



# General OneFile Navigation Guide

**General OneFile** is available in Gale's **PowerSearch™** - a search platform unlike any other - providing libraries with a sophisticated yet simple solution for managing a wealth of periodical, reference and primary source information. PowerSearch provides your patrons with access to all the Gale content in your library's collection through a single search. PowerSearch helps maximize usage of your Gale databases and patrons save time through a streamlined common user interface that can be customized to match their skill levels and habits.

**PowerSearch** features:

- Color-coded tabbed results for easy source identification.
- Citation generation in multiple formats — including MLA and APA.
- Helpful user-interface and document tools.
- Subject-assisted search option.
- Language translator in eight languages including Spanish, French, simplified Chinese and others.

**PowerSearch** retains all the functionality you've come to expect from our databases, while offering users a simpler design with enhanced usability, increased customization capabilities, greater flexibility, index-term browsing and many other improvements. Users search with the method that's easiest for them — by entering keywords, using pre-defined subject terms or constructing complex search queries using Boolean logic. Below the search term field, users will find a list of the Gale databases you offer and they may select from one, some or all of the databases they wish to include in the search. The database from which each document is found appears as part of the search results.

When a search is conducted, **PowerSearch** simplifies navigation with a "breadcrumb trail" that shows the path the search has taken, allowing the user to easily return to a previous step. Any page can be accessed quickly using tabs found on the navigation bar directly below the title banner. Helpful user interface navigation and document tools (such as print, e-mail, cite, download and translate) are in a clearly visible box on each document.

For more on **General OneFile**, visit our online catalog at <http://www.gale.com>.

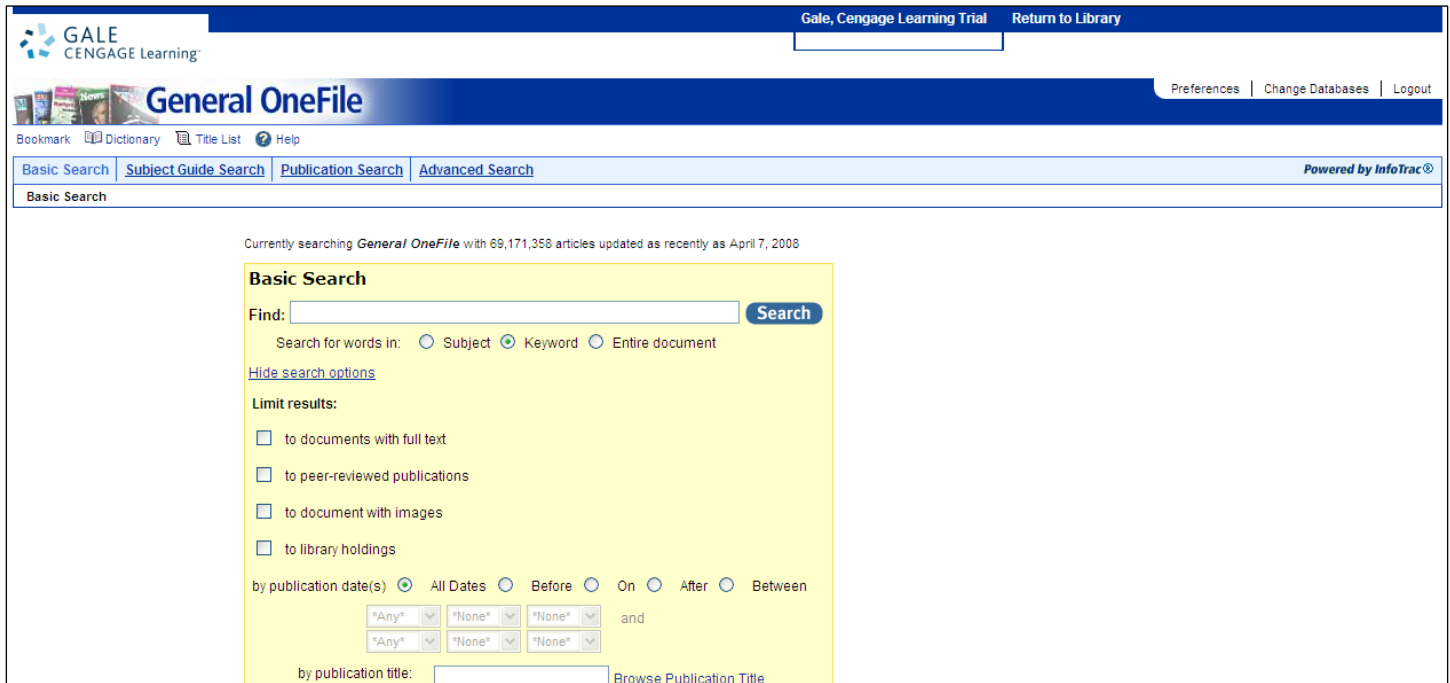
## Searching in PowerSearch

You may wish to search directly in **one database** and not use the cross-search feature. From the **Database Menu** simply click the database name link from the "**Cross Searchable Databases**" list. You will be taken to that product's start-up page, where you may use all the features and functions of that database.

To return to the **Database Menu**, click one of the *Change Databases* link from the upper right hand corner.

# Home Page

The **Home** page appears whenever you start searching the database(s). Typically the **Basic Search** or **Subject Guide Search** is the **Home** page. However, depending on how your Library Administrator has *PowerSearch* configured, your **Home** page could vary to include **Advanced Search**, or **Publication Search**.

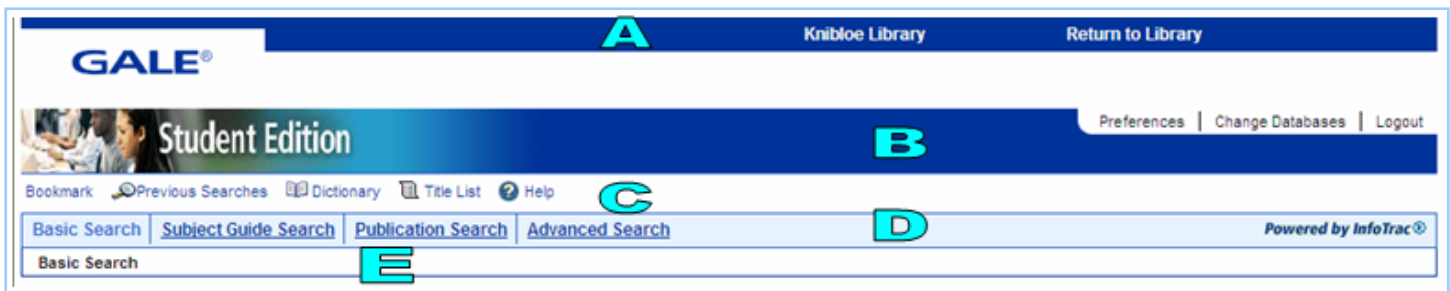


# The Banner Bars

Use the links found in the banner bars at the top of the page to navigate to product features.

You'll find five bars (or rows) similar to the sample screen image below. For this example, we are using the banner bar from *Student Edition*.

Example



Key

- A = Library bar - shows the Gale logo in the upper left-hand corner and to the right, any available links to your library (if enabled by your library)
- B = Title bar - displays the name of this database to the left and to the right you'll find the Preferences, Change Databases and Logout links

- C = Toolbar - shows tools that are currently available for your session (will always display Bookmark, Dictionary, Title List and Help; other links, such as Marked Items and Previous Searches only appear when they contain items to be displayed)
- D = Search path bar - provides links to the various types of searches available in this database
- E = Breadcrumb trail - lets you return to a previous page

## Search Options

Here's a summary of the search paths available in **PowerSearch**. You will find links to each type of search on the search path bar.

Search Type	Description	Offers Optional Ways to Limit Your Search (if enabled by your library)?	Displays Subject Guide Sidebar on Results page?
Basic Search using the Subject option	Searches for documents about a particular topic. This search is especially useful as you begin your research.	Yes	Yes
Basic Search using the Keyword option	Searches key fields, including titles, introductory text, authors, and subject terms. This option searches a broader range of fields than a search by <b>Subject</b> .	Yes	Yes
Basic Search using the Entire document option	Searches the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the <b>Keyword</b> search. This is a good search to use if you are looking for a particular line of text or an unusual phrase.	Yes	Yes
Subject Guide Search	Browses a hierarchical list of subject terms (known as the <b>Subject Guide</b> ), allowing you to select topics, subdivisions, and related subjects.	Yes	Yes
Publication Search	Searches for periodical titles, showing information about each publication and allowing you to drill-down to select a specific volume or issue.	Yes	No
Advanced Search	Allows you to build as simple or as complex a search expression as you want by selecting specific areas of the database to search, known as indexes. You can even build new searches based on previous searches.	Yes	May be displayed when searching certain indexes
CCL Advanced Search	Offers an alternate way to build an Advanced Search expression by selecting an index from a drop-down menu or by typing one or more index abbreviations. Logical operators may be used. You can even build new searches based on previous searches.	Yes	No

### A Dictionary Search

In addition you can search for dictionary definitions of words or terms using the **Dictionary** link from the toolbar.

**Hint:** Highlighting a word on any page in *PowerSearch* and then clicking Dictionary, will automatically populate the **Enter a word or first letter** field

## Setting Session Preferences

For **PowerSearch**, you may customize certain features of your current search session. Click the **Preferences** link (where available) on the title bar (found in the banner area at the top of the page) to display the **Preferences** page in its own browser window.

Setting	Description	Notes
Number of results per page pull-down list	Allows you to determine how many items will appear on each page of the results list. You may view 5, 10, 20, or 50 items per page at a time.	If your system is taking too long to load the results list page, try selecting a smaller number of results to appear on the page. This setting does not limit the total number of search results found, just the number displayed per page.
Language drop-down menu	Select which language you want the system to use when displaying buttons, links, and instructions on the screen.	Note that while this setting does not change or translate the language of the content found in this database, this database does offer an on-demand translation service available when viewing documents.
Limit the results to documents with full text check box	This setting lets you determine the default value for a particular search limiter that will appear each time you launch a search. In this case, this setting lets you limit the results of your search to include only articles with full text, thus eliminating any citation-only and abstract-only documents.	Clicking the check box means this search limiter will be checked by default for all applicable searches during this current session. You may always override this default setting on the search screen at the time of executing the search.
Limit the results to peer-reviewed publications check box	This setting lets you determine the default value for a particular search limiter that will appear each time you launch a search. In this case, this setting lets you limit your search results to include only articles from refereed journals (also known as peer-reviewed journals).	Clicking the check box means this search limiter will be checked by default for all applicable searches during this current session. You may always override this default setting on the search screen at the time of executing the search.
Search term highlighting option	If you want to see the search terms you entered appear differently from the remaining text on the document display page, enable highlighting by clicking the "Yes" radio button.	Clicking "On" will allow you to choose the font color and style you desire in the next two options.
Font color pull-down menu	Select the color you want used for your search terms when they appear on the document display page.	This setting is only available when you have turned Search term highlighting on.
Font style pull-down menu	Select the style you want used for your search terms when they appear on the document display page (for example, bold or italic, etc.).	This setting is only available when you have turned Search term highlighting on.

# What is a Basic Search?

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 (if enabled by your library).

If your search is successful, you will see a results list page with items matching your search criteria.

**Basic Search**

Find:  [Search](#)

Search for words in:  Subject  Keyword  Entire document

[Hide search options](#)

**Limit results:**

to documents with full text

to peer-reviewed publications

to document with images

by publication date(s)  All Dates  Before  On  After  Between

and

by publication title:  [Browse Publication Title](#)

by publication subject:  [Browse Publication Subject](#)

## No Results Found

If no results can be found, you will get a message asking you to revise your search, with a link to return to the search input form. In addition, whenever possible, the system will display one or more "**Did You Mean?**" terms showing spell check suggestions and/or other terms from a list of commonly searched, similar terms. For example, if you incorrectly entered *homminid*, the system may display the following message:

Results for **Basic Search** (KE (homminid))

**No Results matching your search term(s) were found.**

Please check your spelling or try other search term(s). [Revise Search](#)

Did You Mean? [hominid](#), [hominids](#), [hominoid](#)

## Performing a Basic Search

Here's how to perform a Basic Search:

1. If you're not already at the **Basic Search** page, click Basic Search from the search path bar
2. Enter one or more words in the **Find** box
3. Select a search option by clicking one of the radio buttons below the **Find** box: **Subject**, **Keyword** or **Entire document**
4. Optionally enter search limits by clicking **More search options**
5. Click the **Search** button

You may use **logical (Boolean)** operators, **proximity operators** and **wildcard** characters in a **Basic Search**. Note that when searching the **Keyword** or **Entire Document** index, entering two or more search terms without any logical operators between terms is the same as using the N4 proximity operator. So that a search on cats dogs is the same as entering cats N4 dogs. Refer to the section on **proximity operators** for more help.

If your search is successful, you will see a results list page with items matching your search criteria on the right-hand side of the page organized into tabs. You may also see a list of the subject terms most closely matching your search terms on the left-hand side of the page known as the Subject Guide sidebar. If no results can be found, you will see a message asking you to revise your search or select one of the "**Did You Mean?**" alternate terms.

## **Basic Search by Subject**

Use the **Subject** option of **Basic Search** to search for topics such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc. using a hierarchical subject guide developed by Gale editors. This is a good search to use when beginning your research or when you want to look for related subjects.

When typing in terms in the search box, it is usually best to search for only one or two words. If you enter more than one word, enter the most important word first, even if that looks backward.

Subject searches also result from the following actions:

- Selecting a term from the **Subject Guide**
- Selecting a "**Subject Terms**" link on the document display page

## **Basic Search by Keyword**

The **Keyword** option of **Basic Search** lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms. This option searches a broader range of fields than more specific searches like by title or subject. **Keyword** search works well for less common terms such as proper nouns.

## **Basic Search by Entire Document**

The **Entire document** option of **Basic 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. This is a good search to use if you are looking for a particular line of text or an unusual phrase.

## **What is a Subject Guide Search?**

Search the **Subject Guide** when you want to browse a listing of subjects, people, products, locations and organizations that contain word or words you entered. From this listing (known as the Subject Guide), you can select a term and see a results list of matching items, or navigate through the Subject Guide by selecting subdivision and related subjects links.

