

## ◀ If you see this

▼ *Read this*  
 otherwise go to side B

### General Search Tips

Each database in GaleNet features its own search options. For a detailed description of the extensive search capabilities available on GaleNet, please refer to our online help documentation located under the help button on the left hand navigation bar in the upper left corner.

### Punctuation

#### • Hyphen

A hyphen (-) used between two words is considered part of the term.

Example: self-doubt

#### • Ampersand

An ampersand (&) is not recognized by the search engine and should be deleted from the search term.

Example: "Three Stories Ten Poems" (instead of Three Stories & Ten Poems)

#### • Double Quotes

The use of double quotes (" ") around a phrase may be used to make the search results more precise

#### • Capitalization

The search engine is not case sensitive. Using capitalization will not affect the results of your search.

Example: astronaut and spaceship or Astronaut and Spaceship

#### • Search Operators (AND, OR)

Use the AND search operator to retrieve documents that contain both of the specified search terms.


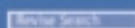







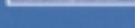

Example: apples AND bananas (displays any document that mentions both words)

Use the OR search operator to retrieve documents that contain one or both specified search terms.

Example: apples AND bananas OR oranges (no conditions are placed on the terms in relation to one another)

### Navigational Bars

Navigational bars are located on the left side of your search document and at the bottom of the page. These bars are designed as shortcuts to save time clicking and scrolling. While there are more than 25 different navigational bars that can be present in different products, the following list describes some of the most frequently used:

	<b>Help:</b> Links to the product help file
	<b>Revise Search:</b> Links to the last search screen you used
	<b>Current Results:</b> Links to the results list from your current search
	<b>First Document:</b> Links to the first document in the results list
	<b>Previous Document:</b> Links to the previous document of the results list
	<b>Next Document:</b> Links to the next document in list
	<b>Last Document:</b> Links to the last document in the results the results list
	<b>Add to Keeper List:</b> Adds this record to your personal list of favorite records from your searches
	<b>View Keeper List:</b> Links to your personal list of favorite records
	<b>E-mail Data Home:</b> E-mails the record to an address of your choice
	<b>Search Tips:</b> Links to the search tips section of the help file

### Customer Technical Care

For technical help, call us at 1-800-457-4253

### Integration with galegroup.com

You can quickly link from our popular Web site [www.galegroup.com](http://www.galegroup.com) to your GaleNet access page. That makes it simple to move between features like product reviews or acclaimed monthly resource centers (Black History Month, Celebrating Women's History, National Poetry Month) and your GaleNet databases.

## If you see this:



**Read this** ▼

otherwise go to side A

### General Search Tips

#### Search Options

GaleNet offers a variety of search options, depending on the database being searched. Examples include:

- Search by Name or Acronym
- Search by Location
- Search by Subject or Free-Text Term
- Extended Search
- Expert Search

Specific information for each search can be found in the online help documentation located at the top of each database's search screen.

Note: If terms are entered in more than one field, the search engine automatically uses the AND search operator.

#### Search Operators

Search terms may be connected with Boolean search operators such as AND, OR, WITH, ADJ, etc. For additional search operators, please refer to the online help documentation.

#### Punctuation

The following tips may be helpful in using punctuation within a search statement:

- **Period** When a period (.) is integral to a search term, enclose the term in double quotes.  
Example: "St. John" or "Ford Motor Co."
- **Hyphen** A hyphen (-) used between two words is considered part of the term.  
Example: end-user or Coca-Cola
- **Apostrophe** An apostrophe (') is not recognized by the search engine and should be deleted from the search term.  
Example: Users (instead of user's)
- **Ampersand** An ampersand (&) is not recognized by the search engine and should be deleted from the search term.  
Example: ATT (Instead of AT&T)
- **Double Quotes** Use of double quotes (" ") yield listings in which the words appear adjacent to one another within the designated field. When a search query yields an error message, try enclosing the term in double quotes
- **Parentheses** Parentheses ( ) within a search are ignored by the search engine
- **Power Users** For detailed descriptions of expert search capabilities, please refer to our online help documentation

### Getting Around in GaleNet

A wide range of Navigational Icons move you quickly through GaleNet. These icons serve as shortcuts to save unnecessary time clicking and scrolling.



**Home Icon:** Returns to the Home page.



**Search Icon:** Returns to the original search form.



**Previous List Icon:** Returns to the previous list of documents.



**Document List Icon:** Returns to the most current group of list of documents.



**Next List Icon:** Returns to the next list of documents.



**First Document Icon:** Returns to the first document in the current list.



**Previous Document Icon:** Returns to the previous document in the current list.



**Document Icon:** Returns to the most currently viewed document.



**Next Document Icon:** Returns to the next document in the list.



**Last Document Icon:** Returns to the last document in the current list.



**Bottom of Document Icon:** Returns to the bottom of the current document.



**Top of Document Icon:** Returns to the top of the current document.



**Text Reference Link Icon:** Returns the target document or the target itself.



**Text Target Link Icon:** Returns to the top of the target document.



**Media Reference Link Icon:** Returns the object of the link.



**Previous Search Link Icon:** Returns to the previous search link document.



**Search Link Icon:** Returns to the first document that contains the search link terms.



**Next Search Link Icon:** Returns to the next search link document.



**Navigational Help Icon:** Returns to the Help page.

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