

Gale Databases – Search Tips

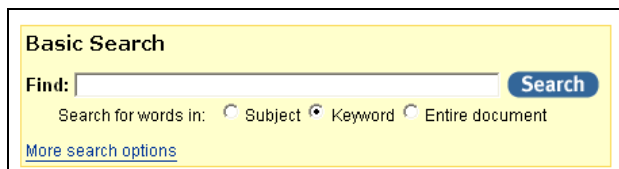
Note: this document explains the basic steps for using the following Gale databases: *Academic OneFile*, *General OneFile*, *InfoTrac Custom Journals*, *Expanded Academic ASAP*, *Academic ASAP*. All screenshots are taken from *Academic OneFile*. Some details may differ in other products.

CHOOSE A SEARCH TYPE

From the menu below the product banner



- **Basic Search:** offers a straightforward way to search featuring a single search box, the choice of selecting from the most widely used search options, and the optional ability to add search limiters. Is ideal when keywords and phrases are too specific to be found in the subject guide.



There are three **Basic Search** options:

- **by Subject:** Use to search for topics such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc.
 - **by Keyword:** Lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms.
 - **by Entire Document (fulltext search):** Looks for any word or words within the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the Keyword search.
- **Subject Guide Search:** Browse listings of subjects, people, products, locations and organizations then select a term and see a list of citations.
 - **Publication Search:** Use to browse & view the contents of a specific publication.
 - **Advanced Search:** Select an index and combine search terms and limits for the most precise searches.

CONDUCT THE SEARCH

1. Type the search terms in the entry box.
2. For more specific results, limit the search by adding the publication date, publication title, or other limiters (found by clicking on the "More search options" link).
3. Click on the **Search** button.

VIEW THE RESULTS

- **Basic** and **Advanced** searches yield a **tabbed** results list that groups your results into similar types of documents. Click a tab to see its results. Tabs with no results are "grayed out" and will not work.

The screenshot shows the Academic OneFile search interface. The search term is 'death penalty'. The results are categorized by document type: Academic Journals (727), Magazines (1799), Books (6), News (2745), and Multimedia (298). The search is limited to full-text results, sorted by Publication Date. Two results are displayed:

- South Dakota's aggravating circumstances on trial.** Lance Dutton. *South Dakota Law Review* 53.1 (Spring 2008): p139(35). (21360 words) Reading Level (Lexile): 1700.
- One may be opposed to the use of the death penalty and still not terribly cheered by the vote of the United Nations General Assembly in favor of a global moratorium against it.(While We're At It).** Richard John Neuhaus. *First Things: A Monthly Journal of Religion and Public Life* 181 (March 2008): p68(1). (538 words) Reading Level (Lexile): 1250.

- A **Subject Guide Search** lists all subjects in which the words you searched for occur and the number of search results found for each. You can navigate through the Subject Guide by selecting subdivision and related subjects links.

The screenshot shows the Subject Guide Search results for 'petroleum'. The search term is 'petroleum'. The results are listed in a table with columns for Subject Terms and Results.

Subject Terms	Results
Petroleum Subdivisions Related subjects	75689
Petroleum Air Services	2
Petroleum Analysis Ltd.	3
Petroleum Analyzer Company L.P.	2
Petroleum and Natural Gas Senior Staff Association of Nigeria	2
Petroleum and Resources Corp.	39
Petroleum Argus	1
Petroleum Asphalt See Asphalt	
Petroleum Association of Japan	5

- **Publication Search** lists all titles of the publications in which the words you searched for occur. Choose a publication, then select the Year and Vol./Issue you wish to view.

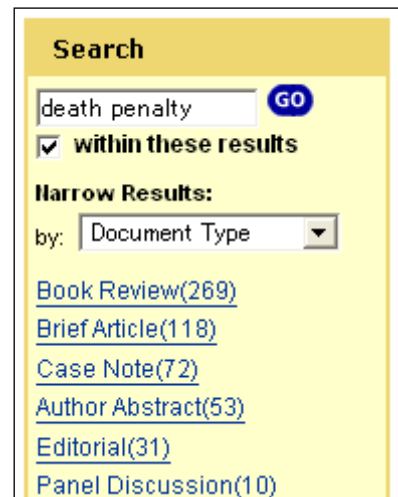
NOTE: The article text is not included for all items. Check your library's holdings or ask your librarian for assistance in obtaining the text of articles not included within the database.