## Performing a Subject Guide Search

Here's how to do a **Subject Guide Search**:

1. If you're not already at the **Subject Guide Search** page, click **Subject Guide Search** from the search path bar
2. Enter one or more words in the **Find** box
3. Optionally click the **More search options** link (if enabled) to limit your search
4. Click the **Search** button

### Subject Guide Search

Find:  [Search](#)

Find subject terms that contain words you entered

[Hide search options](#)

**Limit results:**

to documents with full text

to peer-reviewed publications

to document with images

by publication date(s)  All Dates  Before  On  After  Between

and

by publication title:  [Browse Publication Title](#)

by publication subject:  [Browse Publication Subject](#)

**Hint:** It's usually best to search for only one or two words. If you enter more than one word, enter the most important word first, even if that looks backwards. Use one or more wildcards if you're unsure of spelling or want to search for variant forms of a word. Also try making your search term plural when searching broad topics, such as birds.

The word **and** is ignored; however you may use the **or** and **not** logical operators. **Proximity operators** are ignored. See **General Search Tips** for more information on **logical operators**, **proximity operators**, and **wildcards**.

If your search is successful, you'll see a page of the **Subject Guide**. If no exact matches are found, the search system goes through a series of fall-back steps to try to get you results.

## Browsing the Subject Guide

The Subject Guide lists all indexed subjects in which the words you searched for occur. The Subject Guide, with its hyperlinked terms, is a powerful search tool that lets you easily expand or narrow your search or take it in a different but related direction simply by selecting terms. Each time you click on a term, search results for the term you selected will be displayed.

Subject Terms	Results
<a href="#">United States</a> <small>Subdivisions   Related subjects</small>	8529
<a href="#">United States (World War II)</a> <small>Related subjects</small>	3
<a href="#">United States (World War II)</a> <small>Related subjects</small>	20
<a href="#">United States Academy for Peace and Conflict Resolution</a>	1
<a href="#">United States Advanced Battery Consortium</a>	4
<a href="#">United States Advanced Lithography</a>	1
<a href="#">United States Agency for International Development</a> <small>See <a href="#">United States Agency for International Development</a></small>	
<a href="#">United States Capitol</a> <small>Related subjects</small>	1

## Subject Guide Pages

The **Subject Guide** appears in full-page view when you launch a search from the **Subject Guide** Search page. Note: You can view the **Subjects** found in your current search results using the **Search** sidebar and view **Related Subjects** from the document display page, also in the **Search** sidebar.

### How Subject Guide Entries Are Arranged

Entries are displayed in groups and in alphabetical order within each group. The first group shows the entries in which your search word(s) comes first. Next are the entries in which your word(s) comes second, and so on.

The **Previous** and **Next** arrow icons above the list and repeated at the bottom let you go backward or forward, respectively, one page at a time. You may enter a term directly in the input box and click **Go** to "jump" to that term.

Subject terms are hyperlinked, and clicking a term performs a **Subject Search** and displays a results list. The Results column to the right displays the number of "hits," so you'll know before you select a subject term the number of results to expect.

### "See..." References

Some Subject Guide entries do not have a direct link to results but are followed by one or more entries that start with "See" followed by a hyperlinked subject term. The Subject Guide's thesaurus associates phrases that aren't actually indexed as subjects with subject headings that are indexed, so that even if what you type isn't in the index you'll be shown equivalent entries.

For example, a search for "fish farming" might produce a Subject Guide entry of "See Aquaculture." "Aquaculture" is how "fish farming" is actually indexed in the database.

By establishing equivalent subjects, the system creates more flexibility for you to do subject searches. You don't have to know exactly how a subject is indexed to find references to material about the subject.

### Subdivisions

Subdivisions take a broad or complex subject and break it into subheadings grouped under the tabs of Topics, Locations, and Dates (use the Display drop-down menu to make a selection; choices are dynamic and may not always be available in every case). Selecting a Subdivisions link focuses your search and lets you see a manageable set of results for a subject that might lead to hundreds or even thousands of references. Subdivisions let you concentrate on those aspects of a subject that are most meaningful to you.

For example, the main subject "Renaissance" may have dozens of subdivisions, such as "Analysis," "Bibliography," "Criticism and Interpretation," and "Religious Aspects." Click a hyperlinked subject to see results associated with that subdivision.

### Related Subjects

Related subjects are just what they sound like: subjects that aren't directly about what you searched for but are related in some way. Selecting a Related subjects link will display terms arranged alphabetically in the categories of Broader, Narrower, and Related terms (use the Display drop-down menu to make a selection; choices are dynamic and may not always be available in every case).

Related subjects lead to additional documents that might be of interest. For example, under the subject "*Metalworking*," you might find related subjects such as "*Manufacturing*" (a broader subject term), "*Forging*" (a narrower term), and "*Metallurgy*" (a related term).

Click a hyperlinked subject to see search results for the selected term.

### Spelling List

If a subject search fails, the search system displays an alphabetical list of words from indexed subjects allowing you to choose a word. This is especially helpful if you've inadvertently misspelled a word.

For example, if you search for "*schitzophrenia*" there won't be any matches. On the list of possibilities, you should see the word *schizophrenia*, which is the correct spelling.

The first word in the list alphabetically follows the word you typed. You might need to move backward or forward one or more pages to find the word you want.

If none of the listed subjects is appropriate, go back to the search page and try again. If you're not sure of a spelling, you can use one or more wildcards to replace parts of words. Don't forget to use the online Dictionary. And you can also try your term as Basic Search and the system will offer one or more "**Did You Mean**" choices if it can't understand the word you typed.

### Subject Guide Examples

The following illustrates the kinds of words and phrases that are indexed as subjects:

Subject Field	Examples	Comments
Subject headings	food women skaters political parties	If the singular form doesn't work, try a plural
People	Serena Williams Vicente Fox Madonna	
Companies	Boeing General Motors	Leave off "Corp.," "Inc." etc. for more matches
Geographic locations	Peoria, Illinois Nairobi, Kenya	For an exact match, use city, state (not abbreviated) or city, country
Events	Chernobyl nuclear accident 1986 Olympics	Recurring events, such as "Olympics," are subdivided by year
Organizations	Amnesty International Environmental Defense Fund Department of Homeland Security	
Statutes	Hatch Act of 1939 Tax Reform Act of 1986	

You don't have to enter every word of a subject heading to get a match. Enter *Chernobyl*, and "*Chernobyl nuclear accident*" will be near the top of the list. *Reform* will find "*Tax Reform Act of 1986*," although any entries that begin with "*Reform*" will be first on the list.

## How a Subject Guide Search Works

### If you enter a single word

1. The system tries to find subjects that have the word you entered in them. If it succeeds, you'll see the Subject Guide, which is a list of all the subject entries in which your word shows up.
2. If that doesn't work, the system looks through entire documents to see if your word shows up. If it finds something this way, you'll see a list of documents that match what you entered.

### If you enter more than one word

1. The system tries to find subjects that have all the words you typed in them. If it succeeds, you'll see the Subject Guide, which is a list of all the subject entries that your words show up in (not necessarily next to each other).
2. If that doesn't work, the system looks through entire documents to see if your words show up, first near each other, then anywhere. If it finds something this way, you'll see a list of documents that match what you entered.
3. Even if the first two tries don't work, the system still doesn't give up. It goes back to the Subject Guide and tries to find entries that have just the first word that you typed in them. If that works, you'll see the Subject Guide, except the subjects on the list will match only the first word you typed and not all of them.

And if none of that works, the system has just one thing left to do: ask if you spelled the word correctly. It will show you a list of words it thinks you might have meant to type.

## What is a Publication Search?

Use **Publication Search** to search for a single edition, volume, or issue of a particular publication and retrieve all its available documents. Types of publications you can search for may include magazines, journals, newspapers, reference works, and other source materials.

**Publication Search**

Find:  [Search](#)

Enter the publication title or part of a title, or view [All Publication Titles](#)

[Hide search options](#)

**Limit results:**

to documents with full text

to peer-reviewed publications

to target audience:

to publication format:

by publication date(s)  All Dates  Before  On  After  Between

and

by publication subject:  [Browse Publication Subject](#)

by country of publication:  [Browse Publication Country](#)

by language of publication:  [Browse Publication Language](#)

**Publication Search** is helpful when you wish to view all available content within a single edition/volume/issue. For example:

- you want to read all articles in a periodical's issues or anniversary or special topic issue.
- you are interested in assessing the overall tone and balance of a newspaper by viewing multiple, diverse content from an entire edition, including front page news, letters to the editor, opinion columns, feature stories, reviews, etc. (this type of search is available when the database(s) you are searching contain newspaper content)
- you want to look-up several entries, all in the same volume of an encyclopedia or directory (this type of search is available when the database(s) you are searching contain reference content)

- you want to check the database's holdings

**Note:** Note that while every effort has been made to include all documents for the selected edition/volume/issue, the availability of documents depends on the rights and permissions negotiated.

## **Performing a Publication Search**

Here's how to perform a **Publication Search**:

1. If you're not already at the **Publication Search** page, click **Publication Search** from the **search path bar**
2. Enter all or part of the publication title you're searching for
3. Optionally click the **More search options** link (if enabled) to limit your search
4. Click the **Search** button

You can leave in words such as the and a even though these are stop words and are not indexed (i.e., they will be ignored). If you're not sure of a spelling or want to search for alternate spellings or endings, use one or more wildcards in your search. You can also use logical operators to combine words in various ways. See **Search Tips** for more information on stop words, wildcards, and logical operators.

After entering all or part of a publication title, the Publication Guide will be displayed for all publications in which the word(s) you entered occurs in the title. Here you can browse an alphabetical list of publications that contain your search term(s), along with publication information, such as ISSN/ISBN, format, publisher, and dates of coverage.

Upon selecting a publication, you can then narrow your search to a specific edition, volume, or issue of that publication. Once you have selected a single edition/volume/issue, the system will display - in page number order - all the available articles, essays, reports, etc. from that source as a results list.

The types of publications available to search depend on the database(s) you are currently searching. From the Publication Search page, click **List All** to see the entire list of publications available in the Publication Guide.

## **Publication Guide Pages**

As you do a Publication Search, you will drill down through a series of steps allowing you to pick a specific publication by title, chose a publication year (if prior years exist), and then select a single edition, volume, or issue.

### **Publications Page**

The **Publications page** displays an alphabetical list of all publications that contain the word(s) you entered on the Publication Search page. For each title on the list, you'll find some or all of the following information, where relevant to the type of publication: ISBN or ISSN, publisher, number of issues per year, audience (general, academic, professional, etc.), format (magazine, academic journal, newspaper, etc.), country of origin, language, and the years for which indexing and/or full-text coverage are available. Click the **Hide Details** button to show only the publication titles and format; click **Show Details** to display publication information for all titles shown.

If the list of publications exceeds a page, use the **Previous** and **Next** arrow icons, which will appear at both the top and bottom of the Publications page, to page through the list. You may also enter one or more words in the search box at the top of the list and click the **Go** button to search within the list (any search limiters you entered on the Publication Search page will remain in effect).

To select a publication, click its title and you will be taken to the Issues page, where you'll find a list of available issues by year.

Results for  GO

◀ Previous   Next

Publication Title	Hide Details	Publication Format
<a href="#">Discover</a> ISSN: 0274-7529 Publisher: Discover Media LLC Issues/Year: 12 Audience: General Publication Format: Magazine/Journal Index coverage: May 1, 1999 - Current Full-text coverage: May 1, 1999 - Current	Hide Details	Magazine/Journal

◀ Previous   Next

[Top of page](#)

## Issues Page

Use the Issues page to select a publication year and then a specific edition, volume, or issue for the publication you chose from the previous page (as shown in the **Results for** box).

**About this Publication**

**Title:** Discover  
**ISSN:** 0274-7529  
**Format:** Magazine/Journal  
**Frequency:** Monthly  
**Language:** English  
**Audience:** General  
**Gale Subject Headings:** Science and technology  
**Description:** A monthly science magazine that includes current news and information about all areas of science and technology with general interest articles written in nontechnical language.  
**Embargo (days):** 30  
**Index Coverage:** May 1, 1999 - Current  
**Full-text Coverage:** May 1, 1999 - Current  
**Publisher:** Discover Media LLC  
**Address:** 90 Fifth Ave., 11th Floor, New York, New York 10011

2007 ▾

- [Nov 2007: Vol.28, Issue 11](#)
- [Oct 2007: Vol.28, Issue 10](#)
- [Sept 2007: Vol.28, Issue 9](#)
- [August 2007: Vol.28, Issue 8](#)
- [July 2007: Vol.28, Issue 7](#)
- [June 2007: Vol.28, Issue 6](#)
- [May 2007: Vol.28, Issue 5](#)
- [April 2007: Vol.28, Issue 4](#)
- [March 2007: Vol.28, Issue 3](#)
- [Feb 2007: Vol.28, Issue 2](#)
- [Jan 2007: Vol.28, Issue 1](#)

The Issues page re-displays the publication information for the selected title. Below this you'll see a drop-down list of years (years not shown indicate there are no matching documents in the database). Select a year and you will see a list of individual editions or volumes or issues for the selected year, with the most recent displayed first. Whenever available, you will see the publication date, and volume and issue numbers. Please note that volume and issue numbers are formatted in the database as Arabic numerals (1, 2, 3, etc.) even if the publication originally used Roman numerals.

You will see arrow icons at the top and bottom of the page if there are additional periodicals on the Publications page that matched your search query. You may go to the previous and/or next periodical on the list by clicking the **Previous** and **Next** arrows, respectively. You may also enter one or more words in the search box at the top of the list and click the **Go** button to search within the list.

Select an edition/volume/issue to see search results, listed in page number order.

## Publication Search Results

The results list page of a **Publication Search** is very similar to the results list you get for other types of searches. However, instead of tabs, you'll see a single list of citations that correspond to all the available documents (be it an entry, essay, periodical article, report, etc.) in the database(s) searched for the publication, year, and

edition/volume/issue you selected. Documents are listed in ascending page number order, similar to what you would find in a table of contents. Click a document title to view its full record.

