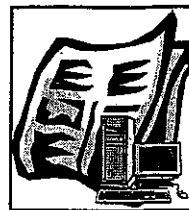


Guide to Using.... Western New York Index

<http://www.wnyindex.org>



What Is It? The *Western New York Index* on the Web is an index to several local publications, that in its original form was an annotated index published in a booklet from 1983-1996 through the Buffalo & Erie County Public Library. Both versions of the index provide access to citations with brief annotations that emphasizes local news stories that appeared in the following publications from 1983 to 1996:

- *Buffalo Business Journal* (1984-1986)
- *Buffalo News* (1983-1996)
- *Buffalo Spree* (1988-1996)
- *Business First of Buffalo* (1984-1996)
- *Business New York* (1988-1990)
- *WNY Genealogical Society Journal* (1987, 1991-1996)
- *Western New York Magazine* (1984-1996)

How Do I Get to the Web Version? On your Internet browser, type the web address: <http://www.wnyindex.org>. You can also get to the *Western New York Index* from pointers at other various web sites including the Buffalo and Erie County Public Library's web site (<http://www.buffalolib.org>) and the Western New York Library Resources Council web site (<http://www.wnylrc.org>).

What Will I Find There? At the *Western New York Index* home page, there are six hyper-links.

- ☞ **Search the Index:** This is the main link. You can search the index by either subject or person.
- ☞ **Teachers Only:** Educators who register can receive copies of lesson plans to use the index in the classroom.
- ☞ **Special Thanks:** A list of organizations that helped make the *Western New York Index* available on the web possible.
- ☞ **Source Material:** A list of periodicals indexed and the location of where the full text of the journal or newspaper articles can be found.
- ☞ **Background:** A historical overview of the creation of the *Western New York Index* and the justification for its current online format.
- ☞ **Comments:** An optional page where the user can make suggestions or provide feedback on the *Western New York Index's* web page.

How Do I Use It? Double-click on **Search the Index**. There are two choices: **Subject Search** (such as businesses, sports teams, cultural institutions) or **People Search** (type in the last name of a person you are searching). Your search will list citations to newspaper and magazine articles, not the full text. You can use the list in **Source Material** to locate where the magazine or newspaper is housed, or request it through Inter-Library Loan.

Can I Practice Using It? We'll start with subject searches first. Remember that web sites change frequently. What you see today, may not be what you see tomorrow.

Sample Subject Search

1. Under **Subject Search**, type *Buffalo Zoo* and click on the button **Subject Search**. A list of possible subject matches will appear. To continue your search, use your mouse to check the box next to **Buffalo Zoological Gardens** to confirm your subject query. Click on the button **Search Index**. The first 25 of 226 or more citations appear. To see the next group of 25, check **Next** and click on the button **Go**.
2. To limit this search to something more manageable, click on **Back to Search**. Check **Buffalo Zoological Gardens** again, but this time choose a beginning year **1994** and the ending year **1996**. Click on **Search Index**. Only twenty-two citations appear with this search criteria.
3. To print the information, check the citations you want to print in the box after the annotation. Scroll down the page and click **Print**. The selected or "marked" citations will appear. Click on your Internet browser's print icon. For this exercise, check the following citations with the annotations:

Garlock Brings Business Skills to Zoo Post (Thomas E. Garlock)
and
Zoologist Gives A Hoot For All Species

Click on **Print**. Then click your Internet browser's print button.

4. Other subjects to search:

curfews

Buffalo Bisons

rapid transit system

Sample Person Search

1. Click on **Back to Search** to start a new search query. Clear out any old searches. Under **People Search**, type in the last name and then the first name of the person you are searching. For this exercise, type in *Harris, James*. Then, click the button **People Search**.
2. Check or "mark" **Harris, James** to confirm your search, then click **Search Index**. Only one article is retrieved about James Harris, who is eventually hired as Buffalo school system's superintendent.
3. Now type *Harris , James* (notice the space before the comma), confirm your search and then click **Search Index**. Seven different articles are retrieved, but they are all on the same "James Harris" who was a candidate for the Superintendent's job. It is also the same "James Harris" you pulled up in Step 2, but you'll notice that the article in Step 2 is not listed here. The way around these types of clerical errors that may appear in online databases, is to type only the last name in at the search screen.
4. To pull up every article referring to "James Harris," type only the last name *Harris* at the search screen. The system is forced to list several names in order for you to confirm the right one. Click on both **Harris, James** and **Harris , James** to retrieve all eight articles.
5. Other names to search for practice:

Masiello, Anthony Kelly, Jim
6. Explore the other links listed in the beginning. Try finding where the source is for some of the article citations you retrieved above.