation

[www.cellsea.com](http://www.cellsea.com). Need to change a picture, but don't have a program on your desktop? Format that picture you need for your presentation with Cellsea. Upload your picture, make your changes and download the finished product. Now you have the perfect picture to make the impact you want.

## USE CINAHL TO FIND QUALITY NURSING AND ALLIED HEALTH INFORMATION



Do you need to find high quality health information to help you in your job? Are you doing research for a paper and need to find peer-reviewed journal articles? *CINAHL*, the Cumulative Index to Nursing and Allied Health Literature, provides professional level publications on the subject of nursing and the allied health professions.

Available to everyone at the State Library or remotely to state employees and Thomas Edison State College students and staff, CINAHL indexes more than 2800 journals with full text available for over 600. You can search in materials with formats including journal articles, books, standards of practice and selected conference proceedings. And not only articles are indexed in CINAHL – a researcher can also locate other publications such as book chapters, nursing dissertations, and continuing medical education modules. Date of coverage is 1982 to the present.

CINAHL is located at [www.njstatelib.org/cyberdesk](http://www.njstatelib.org/cyberdesk). Click on “Databases by Title” and find CINAHL with full text in the alphabetical listing. With a user-friendly search screen you can limit your results to articles from certain publication dates, articles with full text or articles that are from peer-reviewed journals. Perform a publications search by choosing the tab of that name at the top of the page and find specific issues of journals.



**HELPFUL INFORMATION:** Areas covered with CINAHL with full text are: nursing, health sciences, biomedicine, librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

When searching, if you enter more than one term in the search box, be sure to separate your terms or phrases with ANDs or ORs. Other limiters you can choose are publication dates and the category “peer-reviewed journals.”

Advanced searching provides even more choices such as focusing your search by using subject headings. Click on the CINAHL Headings tab located in the bar at the top of the screen and browse for your topic. For example, type in the term “telenursing,” click “browse,” and you’ll see this is a subject heading. Now click on the term for search options.

CINAHL with full text has many other features including one that shows you how to cite an article in bibliography formats such as APA, MLA, Chicago and AMA styles.

*For additional assistance contact [msullivan@njstatelib.org](mailto:msullivan@njstatelib.org) or 609-278-2640 ext. 165.*

## FREE MID-DAY TRAINING CLASSES

**Getting to Know Google: Advanced Searching and Google Maps – January 9 from 1 to 2 p.m.** Learn how to make Google your calculator, dictionary, and local directory. Explore an area, plan a trip and locate a business, all through one resource.

**Reference USA: A Source of Information on Businesses, Medical Professionals and People – January 21 from noon to 1 p.m.** Explore how to find in-depth company information, create potential client lists of businesses or residents, or, if you are job hunting, locate potential employers. Reference USA is an invaluable resource.

**Locating Grant and Funding Information in Foundation Directory Online Professional – January 28 from noon to 1 p.m.** Find out how to use the Foundation Center’s premier research database for nonprofits. Learn how to identify the funding sources that can help you achieve your organization’s mission.



*For assistance contact [libdir@njstatelib.org](mailto:libdir@njstatelib.org) or 609-278-2640 ext. 190.*

*All classes are held at the New Jersey State Library, 185 West State Street, Trenton, N.J. in the Level 5 training room.*

*Space is limited so register early.*

*Register online at [www.njstatelib.org/cyberdesk](http://www.njstatelib.org/cyberdesk).*

*Mid-day Training on the right-hand side of your screen.*

**To subscribe to The LINK and Selected New Books List, send an e-mail to [cwarrick@njstatelib.org](mailto:cwarrick@njstatelib.org).**

**Need a computer over your lunch hour?  
Reserve online ahead of time at  
[www.njstatelib.org/cyberdesk](http://www.njstatelib.org/cyberdesk).**

**In the left-hand column, click on “Reserve a Computer.”**