Note that while every effort has been made to include all documents for the selected edition/volume/issue, the availability of documents depends on the rights and permissions negotiated.

## What is an Advanced Search?

**Advanced Search** presents you with a framework for building as simple or as complex a search expression as you want. You can search for terms (consisting of one or more words) from one index, or from multiple indexes linked by logical (Boolean) operators (AND, OR, NOT). See General Search Tips for more information on logical operators.

If enabled, you may limit your search (click the **More search options** link if search limit fields are currently not displayed).

If your search is successful, you will see a results list page with items matching your search criteria. If no results can be found, you will get a message asking you to revise your search. Whenever possible, the system will also display up to three "**Did You Mean?**" terms showing spell check suggestions and/or other terms from a list of commonly searched, similar terms.

## Performing an Advanced Search

Here's how to perform an **Advanced Search**:

1. If you're not already at the **Advanced Search** page, click **Advanced Search** from the search path bar
2. Select an **index** from the drop-down menu (some indexes may be browsed)
3. Enter your search term(s)
4. Optionally select a logical operator (**AND, OR, NOT**), select an **index**, and enter additional search term(s) -- you may add as many rows as needed by clicking **Add a row**
5. Optionally enter one or more **search limits** (if enabled) to limit your search results
6. Click the **Search** button

The screenshot shows the 'Advanced Search' interface. At the top, it says 'Select index to search, then enter search term.' Below this is a table with three rows. The first row has a dropdown menu set to 'Keyword(ke)' and an empty text input field. The second and third rows have a dropdown menu set to 'And', a dropdown menu set to 'Keyword(ke)', and an empty text input field. Below the table is an 'Add a Row' link and a blue 'Search' button. Underneath the table, there are links for 'Hide search options' and 'CCL Advanced Search'. The 'Limit results:' section contains three checkboxes: 'to documents with full text' (checked), 'to peer-reviewed publications' (unchecked), and 'to document with images' (unchecked). Below this is a section for 'by publication date(s)' with radio buttons for 'All Dates', 'Before', 'On', 'After', and 'Between'. There are two rows of dropdown menus for date ranges, each with '\*Any\*', '\*None\*', and '\*None\*' options. At the bottom, there are three sections: 'by publication title:' with a text input and a 'Browse Publication Title' link; 'by publication subject:' with a text input and a 'Browse Publication Subject' link; and 'by Lexile score' with a text input.

The index and logical operator selections that you see are only suggestions. Use the drop-down lists if you want to make your own selections. To search on multiple indexes, select a logical operator at the far left to connect each index you're

searching. The AND operator is used by default, unless you select **OR** or **NOT**. To search more than three indexes, click the **Add a row** link.

Selecting certain indexes will cause a Browse button to appear allowing you to select from a list of entries that appear in a separate browser window.

If you're unsure of a spelling or want to search for variations, use wildcards in your search expression. See **General Search Tips** for more information on **wildcards**.

If your search is successful, you will see a results list page with items matching your search criteria on the right-hand side of the page organized into one or more tabs. You may also see a list of the subject terms most closely matching your search terms on the left-hand side of the page known as the **Subject Guide** sidebar. If no results can be found, you will get a message asking you to revise your search or select one of the "**Did You Mean?**" alternate terms.

## What is an Advanced Search Index?

Just like you can find a book in a library by its author, title, subject, or catalog number, every document in this database collection is stored (or indexed) using information about the document. Indexed pieces of information may include, for example, author, title, date of publication, etc. Gale assigns a unique document number to each document, which is yet another way a document can be retrieved. Documents are generally also indexed by keywords and subjects. In addition, Gale database collections often have other indexes that are specific to the type of content you'll find. For example, collections that include magazines and/or journals index those articles by the periodical's identification number, known as its ISSN.

Since they are indexed, these pieces of information are searchable. Advanced Search and CCL Advanced Search let you search these indexes, alone or in combination. In this way you can search for all documents by a certain author, for example. Or all documents by a certain author AND that also contain the keyword you enter.

### Advanced Search Indexes Used in this Collection

The Advanced Search indexes that appear on the drop-down menu on your screen depend on the database you are searching. Here is an alphabetical list of all possible indexes for this collection; however, only those indexes that appear on your screen will be available to search during your current session.

**Note:** Indexes marked with (B) can be browsed by clicking the Browse button that will appear to the far right of the index search box when the index is selected. Browsing allows you to build your search expression by selecting from the complete list of available entries for a particular index. Your browse selection(s) will be automatically filled in on the Advanced Search page.

Index	Abbreviation	Description	General Search Tips
Abstract	ab	Searches the abstract (or summary), if available, of periodical articles.	Does not search books or multimedia content.
Author (B)	au	Names of authors of documents. Authors are indexed in surname/given name order; for example, nelan bruce w.	A search in the author index for two names with no intervening operator will find occurrences of the names within two words of each other in either direction, but it's still best to search in surname-first order. You may use wildcards when searching this index.

Brand Name	b0	The brand name index allows you to search for a company or manufacturer's trade name.	You may use wildcards when searching this index.
Company Name	c0	The company name index allows you to search for a company, organization, parent company, subsidiary, etc. by name.	A search in the company index for two words with no intervening operator will find occurrences of the words within two words of each other in either direction. You may use wildcards when searching this index.
Document Number	rn	The unique identification code assigned by Gale to each article.	Does not search multimedia content.
Document Title	ti	The document title index is composed of all words (except stop words) in document titles. A title might include one or more parenthetical annotations. Typical annotations include very brief capsule descriptions of the published content; the primary focus; words like column to indicate the type of item; or the name of a regular feature, such as First Looks.	Wildcards are not permitted when searching this index.
Full Text	tx	Full text refers to all words (except stop words) from the body of documents as well as the fields of information included in the keyword search. This is a good search to use if you are looking a particular line of text or an unusual phrase.	You may use wildcards when searching this index.
ISBN	ib	An International Standard Book Number (ISBN) is a unique 10-digit designation for a particular edition of a book as assigned by the Library of Congress; for example, 0685535932 or 156849632X. Each book title and volume has its own unique ISBN. You can search on the ISBN for the print or electronic version of the book. By choosing the ISBN you are limiting your search to a particular title.	Does not search periodical content (magazines, journals, or newspapers). Wildcards are not permitted when searching this index.
ISSN	is	An International Standard Serial Number (ISSN) is a unique, eight-digit designation for a particular periodical publication as assigned by a global network of ISSN Centres; for example, 0022-006X or 0095-6562. You can search on the ISSN for the print or electronic version of the periodical. By choosing the ISSN you are limiting your search to a particular title.	Does not search books or multimedia content. Wildcards are not permitted when searching this index.

Issue Number	iu	The issue number, if used, references a specific instance that a periodical was published. A series of issues may be collected into a volume. Issue numbers are formatted in the database as Arabic numerals (1, 2, 3, etc.) even if the periodical originally used Roman numerals.	Does not search books or multimedia content. Wildcards are not permitted when searching this index.
Keyword	ke	Searches all words (except stop words) in key fields in documents, including authors, titles, introductory text, and subject terms. This option searches a broader range of fields than more specific searches like by publication title or subject.	You may use wildcards when searching this index.
Named Work	w0	The named work index is composed of all words (except stop words) in the titles of works referenced within documents.	You may use wildcards when searching this index.
Place Name	g0	The place name index allows you to search for documents that contain a geographic location.	You may use wildcards when searching this index.
Person Name	p0	Use the person name index to search for an individual by entering the full surname, the first name and last name in any order, or just the beginning portion of the surname followed by one or more wildcard characters.	You may use wildcards when searching this index.
Previous Searches (B)	ps	Use one or more of your past searches, alone or in combination with other indexes, to create a new search. Previous searches are labeled with search result numbers: R1, R2, R3, etc., with the higher numbers first and indicating the most recent search.	Wildcards are not permitted when searching this index.
Publication Date	da	The publication date index is composed of the dates of publication of documents. This might be the cover date of a magazine or newspaper, the publication date of a reference book or the issue date of a report. Combining a publication date index search with another search is the same as limiting that search by publication date.	Wildcards are not permitted when searching this index.
Publisher Name (B)	pb	The publisher index lets you search for references to a particular publisher of a book or periodical.	You may use wildcards when searching this index.

Publication Title (B)	pu	Refers to the name of the source for a document: a magazine, newspaper or other periodical publication, or a reference book. Any leading A or The is never indexed; for example, The New York Times is indexed as new york times.	Combining a publication title index search with another search is the same as limiting that search by publication title. You may use wildcards when searching this index.
Start Page	sp	The page on which an article, essay, report, etc. begins. Please note that some publishers do not provide pagination or may paginate the electronic version of a journal differently than the print version.	Does not search multimedia content. Wildcards are not permitted when searching this index.
Subject (B)	su	The subject index lets you search for documents by words in the topic under which they're indexed. The index consists of all words (except stop words) from Library of Congress subject headings (without subdivisions), people, companies, products, organizations, geographic locations, events, artistic and other published works, statutes and case numbers.	You may use wildcards when searching this index.
Volume Number	vo	The volume number, if used, references a collection of two or more books, or consecutive issues of a periodical. Volume numbers are formatted in the database as Arabic numerals (1, 2, 3, etc.) even if the publication originally used Roman numerals.	Does not search multimedia content.
Word Count	wd	Searches for documents that match the number of words specified.	Does not search multimedia content. You may use range operators to build expressions that, for example, search for a word count greater than or lesser than a certain number.

## What Does it Mean to Browse an Index or Search Limiter?

Some search limiters and/or Advanced Search indexes contain a set of entries that you may browse and select from (generally in a pop-up window) to build your search query. For example, you may browse a list of publication titles or your previous searches to see all possible entries available. This allows you to select the exact term or phrase used by the search system without having to type it yourself.

The particular search limiters and/or indexes that may be browsed depend on several factors, including the collection you are logged on to, the type of search you are performing, and possibly the database(s) and/or module(s) you selected to search. You will know that a particular search limiters and/or index can be browsed when you see a **Browse** link or button to appear to the right of the input box.

Note that search limiters (if enabled) are displayed on the search input form below the **Find** box or other search input boxes. If available, click the **More search options** link to display search limiters. The ability to limit a search must be first enabled by your library.

Browsing indexes can be done on the standard Advanced Search page, as well as on the CCL Advanced Search page.

## Advanced Search Examples

Here are some ways to do Advanced Searches. The database you are using may or may not be set up with these particular indexes, but the principle is the same.

Keyword (ke)	television	AND
Keyword (ke)	satellite	AND
Text Word (tx)	competition	

This is a search for articles about the satellite television industry that mention competition. One way to achieve success in an Advanced Search is to experiment with different indexes. Finding a word in the Keyword or Subject index is best, but the Text Word index, especially in combination, can be an effective search tool.

Author (au)	dvorak	AND
Journal (jn)	computer shopper	

This is a search for John Dvorak's columns in Computer Shopper. If you have a title index available, you can also find articles or series of articles by title.

Keyword (ke)	brian mulroney	NOT
Text Word (tx)	airbus	NOT
Text Word (tx)	libel	

This is a search for articles about former Canadian Prime Minister Brian Mulroney except any that mention either Airbus Industry or libel. This should effectively eliminate any articles about the accusation of kick-backs and Mulroney's subsequent libel suit. Notice that you must use the **NOT** operator a second time, rather than the **OR** operator.

## Performing a CCL Advanced Search

Gale offers a second way of doing an Advanced Search for those who prefer to structure their search query more like a programming code instruction. The CCL Advanced Search (CCL stands for Command Control Language) allows you to choose indexes to search on from a drop-down menu or to directly enter their two-character index abbreviations.

Searching using CCL Advanced Search involves these steps:

1. If you're not already at the **Advanced Search** page, click Advanced Search from the search path bar
2. Click the CCL **Advanced Search** link at the bottom of the search input area (you may need to scroll down the page)
3. Choose an index
4. Click on the entry box (after the index abbreviation)
5. Enter one or more words, using wildcards if desired

6. If you want to search additional indexes in the same query, click the appropriate logical operator button (AND, OR, NOT) and repeat Steps 1-3
7. Click the **Search** button

Step 1 is optional. If you don't choose an index, the keyword index is searched.

When you choose an index from the menu, you may see that some choices cause a **Browse** link to appear to the right of the search box. Clicking **Browse** lets you view a list of all entries for that index, from which you can select the one that you want. It's often a good choice to browse an index so you can see what matches your search before you commit to it.

**Note:** When searching a database with periodical content, to find the journal RN, enclose the name in quotes (*jn "rn"*) to prevent conflict with the RN (record number) index. It is not possible to browse for RN.

You can use logical and other search operators in your search expression (e.g., *jobs or employment*). See General Search Tips for more information on search operators.

Experienced searchers who are comfortable with the index abbreviations can create their own simple or complex search expressions directly in the search entry box:

1. Leave the drop-down index selection set to "Add indices to CCL"
2. Click in the box
3. Enter a search expression
4. Click on Search

### CCL Advanced Search Examples

**CCL Advanced Search** lets you create complex search expressions. A search expression is composed of at least one search term. It might also include index abbreviations and search operators. A search expression might also contain one or more result sets from your Previous Searches list, designated R1, R2, and so on.

**Hint:** It's often best to perform compound searches one step at a time and then to combine the result sets. This assures you that each part of the search is working. Searching separately for each part of a compound search also lets you take advantage of browsing any indexes that allow it.

Here are some examples of search expressions. The database(s) you are currently searching may or may not be set up with these particular indexes, but the principle is the same.

#### ***clothing and child\* labo!r***

Searches the default (keyword) index for articles in which clothing occurs and in which words that begin with child (probably child and children) and either labor or labour occur within two words of each other in either direction

#### ***su memory and re ref***

Searches for articles indexed under subjects in which memory occurs but only from refereed (peer-reviewed) journals

#### ***(wom?n or female!) and education***

Searches using the default (keyword) index for records in which either woman, women, female, or females occurs and in which education also occurs. The wildcards stand for different numbers of letters. The nesting operators (parentheses) cause the or operation to be performed before the and (which normally would be performed first and produce a different result). See General Search Tips for more information on wildcards and nesting operators.