NARROWING YOUR SEARCH RESULTS

The yellow box in the left navigation of your results list allows you to narrow your search results. To narrow your results, enter another search term in the box and click 'search.'

Alternatively you may use the drop down menu option in the yellow box, which allows you to sort and view the results by subject, publication title, or document type. This is especially helpful for obtaining results from a specific publication title or if you are interested in specific article types. Your choices and options to narrow your results will vary depending on the type of content you are viewing.

You can also limit your search results to articles with full-text, with images, or from peer-reviewed publications by clicking on the tick boxes found under each tab.



Search

death penalty

within these results

Narrow Results:

by:

[Book Review\(269\)](#)

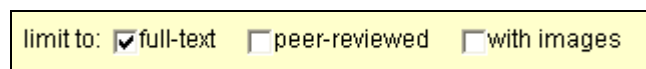
[Brief Article\(118\)](#)

[Case Note\(72\)](#)

[Author Abstract\(53\)](#)

[Editorial\(31\)](#)

[Panel Discussion\(10\)](#)



limit to: full-text peer-reviewed with images

PRINT, DOWNLOAD, TRANSLATE or E-MAIL ITEMS

- To **Print** an item: Click on the Print Preview link in the Tools box located to the right of the article content. Print using your browser's print function.
- To **E-mail** an item: Click on the E-mail link in the Tools box. Enter the e-mail address, subject line & message (if desired), and sender's e-mail address in the E-mail Delivery box.
- To **Download** an item as a file to be saved on your computer or to a CD, click the Download link in the Tools box.
- To **Cite** an item in a paper, click the Citation Tools link in the Tools box. Save in the available citation formats and or export to your citation management software (if you have access to such software).
- To **Translate** an item into any of eight different languages, select the language from the drop down menu in the Tools box and click on the Translate button. (Note: *translation is computer-generated and not guaranteed to be 100% accurate.*)



Tools

Spanish

MARK items or BOOKMARK pages for later view

- To save an item to view later in your search session: Click in the **Mark** box to the left of the article title.
- To view your list of marked items, click on the **Marked Items** hyperlink at the top of the screen.
- A **Marked Documents** page will appear containing all of your marked items. You may also Print, Email, Download or Cite all items by using the Tools box (left) and the Download link (right).

Warning!! Your Marked Items will disappear once you end the session. To save them beyond the current session, also use the Bookmark function below while displaying the Marked List.

- **Bookmark** any page (including search results, marked document lists) using the Bookmark link on the upper left of the screen. A pop-up window will appear; copy and paste or email the bookmark URL for future use.

SEARCH ALERTS and JOURNAL ALERTS

Search Alerts will notify you via email or RSS when new content is added to the database that matches your search criteria. You may choose to have the system check for new content on a daily, weekly or monthly basis and send you an e-mail message or RSS feed when updates are found.

To create a Search Alert, after executing a search, simply click on the "**Create a Search Alert**" icon and fill in the appropriate email address and frequency fields, or copy the feed URL to your RSS reader.



Similarly, **Journal Alerts** will notify you via email or RSS when a new issue of a specific Journal is published and becomes available in the database. To create a Journal Alert, either execute a Publication Search or click on the Journal title in a search result to display the "About this Publication" page. Click on the "**Create a Journal Alert**" icon on the upper right.



DICTIONARY

For difficult words, you can search the *Merriam-Webster's Collegiate Dictionary* which can be found in the **Dictionary** link found on the upper part of the screen. Enter a word, or just the first several letters, then click Search.

To look up a word from an article, highlight the word with your mouse, then click on the Dictionary link. The definition will be displayed, along with the next words that appear alphabetically after it.