

How to Use *Points of View*

1. Library home page > Databases and eBooks > *Points of View*
2. Search using key terms for your topic > Recommend using the SOURCE TYPE button under the search box to filter by type, e.g., “Points of View”
3. Display an article by clicking the ACCESS NOW or ACCESS OPTIONS button (If both PDF and online full text are options, choose online.)
4. **To print:** Use the “Print” icon in the toolbar at the top
5. **To cite:**
 - a. Use the “Cite” icon in the toolbar at the top
 - b. Change citation format to MLA > “Copy to Clipboard” > Paste into a Google doc
6. **To save to Google drive:** Click the “Share” icon in the toolbar at the top.