#### ***ti market w1 watch***

Searches for titles (actually the annotation) containing the phrase "market watch." The proximity operator w1 indicates the direction (forward) and the number of words apart (one, meaning no intervening words). Note that the search ti book reviews would also find occurrences of a phrase such as "watch the market." See General Search Tips for more information on wildcards and proximity operators.

**ti book w1 reviews and au bouchard**

Searches for articles in which book is immediately followed by review in the title (actually the annotation) and the author of which is named Bouchard (alone or as part of a hyphenated name).

**da since june 1997**

Searches using the publication date index for articles published after June 1997

**Note:** Any terms following a logical operator (and/or/not) will be searched using the initial index if an additional index is not specified. For example, entering ke education and sept 2006 will search the keyword (ke) index for both education AND sept 2006 and may result in no matching results items. Whereas entering ke education and da sept 2006 will search the keyword (ke) index for education and search the date (da) index for sept 2006.

You can also use result sets (R1, R2, and so on) to combine and refine prior searches.

## Previous Searches

Clicking the **Previous Searches** button on the toolbar (found in the banner area at the top of the page) displays a history of the searches you've conducted during your current session. The most recent search, known as a result set, is at the top of the list with a maximum of 50 result sets displayed.

To re-execute a search from the list, click the hyperlinked search expression. To modify a search, click the **Revise** link. You will be taken the appropriate search input page and your search terms will be automatically re-displayed. You can then change the search as needed.

The list of previous searches is automatically cleared when you exit out of the session. You may also clear the list by clicking the **Clear Previous Searches** button.

**Note:** Browse-only operations, such as browsing an Advanced Search index, are not recorded. Searches of the dictionary are also not included.

### Results Sets from Previous Searches

The **Previous Searches** list displays a history of result sets numbered **R1, R2, R3**, etc. from most recent (R3) to oldest (R1). Result sets give a quick overview of the search expression, showing the type of search performed, your search terms and any search limiters, and the number of results (or "hits").

A **Revise** link is available for each result set. Click this link to return to the search input page used to create the search. Your search criteria will re-display, allowing you to make changes.

Result sets can be used when you build your own search expressions using **CCL Advanced Search**.

### Building a New Search Using Previous Searches

Using **Advanced Search**, you can build a search expression that contains one or more result sets from your **Previous Searches** list. Here's how:

1. If you're not already at the **Advanced Search** page, click the Advanced Search link on the search path bar (found in the banner area at the top of the page).
2. Select **Previous Search** from the index drop-down menu.
3. Enter the search result number (for example, R1) or click the Browse button that appears if you would like to select one or more previous searches from a list.
4. Select **AND**, **OR**, or **NOT** from the logical operator drop-down menu.
5. Select another option from the index drop-down menu as needed to build your search query.
6. Repeat steps 4 and 5, as needed. You may search additional indexes by clicking the **Add a row** link.

Here are some examples:

#### **R3 and ke digital**

Searches for documents from result set 3 that contain the keyword "digital"

#### **R4 not R5**

Searches for documents in result set 4 that are not also in result set 5

#### **R1 and R4**

Merges the results of result set 1 and result set 4. For example, R1 may have been a search for documents on the subject "attention deficit disorder". And R4 may have searched for all articles where the type of source is "newspapers". Merging the two result sets searches for all newspaper articles on attention deficit disorder.

## Using the Dictionary

If you need to look up a word during your session, click the **Dictionary** link in the toolbar (found in the banner area at the top of the page). You'll see the Dictionary look-up page in a separate browser window where you can search for a word in the online *Merriam-Webster Collegiate Dictionary*.

Enter a word, or just the first several letters and then click **Search**.

If what you enter matches a word in the dictionary, you'll see the page of the dictionary where the definition or definitions are found.

If what you enter doesn't match a word in the dictionary, you'll see words that alphabetically follow what you entered. You should be able to find the correctly spelled word either on the page you see first or on a nearby page, using the **Previous** and **Next** arrows to page through the dictionary. To look up a new word, enter it the input box and click **GO**.

### **Linking to the Definition of a Word on the Screen**

To look up a word from a screen in this database, highlight the word, then click on the **Dictionary** link. The definition will be displayed, along with the next words that appear alphabetically after it.

## Search Tips

To improve your search results, select the links under **Search Tips** for general search tips as well as any product-specific tips.

Clicking a topic title from the **Help** table of contents displays the Help in the right-hand frame. Clicking a plus sign (+) displays subtopics. Clicking a minus sign (-) hides the subtopics. You may use your browser's **Back** and **Forward** commands to navigate **Help** pages.

## **General Search Tips**

This section covers the following topics:

- Stop Words
- Punctuation
- Lower and Uppercase Search Terms
- Wildcards
- Logical Operators
- Nesting Operators
- Proximity Operators
- Range Operators
- Quotation Marks
- More Examples of Searching for Phrases

### **Stop Words**

Stop words are small words that are not indexed. Stop words include such words as a, and, etc., in, of, on and to; the actual list varies depending on how you're searching.

Basically, you don't have to think about stop words at all. The system recognizes stop words and knows how to search as if they weren't there. This method allows the search facility to focus only on the important words in your search expression and allows you to enter any phrase you want without having to remember to leave out any stop words.

The important thing to remember is that if you search using a stop word, the result might contain a different word where the stop word is located. For example, the search ***reaching the limit*** would also match "***reaching its limit.***"

### **Punctuation**

#### **Hyphen (-)**

A hyphen used between two words is ignored. However, if you are searching for a word or phrase that normally contains a hyphen, you may include it:

- "e-mail"
- "dot-com"

*Note that hyphens are also range operators for dates.*

#### **Apostrophe (')**

Apostrophes should be used when searching contractions. For possessives, the apostrophe may be used in search phrases because the search engine will return results containing the words from the query. A wildcard (\*) may be used whenever you are doubtful about word endings.

- can't
- Evolution's Darling
- Bush's cabinet
- Evolution\* Darling
- Bush\* cabinet

#### **Ampersand (&)**

Ampersands may be used. For best results enclose the search term in quotes:

- "AT&T"
- "M&Ms"

### Period (.)

A period used between two words is ignored by the search engine. However, if you are searching for a word or phrase that normally contains a period, you may include the period, as in gale.com.

### Lower and Uppercase Search Terms

Generally speaking, you should type all your search terms in lowercase letters, unless you are specifically searching for words where capitalization matters.

#### Examples using all lowercase letters

When all your terms are in lowercase, the search engine will find all case variations of the word (any combination of lower and/or uppercase letters).

A search for...

- **america** will find: america, America, AMERICA, AmeRica and so on
- **kid tv** will find: kid tv, kid TV, Kid TV and so on

#### Examples of mixed lowercase and uppercase letters

When you use uppercase letters, the search engine looks for the exact combination of lower and/or uppercase letters you entered.

A search for...

- America finds only America
- AMERICA finds only AMERICA
- AmeRica finds only AmeRica

#### Additional examples

Here are some more examples describing how the use of capital letters does affect your search results:

Some acronyms are also common words (such as AIM, NOW, SAT and VISA). When you are specifically searching for information on the American Indian Movement (AIM), then it is best to search on **AIM** rather than aim. Otherwise your search results could include documents where "aim" is used a noun or verb, as in, "The aim of such techniques is..."

Some acronyms, which do not spell out actual words, commonly occur in either all lowercase or all uppercase (such PDF and pdf, or ISO and iso). In this instance, you should search on the lowercase version: **pdf** or **iso** to ensure that you find all instances in the database.

Words that originated as acronyms and have become common in everyday speech (such as laser, radar, and scuba) should be entered in lowercase.

Note that if you are using a database that allows you to search for a specific ISBN or ISSN, remember to use Advanced Search and select the appropriate index from the drop-down list and then enter the code you are looking for. A Basic Search on ISBN will look for documents that actually contain the term, ISBN, rather than any specific code.

## Wildcards

Sometimes you might want to find more than just exact matches to a search term. Wildcards let you substitute symbols for one or more letters.

With wildcards, you can match

- both the singular and plural forms of a word
- words that begin with the same root
- words that can be spelled in different ways

You can even match words that you're not sure how to spell!

There are three wildcard operators:

**\*** An **asterisk (\*)** stands for **any number of characters**, including none, and is especially useful when you want to find all words that share the same root. For example, **pigment\*** matches *pigment*, *pigments*, *pigmentation*, etc. Note that you must enter at least three (3) non-wildcard characters. So a search on *o\** is not allowed; rather you need to enter: *oba\**.

An asterisk can also be used within a word, but the other wildcards are more precise for this kind of use. A **question mark (?)** stands for **exactly one character** and is especially useful when you're uncertain of a spelling. For example, a search like **relev?nce** means you can match the word *relevance* even if, like many of us, you can't remember whether it's spelled with **ance** or **ence**.

**?** A question mark is also useful for finding certain words with variant spellings. For example, **defen?e** finds both **defense** (American) and **defence** (British and Canadian). Multiple question marks in a row stand for the same number of characters as there are question marks. For example, **psych????y** matches either **psychology** or **psychiatry** but not **psychotherapy**.

**!** An **exclamation point (!)** stands for **one or no characters** and is especially useful when you want to match the singular and plural of a word but not other forms. For example, **product!** matches **product** and **products** but not **productive** or **productivity**. The exclamation point can also be used inside a word to match certain variant spellings. For example, **colo!r** matches both **color** (American) and **colour** (British).

If you see a message about a search being invalid, try adding more letters before the wildcard character.

## Logical Operators

Logical operators create relationships between search terms, between a term and a result set and between two result sets. They allow you to find the result of the intersection of two search terms or result sets, the combination of two terms or result sets, or the exclusion of a term or result set from a search.

There are three logical operators:

**and** The **and** operator specifies that both words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, **alcohol and pregnancy** finds only those records in which both the word *alcohol* and the word *pregnancy* occur.

**or** The **or** operator specifies that one or the other or both of the words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, **dreams or daydreams** finds records in which either the word *dreams* or the word *daydreams* or both occur.

**not** The **not** operator specifies that the word before the operator must occur but the word after the operator must not occur for a record to match. For example, **crime not murder** finds all records in which the word

crime occurs except the ones in which the word murder also occurs.

Logical operators in a search expression are evaluated in a particular order:

- not and and
- or

If you want to change the order of evaluation, use the nesting operators.

**Note:** Generally speaking, entering two or more search terms without any logical operators between terms is the same as using the N4 proximity operator. So that a search on cats dogs is the same as entering cats N4 dogs. However, certain indexes, like the Document Title index, automatically use the N2 operator between words.

### Nesting Operators

The search system follows a particular order of evaluation when there are two or more operators in a search expression. First, **wildcards** are evaluated. Next come **proximity operators**, which are tightly bound to the words on either side of them. Finally, the **logical operators** are evaluated: first **not** and **and**, followed by **or**.

You can change the evaluation order of the logical operators by using nesting operators (parentheses). When you nest entries, the search system performs the operation within parentheses first, then merges the result with the part of the entry outside the parentheses.

### Examples

- The search expression **race or color and discrimination** specifies that you want to find records that contain either the word **race** or both the words **color** and **discrimination**. This expression is equivalent to the expression **race or (color and discrimination)**.
- The search expression **(race or color) and discrimination** specifies that you want to find records that contain either or both of the words **race or color** and that also contain the word **discrimination**.

### Proximity Operators

Proximity operators are used between two search terms to indicate that the terms must occur in a record within a specified distance of each other for that record to match. Words that are close to each other are more likely to be related than words that are far apart.

A proximity operator has two components:

- A **letter** that indicates the direction
- A **number** that indicates the distance in words

There are two proximity operators:

- Wn** The **W** (within) operator specifies that the word that follows the operator must occur within **n** words after the word that precedes the operator for a record to match. For example, the search expression **shared w3 values** matches any records in which the word **values** occurs three or fewer words after the word **shared**.
- Nn** The **N** (near) operator specifies that the words on either side of the operator must occur within **n** words of each other in either direction for a record to match. For example, the search expression **memory n5 repressed** matches any records in which the words **memory** and **repressed** occur within five or fewer words

of each other in either direction.

You can use proximity operators only when searching indexes made up of individual words, such as a title index. They are most useful in indexes of large areas of text, such as keyword and full-text indexes.

Note that proximity operators can be used only between two words, not between a word and an expression within nesting operators (parentheses):

- Invalid expression: *fleas n10 (dogs or cats)*
- Valid alternative: *fleas n10 dogs or fleas n10 cats*

### Range Operators

You can use range operators to restrict numeric searches (such as publication dates) to a desired range.

<b>since,</b>	These operators are equivalent and specify that matching articles must have been published <b>more recently</b>
<b>after, gt, &gt;</b>	than the date that follows the operator. Example: <b>since 28 feb 1999</b> (published after February 28, 1999).
<b>ge</b>	This operator specifies that matching articles must have been published <b>on or after</b> the search date.
<b>before, lt,</b>	These operators are equivalent and specify that matching articles must have been published <b>earlier than</b>
<b>&lt;</b>	the date that follows the operator. Example: <b>before 5/8/1998</b> (published before May 8, 1998).
<b>le</b>	This operator specifies that matching articles must have been published <b>on or before</b> the search date.
<b>to, -</b>	These operators are equivalent and are used between numeric search terms that specify the lower and
<b>(hyphen)</b>	upper bounds of the search. Example: <b>da jan 10 - jan 17</b> (published between January 10 and January 17 of the current year).

**Note:** Publication dates are stored as yyyyymmdd. Monthlies and bimonthlies have a publication "day" of 00 (e.g., 19990300). For annuals, both the month and day are zero (e.g., 19980000).

### Quotation Marks

Enclosing your search terms in quotation marks yields results in which the words appear in the specified order adjacent to one another. This may be helpful for **keyword** and full text (**entire document**) searches, especially when you are searching for an exact phrase. For example, a search on "**Wild Bill**" is the same as searching **wild W1 bill** (using the W proximity operator). That is, the word wild must be followed by the word bill, in that order, with no other words in between.

If the phrase contains the word **or** or **not**, and you want those words used literally, not as logical operators, then you must enclose your phrase in quotation marks. For example, if you typed **sink or swim**, the word or would be treated as a logical operator. However, enclose the phrase in quotation marks as: "**sink or swim**" and the system will search for those three words together, in the order listed.

A note regarding Subject Guide and/or Publication Searches: these search types ignore quotation marks.

### More Examples of Searching for Phrases

Notice how the system handles these variations, which reflect hypothetical results counts (the examples below apply to Keyword and Entire Document searches):

A search on "**prescription drugs**" yields 28 results

The system interprets the phrase enclosed in quotation marks as prescription W1 drugs so in this case the system would only find the phrase, prescription drugs and not find the phrase, drugs without a prescription or others like that where the words prescription and drugs are found in any order and/or appear separately

A search on **prescription drugs** yields 34 results

The system interprets this phrase as prescription N4 drugs so that it would find documents with the phrase, prescription drugs, as well as the phrase, drugs without a prescription

A search on **prescription AND drugs** yields 95 results

In this case, the use of the logical operator AND directs the system to search for documents that contain both words, regardless of order or location within the document (so the search terms may actually appear in two different paragraphs)

## Search Results

A successful search produces a results list, which contains brief references (or items) to documents matching your search criteria. Simply click the underlined document title to view the corresponding document. To make the most of your search results, select the links under **Search Results** from the table of contents frame at the left. You'll find tips on navigating a results list; a key to understanding the information contained in each results citation; useful ways to re-arrange, sort, expand, and limit results; and how to revise your search or quickly launch a new search.

The screenshot displays the Gale Student Edition search interface. At the top, the Gale logo and 'Student Edition' are visible. The search query is 'GLOBAL WARMING'. The results are filtered to 'Magazines (4043)'. The search results list includes:

- 1. The Good and Bad of Ethical Investing.(Invest; The Intelligent Investor).** Jason Zweig. *Money* 37.1 (Jan 2008): p62. (911 words)
- 2. Forests Are Not Green.(Society).** Mac Margolis. *Newsweek International* 150.24 (Dec 10, 2007)(1099 words)
- 3. Cutting a Climate Deal.(Life: Environment - Food - Power of One - Fit Nation: Going Green)(Brief article).** Bryan Walsh. *Time* 170.24 (Dec 10, 2007): p71. (299 words)

## Using the Results List

Each item on the results list provides a brief reference to a document. Results items typically list key publication information and display icons or links that summarize the content and retrieval options available for the corresponding document. In this way you can tell at a glance if you want to view the full record associated with the citation. To view a document, simply click its underlined document title.

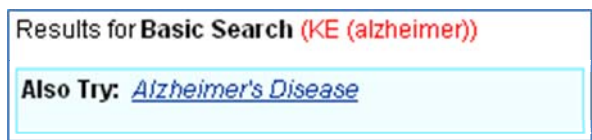
**Note:** Items on results list are not official bibliographic citations. To cite a document for notes and bibliography entries, use a standard style.

Whenever your search examines at least two content areas, you will see tabs that group your results into similar types of documents. By default, results on the left-most tab will be displayed. Click a different tab name to see its results (you will see the name change to a hyperlink as you mouse over it). Tabs with no results are "grayed out" and will not work. Results from searches that are designed to return only one type of document, such as Publication Searches, will not have tabs, but the other features of the results list page will be the same.

You may see your search terms highlighted wherever they appear within the results list, depending on the type of search used and if you have selected this option as part of your Preferences.

A summary of the search that produced the results list is displayed just below the page banner. To revise the current search, use the breadcrumb trail to return to the search page.

For some searches where there are other, preferred terms that may lead to better results, you will see an "Also Try" box. In the example shown to the right, the search term *alzheimer* is spelled correctly and does lead to results, but your search may be more focused if you click on the preferred term, *Alzheimer's Disease*. Selecting an "**also try**" term performs a Keyword search.



Centered above the first item on your list you'll find a count of the results on the current page out of the total number of results. The Previous and Next arrow icons on either side (repeated at the bottom of each page) let you go backward or forward, respectively, one page at a time. You may jump to a specific result number by typing a number in the Results box and clicking Go.

The results list also provides many useful features designed to facilitate your research. The actual features available depend on the type of search, the database(s) or module(s) you selected to search, and the system settings made by your library. Click a "Related Topics" link below to find out more.

**Note:** Searches that result in a single matching record will take you directly to the document display page.

## Tabs

When your search yields results from diverse types of sources, you'll see your results organized into tabs. Tabs group the information you'll find into content areas that contain similar types of documents. The following tabs are available, although not every tab may contain items, depending on your actual search results. Tabs with no results are "grayed out" and will not work. By default, the "first" tab going left to right that contains result will be displayed initially, unless your library has chosen a specific tab to display first by default.

Results for Basic Search (KE (GLOBAL WARMING))LIMITS:( full text)

Magazines (4043)
Academic Journals (1614)
Books (20)
News (3830)
Multimedia (377)

limit to:  full-text  with images
 Sort by: Publication Date ▼

Directly below the tab name you'll find in parentheses a count of the number of results found for that tab. The tab bar may also contain ways to limit your results (or expand results that have limiters imposed). To the far right on the tab bar you'll find the Sort by drop-down list, which allows you to rearrange your results in a different order. When you are viewing a document, the tab will also contain a Results link to go back to your search results list.

Tab name	What you'll find...
<b>Magazines</b>	Contains citations, abstracts, and full-text articles from a wide variety of general interest and trade periodicals. Documents may or may not include images.
<b>Academic Journals</b>	Contains citations, abstracts, and full-text articles from a wide variety of scholarly periodicals. Documents may or may not include images.
<b>Books</b>	Features full-text essays from reference works. Documents may or may not include images.
<b>News</b>	Includes citations, abstracts, and full-text articles from newspapers and newswires, updated daily. Documents may or may not include images.
<b>Multimedia</b>	Contains photos, maps, charts, and more. For each item on this tab, you'll see an icon showing the type of multimedia resource. If enabled by your library, you will be able to perform a Google® Image Search to look for additional images from this tab.

You may be able to limit or expand your search results by selecting or de-selecting, respectively, the search limiters that appear below the tab name when you are viewing results. You can also change the sort order of results using the **Sort by** pull-down menu.

Tabs remain visible whether you are viewing search results or have selected a single document to view. When you leave one tab and click on another tab, the system "remembers" what you last viewed on the tab, until you perform a new search. For example, if you were viewing a document from the **Magazines** tab, then clicked on the **Books** tab to view results, and then returned to the **Magazines** tab, the previously viewed document will be displayed, not the **Magazines** results list. To return to your results list from the document display, click the **Results** link under the tab name.

**Note:** Searches that target a single type of result will not produce tabbed results. For example, searches of the **Dictionary** and **Publication** Searches give you results from a single type of document, so tabs are not needed.

## What are Academic Journals?




Unlike general interest and trade magazines, academic journals are much more scholarly in nature and are usually published by a university or an academic society or organization.


Often academic journals are peer-reviewed (also known as "refereed"). Peer-reviewed journals are highly valued by academic libraries because they contain articles that have been screened by an author's peers (people who work in the same field as the author). Typically, expert reviewers will evaluate the journal's methodology, merit, and overall unique contribution to research in a specific discipline. Depending on the type of search, you may limit your results to include only peer-reviewed articles.

Students often rely on academic journals when preparing the most sophisticated assignments that require knowledge of the latest scholarly research.

## Multimedia Resources

Each document title in the Multimedia tab has a small icon that identifies the type of media, as described below.

If you see this icon...	You'll find information such as...
	Audio file
	Images such as charts, diagrams, forms, formulas, graphs, illustrations, photos, portraits, statistical tables, tables, etc.
	Various kinds of maps, depending on the content of the database you are searching

Images may appear as part of documents on other tabs. Just look for the  icon as part of a results item on the results list.

### A Guide to What You'll Find on the Results List


Each item on the **results list** contains information designed to let you decide if you want to view or retrieve the document itself. Clicking the document's hyperlinked title displays the **full content** of the document.



Here is a sample item from a results list from **PowerSearch**.

Mark

**13. [Our weather man: meet the physician whose job is to protect the health of our nation against the onslaught of global warming. So what exactly is he doing about it?\(Q & A\)\(Centers for Disease Control's Howard Frumkin\) \(Interview\)](#)**. Josie Glausiusz.

*OnEarth* 29.3 (Fall 2007): p13(2). (1335 words)







Interview  


 | 

The table below explains the icons and links you may find for each item on your results list. Refer to the example shown above. Remember, clicking the document's hyperlinked title takes you directly to the document display page, where you'll find the full text of the corresponding document. You may change which search limiters are applied to the results and/or change the way results are sorted, where available.

Here's what you may find for items on your search results list:

Icon	Text link	What it means...
<input type="checkbox"/> Mark	Always appears as an icon	Checkbox to mark or unmark the document, which will add or remove it, respectively, from your <i>Mark List</i>
Always appears as a text link	<a href="#">Tales of Soldiers and Civilians.</a>	Title of the document is a hyperlink to display the <i>full record</i>

Always appears as text	Lawrence I. Berkove <a href="#">American History Through Literature 1870-1920</a> . Eds. Gary Scharnhorst and Tom Quirk . Vol. 3. Detroit: Charles Scribner's Sons, 2006. p1101-1105. (3394 words) From Gale Virtual Reference Library.	Brief citation information that includes, where applicable: author, editor, edition, source, page number, publisher, date published, etc. Click the source (publication title) to go to either the <i>About this Publication</i> page or the <i>Issues page</i> where you'll find brief publication information (Note: Full citation information can found within the document). The name of the source database is also included.
	<a href="#">Full-text</a>	Click this link to see the full content of the document (no images are included)
	<a href="#">Full-text with graphics</a>	Indicates that <i>images</i> are included; click this link to see the full content of the document
	<a href="#">(Number) PDF Page(s)</a>	Click this link to download the document in <i>Portable Document Format (PDF)</i> for viewing and printing (may not be available for all documents)
 and/or...	<a href="#">Check for this item at...</a> Or maybe: <a href="#">Search library website name...</a> Actual wording of link may vary.	If enabled by your library, you may see up to three links to allow you to search for the corresponding periodical in your library's or other institution's <i>online holdings</i> catalog
Various possible icons, such as:  	Various possible text links, such as <a href="#">WorldCat</a> or <a href="#">SFX</a>	If available at your library, you may have additional ways retrieve a document via a special server that will take you out of this Gale collection and into another electronic source or the electronic catalog in your library or in a related library system
Always appears as text	Various possible document types, such as: <i>Article</i> <i>Biography</i> <i>Introduction</i> <i>News</i> <i>Primary Document</i> <i>Topic Overview</i>	At the far right of the citation you'll see a brief description of the kind of document you'll find; depending on the database(s) you are searching, this list will vary

**Note:** Icons and text links function the same way. Your library has chosen to display one format or the other. Wherever you see icons, simply hover over the icon to pop up its corresponding text description.

## Document Types on the Results List

The document type appears to the far right of each item on the results list page. In this way you can easily identify the kind of records your search returned, such as **Article**, **Biography**, **Map** or **Topic Overview**, to name a few.

To restrict results to a particular type of document, perform a Basic or Advanced Search. The Search sidebar on the results list page allows you to refine your search. From the **Narrow Results by** drop-down menu, select "Document Type." The Search sidebar will refresh itself and display all document types that are currently present in the tab displayed, along with the number of results in parentheses. Click the hyperlinked document type and results number to view just those types of documents. Also, when creating an Advanced Search, you may limit your search to certain kinds of document types.

## Lexile Scores and Reading Levels

If enabled by your library or school, this database collection uses the Lexile Framework® for Reading score.

The **Lexile® score** rates the difficulty of text based on word frequency and sentence length. A score is displayed as a number followed by an L, such as 850L.

The **Lexile® reading level** (or scale) is a developmental and educational tool designed to match a reader's skills to the text. The reading level assigns a category to a range of scores. For example, scores below 200L are considered beginning-reader material, while scores above 1700L are considered advanced (i.e., at the college level).

Please refer to the Lexile Web site for more information.

### Where Do Lexiles Appear?

When enabled in this database, Lexiles are displayed as part of the item on the tabbed results list for documents from magazines, academic journals and news sources, where available.

### Limiting Your Results by Lexile

When enabled by your library, you can use Advanced Search and limit search results by Lexile so that your results contain only documents with the reading level you select. The limit will apply only to periodical content.

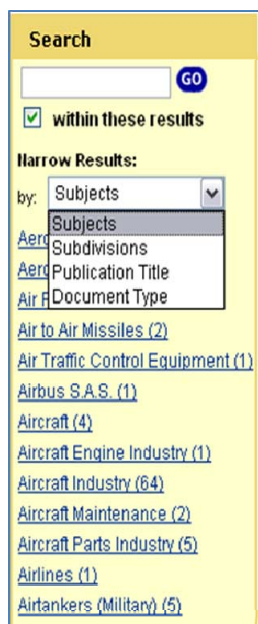
## Getting Information about a Publication/Source

Throughout this collection, the title of a publication/source displays as a hyperlink, which takes you to information about that publication/source. You'll find the publication/source title link shown for each item on your results list and your Marked Items list. The link also appears on the document display page on the **Source** line.

### Publication Information for Periodicals and Other Content

When you are viewing a document from a magazine, journal, or newspaper, or from any other source that is not an eBook (which may include reference works that have not been digitized as eBooks), the publication information will be displayed on the Issues page. On the Issues Page you'll find information such as the publisher, the intended audience, and the dates for which materials from that publication are available in this database. Use your browser's **Back** button to return to the previous page you had been viewing.

## Using the Search Sidebar



You'll find a handy Search box in the left-hand sidebar of the results list, document display page, and the About this Publication page. The Search sidebar lets you search within your results, perform a new search without having to first return to a search input page, and link to related topics.

### Refining Your Current Search Results

While viewing your **results list**, locate the Search sidebar in the left-hand margin (see the sample screen print below).

To search within your results, enter a word or phrase in the input box and click on the **within these results** check box. You may use AND, OR, and NOT to create Boolean expressions (see General Search Tips for more information on logical operators). Then click the **GO** button.

You may also display only results of a certain type or within a certain category using the **Narrow Results by** drop-down menu. Make a selection, such as "Subjects" or "Publication Title" or "Document Type" and the Search sidebar will refresh itself and display a dynamic list of the subjects (or whatever you selected) that are currently found in the results tab

you are viewing. The system will also display the number of results in parentheses. Click the hyperlinked term and results number to view just those results.

- **Subjects** - displays a complete list of the indexed subject terms as found in your results for the tab currently viewed
- **Subdivisions** - displays a broader list of indexed subject terms that includes main terms, as well as subheadings
- **Publication Title** - displays a complete list of the sources (for example, all the magazine titles, if you are viewing the **Magazines** tab) found in your results for the tab currently viewed
- **Document Type** - displays a complete list of the document types found in your results for the tab currently viewed

## Performing a New Search Using the Search Sidebar

Entering term(s) in the Search sidebar search box and clicking **GO** causes the system to perform a Basic Search by Keyword.



**Search**

  
 **within this publication**  
 **Entire publication**  
 **This issue**

**Related Subjects**

[Aerospace Industry](#) (4268)  
-- [Contracts](#) (785)

[Missiles](#) (531)  
-- [Product Development](#) (23)

[United States, Air Force](#) (1002)  
-- [Contracts](#) (271)  
-- [Equipment and Supplies](#) (140)  
-- [Planning](#) (38)

Using the **Search** sidebar while viewing a document or publication information gives you the additional option to search within the publication. Selecting to search **within this publication** means the system will perform an Advanced Search using the Keyword and Publication Title indexes. Some publications allow you to search across the **entire publication** or **all volumes** in a series. Or perform a more focused search strictly **in this issue** or **within this volume**. (Note: Gale publications that offer the **within this volume** option are multi-volume series that are updated or have new titles add on an ongoing basis.)

You may use **AND**, **OR**, and **NOT** to create Boolean expressions when using the Search sidebar.

If you perform additional searches using the Search sidebar, you will see your previous search terms appear in the search box.

## Revising Your Search

After submitting a search, you can return to the search input page, make changes to your most recent search query and re-submit your search by:

- Using the breadcrumb trail to return to the search input page
- Clicking the Revise Search link found on the tabbed results list (where available)
- Clicking the Revise Search link found on the document display page (where available)

The **Revise Search** link also appears for unsuccessful searches that do not find results.

It is not possible to revise the original search when accessing documents from the Marked Items list or from an Bookmark.

## Subject Terms in the Search Sidebar

When viewing your results list, you may be able to limit your results, based on a dynamic list of subject terms. Select "Subjects" from the Narrow Results by drop-down menu in the Search sidebar. The sidebar will refresh itself and display those subjects indexed in your current results for the tab currently displayed.

## Related Subjects on the Document Display Page

When you are viewing a document on the document display page, you'll find a list of Related Subjects in the Search sidebar (see screen print below). Click on a term and a new Basic Search by Subject is performed based on the term you selected, with results displayed to the right.

The screenshot shows a search sidebar with a yellow background. At the top is a search box with a 'GO' button. Below it are three radio button options: 'within this publication' (checked), 'Entire publication', and 'This issue'. Underneath is a section titled 'Related Subjects' with a list of links and counts: 'Aerospace Industry (4268)', '-- Contracts (785)', 'Missiles (531)', '-- Product Development (23)', 'United States. Air Force (1002)', '-- Contracts (271)', '-- Equipment and Supplies (140)', and '-- Planning (38)'.

## Expanding/Limiting Your Results

When viewing your results list, you may find directly below the tab name one or more ways to limit your current results. The search limiters displayed depend on the tab you are viewing and the available content contained in your results.

Certain search limits you entered when you created your search query will appear here. You may remove these limits to expand your search results. Conversely, you may enter search limits to try to narrow the results.

### Examples

- If some of your results for a given tab contain images, then you will be able to limit the results to show only documents with images. However, if none of your results for that tab contain images, this limiter will not be present.
- When viewing the **Multimedia** tab, you won't find any limiters referring to full-text or peer-reviewed journals as these don't apply to multimedia content.
- The peer-reviewed journals limiter will only appear on the **Academic Journals** tab, if your results contain a mixture of both reviewed and non-reviewed articles.

You can also use the Search sidebar to the left to narrow your results.

**Note:** Search limits must first be enabled by your library.

## Changing the Sort Order of Results

You can change the order in which items are listed on the results list. Select one of the following options from the Sort by pull-down menu found at the top of the results list. The choices you have will vary by tab. Once you have chosen your sort option, the screen will refresh and show your new sort preference.

Sort option	Arranges list...
Document Title	alphabetically by document title
Publication Date	chronologically by publication date with oldest documents displayed first
Publication Title	alphabetically by source
Publication Year	chronologically by year of publication (applies to Multimedia content only)
Relevance	by how closely documents match your search query


**Note:** Relevance sort is not available when you use wildcards in your search query. Nor is it available for Publication Search or Advanced Search results.

## Search Alerts

From your search results list or from the Issues page you can request notification 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 sent you an e-mail message in html format when updates are found. Or you may subscribe to an RSS feed provided by Gale and have content delivered directly to you.

### Requesting an E-mail Search Alert

Here's how to set up an e-mail alert:


1. Perform a search using any of the search types to search for the information for which you want to receive alerts; you may use any type of search criteria, including search limiters
2. On the results list, click the **Create a Search Alert** link  [Create a Search Alert](#)
3. To receive alert e-mails, enter your e-mail address in the **Mail to** field (only one e-mail address allowed)
4. Use the default **Alert Name** or enter your own text
5. Select the **Frequency** in which you want the system to check for new content based on your search criteria: Daily, Weekly or Monthly
6. Click the **Save** button to submit your request

You will be sent an e-mail message to confirm that your request has been received. Then the system will check for new content based on the frequency you selected. The alert e-mail will contain individual links up to the first 20 new content items plus a link to the full results set.

All e-mails you receive will contain a link allowing you to opt out of the alert so that you no longer receive future alerts.

### Subscribing to an RSS Search Alert Feed

Here's how to subscribe to the Gale RSS feed alerting you of new content in this database:

1. Perform a search using any of the search types to search for the information for which you want to receive alerts; you may use any type of search criteria, including search limiters
2. On the results list, click the **Create a Search Alert** link  [Create a Search Alert](#)
3. To subscribe to the RSS feed, copy the **Feed URL** and paste it into the software you use as your RSS reader or news aggregator
4. Click the **Close** when you have finished

## Limiting Your Search

### How to Limit Your Search

For all or some of the search types in this collection, you may be able to enter criteria to limit your search, if enabled by your library. For example, you may want to search for documents with a specific publication date or only for documents with images.

If available for a given search type, the search limiters are generally displayed below the search term input box. If the search limiters are not currently displayed, click the **More search options** link found on the search page. Click the **Hide search options** link if you no longer wish to see these options. Search limiters vary depending on the type of search performed.

## Available Search Limiters

Search limiters let you impose specific controls on the search result to produce a smaller result set that is more precisely focused on what you want. The following table lists the ways you may be able to limit your search when you click More search options on a search input page or Expand/Limit from a results list.

**Note:** The actual limiters available and the format and wording for them are determined in part by the search type you are using, and by the system settings chosen by your library.

Limiter	Description
Article type	You can restrict results to a specific kind of article as selected from the list. Examples may include "Book Review," "Cover Story," "Interview", and "Poem," to name a few.
Documents with full text	You can limit the results of your search to include only documents with full text, thus eliminating any citation-only and abstract-only articles. Depending on how your location is set up, the box might be checked by default.
Documents with images	Limits results to only those documents that contain some kind of image. Depending on how your location is set up, the box might be checked by default.
Lexile® reading level	Display only documents matching the Lexile® reading level(s) you select. To make multiple selections, press and hold the CTRL (Control) key while clicking on multiple items. This option, which must be enabled by your library, is not available for all search types.
Lexile® score	Display only documents matching the Lexile® score you enter. This option, which must be enabled by your library, is not available for all search types.
Library holdings	Allows you to limit results to just those publications your library has in its holdings.
Newspaper section	Limits results to a specific newspaper section as selected from the list. Examples may include "Arts and Entertainment," "Opinion and Editorial," and "Regional News," to name a few.
Peer-reviewed publications	You can limit the results of your search to include only articles from peer-reviewed publications. Depending on how your location is set up, the box might be checked by default.
Publication date	You can limit a search result to include only material published on, before or after a date or within a range of dates. Use the radio buttons to choose how you want to limit by date, then use the drop-down boxes to select the exact date or range of dates that you want.
Publication format	Select a publication format from the list to restrict results to that specific type of publication. Available publication formats vary by tab.
Publication subject	Use this option to limit your search to specific sources. You can search for subjects containing the words you enter, or you can browse a list of subject areas. Once you click the Browse Publication Subject link you'll be able to select one or more subjects from a separate browser window.
Publication title	You can limit a search to specific sources in one of two ways. You can search for publication names containing the words you enter. This is useful for short publication names or when you are interested in only one publication. Alternatively, you can browse a list of sources by clicking the Browse link.
Target audience	Searches for documents that are intended for a particular type of audience, as selected from the list

## What Does it Mean to Browse an Index or Search Limiter?

Some search limiters and/or Advanced Search indexes contain a set of entries that you may browse and select from (generally in a pop-up window) to build your search query. For example, you may browse a list of publication titles or

your previous searches to see all possible entries available. This allows you to select the exact term or phrase used by the search system without having to type it yourself. You will know that a particular search limiter and/or index can be browsed when you see a **Browse** link or button to appear to the right of the input box.

Note that search limiters (if enabled) are displayed on the search input form below the **Find** box or other search input boxes. If available, click the **More** search options link to display search limiters. The ability to limit a search must be first enabled by your library.

Browsing indexes can be done on the standard Advanced Search page, as well as on the CCL Advanced Search page.

Refer to the "Using a Browse Page in this Collection" Help topic in the table of contents frame at the left for detailed information on how to browse and select entries.

## **Expanding/Limiting Your Results**

When viewing your results list, you may find directly below the tab name one or more ways to limit your current results. The search limiters displayed depend on the tab you are viewing and the available content contained in your results.

Certain search limits you entered when you created your search query will appear here. You may remove these limits to expand your search results. Conversely, you may enter search limits to try to narrow the results.

Examples

- If some of your results for a given tab contain images, then you will be able to limit the results to show only documents with images. However, if none of your results for that tab contain images, this limiter will not be present.
- When viewing the **Multimedia** tab, you won't find any limiters referring to full-text or peer-reviewed journals as these don't apply to multimedia content.
- The peer-reviewed journals limiter will only appear on the **Academic Journals** tab, if your results contain a mixture of both reviewed and non-reviewed articles.

You can also use the **Search** sidebar to the left to narrow your results.

**Note:** Search limits must first be enabled by your library.

## **Viewing and Retrieving Documents**

### **What is a Document?**

Documents in **PowerSearch** include any record you can view on the document display page, such as (where available) citations and abstracts; full-text articles, essays, reports, and other text materials; multimedia content; and pages containing links to external Web sites. You'll see the document type at the far right for each citation on the results list.

### **Using the Document Display Page**

The document display page provides you with extended citation information and the complete text of the document, along with any associated graphics and/or links to external Web sites, where present. For entries spanning more than one page, use your browser's scroll bar to view the full document. Some documents may have Table of Contents sections that make it easy to jump directly to the information you want by clicking a hyperlinked section name.

You may see your search terms highlighted wherever they appear within the document, depending on the type of search used and your session preferences.

The screenshot shows a search results interface. On the left, there's a search box with 'GLOBAL WARMING' and a 'GO' button. Below it are filters for 'within this publication', 'Entire publication', and 'This issue'. A 'Related Subjects' section lists 'Global Warming (5002)' and 'Solar Activity (177)'. The main content area shows 'Results for Basic Search (KE (GLOBAL WARMING))LIMITS:( full text) And ( images)'. There are tabs for 'Magazines (958)', 'Academic Journals (1614)', 'Books (20)', 'News (3830)', and 'Multimedia (377)'. The current document is 'No link between climate change and sun's activity. (CLIMATEWATCH)(Brief article)' from 'Geographical' magazine. A toolbar on the right offers various actions like 'View 1 PDF pages', 'Print Preview', 'E-mail', 'Download', 'Citation Tools', and 'Translate'. Below the document details, there's a 'Full Text' section with a copyright notice and a paragraph of text. At the bottom, there's a large image of the sun.

Below the tab name you'll see the current document's position in your results list or **Marked Items** list. For example, if 84 documents were found and you accessed the sixth one, the display will show: "Result 6 of 84." The arrow icons on either side (repeated at the bottom of each page) let you go forward or backward one document at a time or you can enter a document position number and click **Go** to jump to that document.



To the left of the document positioning controls, you'll see a **Mark** box. Click on the box to add the document to your **Marked Items** list. You can also save the document for future retrieval by clicking the **InfoMark** link on the toolbar.






Use the breadcrumb trail to return to your results list or the search page where you can revise your search. You can also click the **Results** link under the tab name to return to your results page. Note that these links do not appear when you are displaying a document via an **InfoMark** link.

To see results from a different tab (if available), simply click the tab name.

### Document and Library Links

Above the text of the document, you may find various document and library links, such as those shown:

Icon	Text Link	What it means...
	Number PDF Page(s)	Click this link to download the document in Portable Document Format (PDF) for viewing and printing (may not be available for all documents)
	About this Publication	Displays the About this Publication page where you'll find

		detailed publication information, where available
	How to Cite	Displays the Generate a Citation page where you'll be able to create a bibliographic citation for the document using one of several recognized standards
Always appears as a text link	Source Citation	Displays the source citation information at the bottom of the document, formatted according to MLA standards (to format the citation in a different style, click How to Cite )
	Always appears as a drop-down menu and button	If enabled by your library, you may choose a language from the drop-down menu and then click Translate to view a machine translation of the document in a separate browser window
Various possible icons, such as: 	Library Holdings	If enabled by your library, you may see up to three links to allow you to search for the corresponding periodical in your library's or other institution's online holdings catalog
	Inter-Library Loan	If enabled by your library, you may submit a request to borrow materials from another library
Various possible icons, such as: 	Various possible text links, such as WorldCat or SFX	If available at your library, you may have additional ways retrieve a document that will take you out of this Gale collection and into another electronic source or the electronic catalog in your library or in a related library system
Always appears as a text link	Subjects	Displays a list of related subject terms at the bottom of the document

## Translating a Document

If enabled by your library, you may be able to translate a document from the document display page when you see the following controls:



Select a language from the drop-down menu and then click **Translate**. The system will generate a translation of the current document and display the translated text in a separate browser window. Lengthy documents may take slightly longer to translate.

**Note:** This machine translation is provided for your convenience only. It should not be considered a replacement for human translation.

From the translated document window, you may Print and Download the document. Click **Close this window** when you have finished.

Only the document itself will be translated, and not the surrounding links and buttons on the screen (including the Subject Guide sidebar and the tab names). To link to related documents or to any embedded multimedia files, return to the original document display page.

In addition, only the document title of a document's Gale citation will be translated; all other elements of the citation will be presented in the document's original language. Foreign words that appear in the document will not be translated; however, most commonly-used acronyms will be translated.


## Getting Information about a Publication/Source

Throughout this collection, the title of a publication/source displays as a hyperlink, which takes you to information about that publication/source. You'll find the publication/source title link shown for each item on your results list and your Marked Items list. The link also appears on the document display page on the **Source** line.

### **Publication Information for Periodicals and Other Content**

When you are viewing a document from a magazine, journal, or newspaper, or from any other source that is not an eBook (which may include reference works that have not been digitized as eBooks), the publication information will be displayed on the Issues page. On the Issues Page you'll find information such as the publisher, the intended audience, and the dates for which materials from that publication are available in this database. Use your browser's **Back** button to return to the previous page you had been viewing.

## Images

The images you find may include photographs, illustrations, charts, maps, artwork, or other types of graphics. Images can be included within the text of a document or as image-only documents in the **Multimedia** tab. When viewing a results list, you'll know a document contains some kind of image if you see the  icon.

Images embedded within a text document may initially be displayed on the document display page in a smaller size, known as a thumbnail. Using a reduced size enables the search system to send the data quickly over the Internet. In some cases, you can enlarge the graphics to full size by clicking on the image.

When printing documents with graphics, the images are enlarged to full size and integrated with the text. Note that while you can e-mail documents that contain images, only the text portion of the document will be sent, along with a link to image.

If available in PDF, you will find a link to the PDF version of the document.

**PowerSearch** allows you to limit your search so that results only contain documents with images.

**Note:** Occasionally Gale does not have the rights to display an embedded image. In this case, the system will attempt to place a caption – at the point where the image originally occurred – indicating that the image is unavailable.

## Linking to Other Documents

You may link to other documents with related subject terms from the document display page.

Click the **Subjects** link or scroll down the document until you reach the end of the article. There you'll find one or more Subject Terms links, along with the number of results for each term shown in parentheses. Clicking a link will perform a Subject Search and display a results list of matching citations. You'll also see the **Subject Guide** sidebar in the left margin.

## Finding the Document Number

At the bottom of every document (with a few exceptions) you'll find the Gale **Document Number**, which is a unique identification code made up of one or two letters followed by several numbers (for example, CX3427400011). Use the document number to refer to the record if you have any problems with viewing or retrieval. You can also make note of this number to return to the record in a later session, since searching by document number is often a search option in **Advanced Search**.

# Managing the Information You Find

## Using Bookmarks to Save Searches, Results and Documents

By using the Gale **Bookmark** feature (formerly known as *InfoMarks*), you and others can re-visit practically any page you choose after you've ended your current session. You can Bookmark most kinds of pages; this may include, search input screens, entire result lists, specific documents (full-text as well as PDF versions), and your Marked Items list. While displaying a page, just click the **Bookmark** link in the toolbar (found in the banner area at the top of the page) and a separate browser window will open, allowing you to copy and paste the Bookmark into another document, add the Bookmark to your browser bookmarks, and/or e-mail it. Your Marked Items list may also be saved as an HTML page.

### **What is a Gale Bookmark?**

A Bookmark is the "Web address" (or URL, which stands for "universal resource locator") of the specific page of the Gale collection you are viewing. What is special about this Web address is that you can come back directly to this same page, even when your current search session is over. This allows you to easily refer back to and share with others the information you found in a Gale collection.

**Important!** Anyone who uses a Gale Bookmark must have access to the product from which the Bookmark came. Users who have access to some Gale products but not the product from which the Bookmark came will see a message indicating that the Bookmark specifies a database that is not on their current subscription list.

### **How to Copy and Paste a Bookmark**

Navigate to the page you wish to Bookmark then click the Bookmark link in the toolbar. In the Bookmark window that appears, you'll see the actual Bookmark URL, beginning with http://. Simply copy the URL and paste it where needed into an electronic application (word processing editor, e-mail message, HTML editor, etc.).

### **How to Add a Gale Bookmark to Your Browser's Bookmarks/Favorites/Shortcuts List**

#### **Method 1: Drag and Drop a Bookmark**

If supported by your browser, you may drag the Bookmark URL to your browser's Bookmark/Favorites pull-down menu or sidebar. Simply position your cursor over the URL in the Bookmark window, and drag it up to your browser's "Favorites" folder and drop it in.

#### **Method 2: Direct the System to Add Your Bookmark**

Navigate to the page you wish to Bookmark then click the Bookmark link in the toolbar. In the Bookmark window that appears, click the Bookmark the Persistent URL link to add the Bookmark to your browser's Bookmark, Favorites, or Shortcuts list, depending on your operating system and browser user. Note that some browsers do not support bookmarks, so this option may not appear.

### **How to E-mail a Bookmark**

Navigate to the page you wish to Bookmark then click the Bookmark link in the toolbar. In the Bookmark window that appears, click the Email the Persistent URL link.

A separate window will open for you to enter one more recipient e-mail addresses (type a semicolon between multiple addresses), keep or type over the default subject line, and enter an optional message. Then enter your e-mail address as

the sender's e-mail address. Click the Send button when you are ready to send the e-mail. Clicking Cancel will exit the window without making any changes.

**Note:** If the system cannot deliver the e-mail to your recipient(s), you'll receive an e-mail informing you of this error if you have provided your e-mail address as the sender's address.

### **How to Save All Your Marked Items as an HTML Page**

While viewing your Marked Items list, then click the Bookmark link in the toolbar. In the Bookmark window that appears, click the Save Marklist as HTML link. You'll see a preview of the Marked Items List page. You can then select the Save As option on the menu of the preview page and save the Marked Items as an HTML page.

### **How to Bookmark Individual Items in Your Marked Items List**

While viewing your Marked Items list, you'll see the Bookmark icon appear before each item. Click the icon to Bookmark that specific document. You will have the choice to copy and paste, bookmark, and/or e-mail the Bookmark, as described above.

### **How Do I Use a Bookmark?**

If you created a Bookmark as a browser bookmark or shortcut, simply click the link from your browser's list of bookmarks/favorites/shortcuts.

When you or someone else visits your Bookmarked search results, your search is run anew against the current contents of the database. You may get additional or updated information than when you originally performed the search.

Keep in mind that successfully using a link starts a search session in a Gale database. Even if the link simply goes to a document, all resources of that database are available to the user.

Documents that are Bookmarked should be reasonably stable, but the list of sources and negotiated rights (for text and/or full content display) in a collection can change without notice. It's a good idea to verify your saved links from time to time.

## **Marked Items**

While viewing certain pages, such as search results and the document display page, you may want to collect documents in a list called Marked Items which allows you to set aside documents you're interested in and then view and/or retrieve them all at once, rather than doing so one by one. Once you've added a document to your Marked Items list, the Marked Items icon will appear on the toolbar along with a count of the number of items currently in the list.

**Note:** Once you have exited this database, your Marked Items list will be lost, unless you Bookmark it.

You may collect up to 50 documents in your Marked Items list. To add items to your Marked Items list, click to place a check mark in the corresponding Mark checkbox. Items on results lists will appear highlighted as you mark them and you will see a count of the number of items currently in your list.

To remove an item from your Marked Items list, simply click the checkbox to remove the check mark.

Whenever you display a marked item on a results list or on the document display page during your current session, you will see a check mark in the corresponding Mark checkbox.

## Using Your Mark List

To view your current list of saved items, click the **Marked Items** icon in the toolbar (found in the banner area at the top of the page).

The appearance of the Marked Items list closely resembles a results list; however, there are no tabs. Instead you'll see hyperlinks to the different categories of documents you've collected. Click a link to jump to that group of documents in the list. The total number of items you have marked is also shown at the top of the Marked Items list.

Click the Remove button to remove an item from your list or click **Remove All** to clear all items from the list at once.

**Note:** You may mark up to 50 items; a count of the number of items you have already marked displays to the right of the Mark checkbox. The system will display a warning message if you reach this limit and try to mark additional items. You will then have to view your Marked Items list to remove some items in order to add more.

## Marked Items Tools Box

To help you manage this document and make its contents more accessible, use the features listed in the Document Tools box. You will be able to Print, Email, and use Citation Tools.

## Printing Marked Items

You may print your list of Marked Items as a list of citations or showing the complete text of all documents. Simply click the Print icon on the toolbar (found in the banner area at the top of the page) to display the Print Marked Items page.

Use the Print Marked Items page to select the Marked Items to be printed by checking individual items or to choose all, click the **Print All** box. Items are grouped according to content (ie., all **Reference** items are listed together) and there is a **Print All** box available for each type of content. By default, all items will be selected.

In the Print Options box, select **Citation** to print only the citation information for each marked item. Or select **Full document** to print the complete text and any graphics. Both options show you the estimated number of printed pages.

Some databases offer a choice of citation format. In the Bibliographic Citation Format box, choose the style for the citation information:

<b>MLA</b>	Formats according to Modern Language Association (MLA) standards.
<b>APA</b>	Formats according to American Psychological Association (APA) standards.
<b>Plain text with bibliographic tags</b>	Prints text-only format, with bibliographic "tags" based on the Z39.80 standard.

When you have finished entering print information, click **Print**. Or click **Cancel** to exit the page without making any changes and return to the last page viewed.

## E-Mailing Marked Items

You may e-mail your list of Marked Items to yourself and/or others.

Here's how:

1. Display your Marked Items by clicking the **Marked Items** link on the toolbar in the banner bars at the top of the page.
2. Click the **E-mail** link in the Tools box.
3. The **Send Marked Items** page will be displayed in a separate pop-up window.
4. Select from the options as described in the table below.
5. Below the e-mail options you'll find a list of your Marked Items (grouped by content type, such as Magazines or News). A check mark in the **Send All** box will e-mail all documents within a group. Or click to remove the check mark and then individually select documents by clicking one or more Send boxes. Each document will be sent in a separate e-mail.
6. Click **Send**.
7. An E-mail Confirmation page will be displayed.

**Note:** Only the text portion of documents will be included in the e-mail. Data such as images, audio clips, and video files cannot be e-mailed.

The table lists the e-mail options and a brief description of each. Options marked with an asterisk (\*) are required.

For this option...	Enter/select this...
Mail to*	Enter up to six e-mail addresses (be sure to check each address for accuracy!). Multiple e-mail addresses must be separated by a semicolon (;).
E-mail format*	Select HTML to e-mail the document using formatted text (may include boldface, italics, etc.). Alternatively, select Plain text to download the document in text-only format.
Send Marked Items as*	Choose Full text to send the complete text of the document (whenever full text is available – some documents provide only citation or abstract information, per the rights negotiated by Gale with the source provider). Or choose Citation to send only the citation information for the document. Or choose PDF to send the document in Portable Document Format, which can be viewed or printed with <i>Acrobat™</i> Reader, a free application available from Adobe Systems. The PDF option is not available for multimedia content. Note: Very large documents will not be e-mailed. Rather a message will appear in the body of the e-mail message that the file is too large to be attached and can be accessed through the <i>Infomark</i> hyperlink within the citation.
Bibliographic citation format*	Allows you to choose the citation style that will appear in the body of the e-mail message. Depending on the database you are currently using, you may be able to choose MLA, APA, and/or Plain Text with Bibliographic Tags (Z39.80), which provides a text-only format, with bibliographic "tags" based on the Z39.80 standard. Please read the disclaimer shown below.
Send as Attachment	E-mails the selected document as an attachment, rather than embedded within the e-mail message body. Note that if you selected PDF as the Content Option, the document will automatically be sent as an attachment. This option does not apply when you select Citation as the Content Option.
Subject Line	By default the subject of the e-mail will contain the name of the database and the title of the document. You may type over the default subject and enter your own subject, if desired. The subject must contain no more than 100 characters.
Sender E-mail	Although this is an optional field, it is recommended that you enter your own e-mail address here. This way you will be notified if there is a problem sending the document, otherwise a message will be sent to the recipient(s) e-mail address if there is a problem. Also, any replies from your recipient(s) will be sent to you. And in some cases, entering the sender e-mail may help the message from being rejected by anti-spam filters. Gale respects the confidentiality of e-mail addresses and does not use e-mail addresses for any other purposes.
Message	Lets you add a message for your recipient(s) that will appear at the beginning of the e-mail message, above any text associated with the document.

**Disclaimer:** While the data elements for the dynamically generated citations have been formatted to meet the latest citation standards set forth by the respective agencies, these citations provide the available publication data for the document cited and should only serve as a guide and not as a replacement for the latest guidebooks – or those required by your instructor. Please refer to the provided MLA and APA examples for proper formatting. **Consult your instructor for specific bibliographic style preferences required of your written work.**

The **Cancel** button closes the E-mail window without any action being taken.

## Downloading Marked Items

You may download your list of Marked Items to a file to be saved on your computer or to a disk, jump drive, etc.

Here's how:

1. Display your Marked Items by clicking the **Marked Items** link on the toolbar.
2. For each category of document that you've collected, you'll find the category name (such as Magazines or News), the number of items, and to the far right, a Download link.
3. Click the **Download** link to download all the items collected in that group to a single file.
4. The Download options page will be displayed in a separate pop-up window.
5. Select **HTML** to download the document using formatted text (may include boldface and italics type) and to include active hyperlinks back to this database. Alternatively, in some databases you may be able select **Plain text** to download the document in text-only format, with bibliographic "tags" based on the Z39.80 standard.
6. Click **Download**.
7. Your browser will display options for saving the file.

The system will name the file "Downloaded Document" by default, using the appropriate file extension based on the format you selected. For example:

```
Downloaded Document.html (HTML format)
Downloaded Document.txt (Plain text format)
```

If you wish to change the file name, simply type over the words "Downloaded Document", making sure to leave the extension that appears after the period (dot).

**Note:** No matter which format you choose, embedded non-textual elements such as images, will not be included in the downloaded document. However, if you selected the HTML format, the downloaded file will contain a link that returns you to the document display page where you can view the image(s).

The **Cancel** button closes the Download window without any action being taken.

## Printing Documents

Generally speaking, you can print documents of any type with any content from the document display page.

Clicking the **Print Preview** link in the Tools box from the document display page will cause the document to be reformatted in a separate browser window without the title banner, navigation bar, etc. Any images or related subjects that originally appeared will also appear. Your browser's Print function window will automatically open.

**Note:** When printing documents with large images, you may want to use your browser's print preview function to see how the printed page(s) will look before you print. You may need to change the orientation or resize the page.

Note that you may always use your Web browser's Print function to directly print any page, although the entire page contents will be printed.

## E-Mailing Documents

Documents can be e-mailed to yourself and/or others.

Here's how:

1. From the document display page, click the **E-mail** link in the Tools box.
2. The E-mail Document page will be displayed in a separate pop-up window.
3. Select from the options as described in the table below.
4. Click **Send**.
5. An E-mail Confirmation page will be displayed.

The screenshot shows a web form titled "Email". At the top, there is a "Mail to:" field with a placeholder and a note: "Separate each e-mail address with a semicolon". Below this are "Send" and "Cancel" buttons. The "Email Options" section includes:

- E-mail format:** Radio buttons for HTML (selected) and Plain text.
- Content options:** Radio buttons for Full text (when available) (selected), Citation, and PDF (sent as attachment when available).
- Bibliographic citation format:** Radio buttons for MLA (Modern Language Association) Example (selected), APA (American Psychological Association) Example, and Plain Text with Bibliographic Tags (Z39.80).
- Note:** A disclaimer about citation standards and a reference to a provided examples link.
- Send item as attachment:** A checkbox that is currently unchecked.
- Subject line:** A text field containing "Power Search Our Own Pages".
- Sender e-mail:** An empty text field.
- Message:** A large empty text area for a custom message.

**Note:** Only the text portion of documents will be included in the e-mail. Data such as images, audio clips, and video files cannot be e-mailed.

The table lists the e-mail options and a brief description of each. Options marked with an asterisk (\*) are required.

For this option...	Enter/select this...
Mail to*	Enter up to six e-mail addresses (be sure to check each address for accuracy!). Multiple e-mail addresses must be separated by a semicolon (;).
E-mail format*	Select HTML to e-mail the document using formatted text (may include boldface, italics, etc.). Alternatively, select Plain text to download the document in text-only format.
Content Options*	Choose Full text to send the complete text of the document (whenever full text is available – some documents provide only citation or abstract information, per the rights negotiated by Gale with the source provider). Or choose Citation to send only the citation information for the document. Or choose PDF to send the document in Portable Document Format, which can be viewed or printed with Acrobat™ Reader, a free application available from Adobe Systems. The PDF option is not available for multimedia content. Note: Very large documents will not be e-mailed. Rather a message will appear in the body of the e-mail message that the file is too large to be attached and can be accessed through the Infomark hyperlink within the citation.
Bibliographic citation format*	Allows you to choose the citation style that will appear in the body of the e-mail message. Depending on the database you are currently using, you may be able to choose MLA, APA, and/or Plain Text with Bibliographic Tags (Z39.80), which provides a text-only format, with bibliographic "tags" based on the Z39.80 standard. Please read the disclaimer shown below.
Send as Attachment	E-mails the selected document as an attachment, rather than embedded within the e-mail message body. Note that if you selected PDF as the Content Option, the document will automatically be sent as an attachment. This option does not apply when you select Citation as the Content Option.
Subject Line	By default the subject of the e-mail will contain the name of the database and the title of the document. You may type over the default subject and enter your own subject, if desired. The subject must contain no more than 100 characters.
Sender E-mail	Although this is an optional field, it is recommended that you enter your own e-mail address here. This way you will be notified if there is a problem sending the document, otherwise a message will be sent to the recipient(s) e-mail address if there is a problem. Also, any replies from your recipient(s) will be sent to you. And in some cases, entering the sender e-mail may help the message from being

	rejected by anti-spam filters. Gale respects the confidentiality of e-mail addresses and does not use e-mail addresses for any other purposes.
Message	Lets you add a message for your recipient(s) that will appear at the beginning of the e-mail message, above any text associated with the document.

***Disclaimer:*** While the data elements for the dynamically generated citations have been formatted to meet the latest citation standards set forth by the respective agencies, these citations provide the available publication data for the document cited and should only serve as a guide and not as a replacement for the latest guidebooks – or those required by your instructor. Please refer to the provided MLA and APA examples for proper formatting. **Consult your instructor for specific bibliographic style preferences required of your written work.**

## **Downloading Documents**

You may download a document as a file to be saved on your computer or to a disk, jump drive, etc.

Here's how:

1. From the document display page, click the **Download** link in the Tools box.
2. The Download options page will be displayed in a separate pop-up window.
3. Select **HTML** to download the document using formatted text (may include boldface and italics type) and to include active hyperlinks back to this database. Alternatively, in some databases you may be able select **Plain text** to download the document in text-only format, with bibliographic "tags" based on the Z39.80 standard.
4. Click **Download**.
5. Your browser will display options for saving the file.

The system will name the file "*Downloaded Document*" by default, using the appropriate file extension based on the format you selected. For example:

Downloaded Document.html (**HTML** format)  
Downloaded Document.txt (**Plain text** format)

If you wish to change the file name, simply type over the words "*Downloaded Document*", making sure to leave the extension that appears after the period (dot).

**Note:** No matter which format you choose, embedded non-textual elements such as images, will not be included in the downloaded document. However, if you selected the HTML format, the downloaded file will contain a link that returns you to the document display page where you can view the image(s).

The **Cancel** button closes the Download window without any action being taken.

To download multiple documents at once, create a **Marked Items** list.

## **Viewing/Printing a PDF Document**

The PDF option allows you to retrieve, whenever possible, a Portable Document Format (PDF) file of a document for viewing or printing with *Acrobat™ Reader*, a free application available from Adobe Systems.

Depending on the available content, PDF files may be retrieved for many kinds of documents, including (where available) articles and citations from magazines, journals, and eBooks. When viewing the PDF file, you will see an image of the document as it originally appeared in publication.

You may also find a PDF version of facsimile pages (if included in the database you are using), as well as certain image files, including maps and tables, where available.

Look for the PDF link below the results item on your search results list or your Marked Items list, and as a link in the Tools box on the document display page.

To retrieve PDF files...

1. Click on the **PDF** link.
2. If *Acrobat™ Reader* is not set up, follow the instructions.
3. The *Acrobat™ Reader* pops up; wait for the document to finish downloading (page images are rather large).
4. Use *Acrobat™ Reader* to read or print the document.

You may save a PDF document as an Bookmark. In addition, the Acrobat™ Reader provides tools to save a copy of the document directly to your PC or to disk, print the document, and e-mail it. Consult the Acrobat™ Reader Help files for more information.

Click the **Close this window** link when you have finished.

**Note:** If you are having difficulty saving and viewing PDF files, make sure you have Acrobat™ Reader version 6.0 or higher installed on your PC.

## Citing Articles

You can get bibliographic citation information based on a format of your choice while viewing a document or your Marked Items list by clicking the Citation Tools link in the Tools box. You will be able to save the formatted citation(s) to a file, generate the formatted citation(s) on-screen for printing, or export the citation(s) for use with third-party software.

**Generate a Citation**

**Note:** While the data elements for the following citations have been formatted to meet the latest citation standards set forth by the respective agencies, these citations provide the available publication data for the document cited and should only serve as a guide and not as a replacement for the latest guidebooks -- or those required by your instructor. Please refer to the provided examples for proper formatting.

Gale does not supply or support third party bibliographic citation generating software.

Save

MLA (Modern Language Association) [Example](#)

APA (American Psychological Association) [Example](#)

Plain Text with Bibliographic Tags: (Z39.80)

**Save** **Cancel**

Export to third party software:

EndNote

ProCite

Reference Manager

RefWorks

**Export** **Cancel**

**Note:** While the data elements for the dynamically generated citations have been formatted to meet the latest citation standards set forth by the respective agencies, these citations provide the available publication data for the document cited and should only serve as a guide and not as a replacement for the latest guidebooks – or those required by your instructor. Please refer to the provided MLA examples and APA examples for proper formatting. Consult your instructor for specific bibliographic style preferences required of your written work.

Select the way in which you would like to get citation information using the Generate a Citation page:

Choose a citation format and click Save to download the formatted citation(s) to a file (your browser will prompt you for a save location). Or click Generate to see the formatted citation(s) on-screen (use your browser's Print function to print the page if desired).

To export a file of formatted citation(s) to a third-party bibliographic management software package or website, select the product from the list provided. Then click Export. Note that Gale does not supply or support third-party bibliographic citation generating software.

## Citation Formats

The Generate a Citation page offers the following citation formats:

Citation Format	Description
MLA	Formats the selected citation(s) according to Modern Language Association (MLA) standards
APA	Formats the selected citation(s) according to American Psychological Association (APA) standards
Plain text with bibliographic tags	Prepares a text-only format of the selected citation(s), with bibliographic "tags" based on the Z39.80 standard

## Examples of MLA Style

Here are some examples of how to cite the materials you may find using the Modern Language Association (MLA) style.

**Note:** The examples shown here illustrate citations for a variety of sources, some of which may not be available for the database(s) you are currently searching.

### Gale Reference Materials

"City Planning." Gale Encyclopedia of U.S. Economic History. Eds. Thomas Carson and Mary Bonk. Vol 1. Detroit: Gale, 1999. 168. 2 vols. Student Resource Center Gold. Gale. Wake County Public School System, Raleigh, NC. 17 Mar. 2006 <<http://find.galegroup.com/srcx/start.do?prodId=SRC-1>>.

Lander, James F., and Patricia A. Lockridge. "The Nature and Characteristics of Tsunamis." Tsunamis. Ed. Nancy Harris. Great Disaster Series. San Diego: Greenhaven Press, 2003. Small Business Resource Center. Gale. Mountain High School, Farmington, UT. 7 Dec. 2005 <<http://find.galegroup.com/ovrc/start.do?prodId=SBRC>>.

McGrath, Kimberly A., and Stacey Blachford, Eds. Gale Encyclopedia of Science. 2nd ed. Detroit: Gale, 2002. 4150 pp. 6 vols. Gale Virtual Reference Library. Gale. Baldwin Public Library, Birmingham, MI. 23 Aug. 2005 <<http://find.galegroup.com/ovrc/start.do?prodId=SBRC>>.

Morimoto, Bertha Kugelman. "Abacus." Computer Sciences. Ed. Roger R. Flynn. Vol. 1: Foundations: Ideas and People. New York: Macmillan Reference USA, 2002. 1-2. 4 vols. Gale Virtual Reference Library. Gale. Dallas Public Library, TX. 7 Oct. 2005 <<http://find.galegroup.com/gvrl/start.do?prodId=GVRL>>.

Najemy, John M. "Republicanism." Encyclopedia of the Renaissance. Ed. Paul F. Grendler. New York: Charles Scribner's Sons, 2000. 6 vols. Shakespeare Collection. Gale. Abraham Lincoln High School, Denver, CO. 23 Jun. 2005 <<http://shakespeare.galegroup.com/shax/start.do?prodId=SHAX>>.

### Magazine Articles

Thomas, Vanessa. "Listening to Solar Activity." Astronomy 32 (February 2004): 28. InfoTrac OneFile. Gale. Canton Public Library, MI. 23 Mar. 2006 <<http://find.galegroup.com/ips/start.do?prodId=ITOF>>.

## Journal Articles

Sherman, Leonie. "Forests Fight Back." *Earth Island Journal* 19.2 (2004): 12. InfoTrac OneFile. Gale. Laney College Library, Oakland, CA. 31 Oct. 2005 <<http://find.galegroup.com/itx/start.do?prodId=ITOF>>.

## Newspaper Articles

Flynn, K. "T-REX Project Spawns a SPUI." *Rocky Mountain News* 7 January 2002: A20. Custom Newspapers. Gale. College of Staten Island Library, NY 23 Aug. 2004 <<http://find.galegroup.com/ips/start.do?prodId=SPN.SP00>>.

## Play

All's Well That Ends Well. 2nd Series. Ed. G. K. Hunter. London: Arden Shakespeare, 1968. 152 pp. Shakespeare Collection. Gale. Scarborough Memorial Library, Hobbs, NM. 20 Apr. 2006 <<http://shakespeare.galegroup.com/shax/start.do?prodId=SHAX>>.

## Learning Materials (Lesson Plans, Activities, etc.)

Biomes and Ecosystems: Lesson Plan. ClassTrac Science. Austin, TX: Publisher's Resource Group, 2006. ClassTrac Science. Gale. City High School, Pocatello, UT. 16 Mar. 2006 <<http://find.galegroup.com/trax/start.do?prodId=TRAX>>.

Circular Motion and Centripetal Acceleration: Current Events Activity: Weightlessness. ClassTrac Science. Austin, TX: Publisher's Resource Group, 2006. ClassTrac Science. Gale. St. Thomas Aquinas High School, Detroit. 16 Mar. 2006 <<http://find.galegroup.com/trax/start.do?prodId=TRAX>>.

## Examples of APA Style

Here are some examples of how to cite the materials you may find using the American Psychological Association (APA) style.

**Note:** The examples shown here illustrate citations for a variety of sources, some of which may not be available for the database(s) you are currently searching.

## Gale Reference Materials

City planning (1999). In T. Carson & M. Bonk (Eds.), *Gale encyclopedia of U.S. economic history*, Vol. 1 (2 vols., p. 168). Detroit: Gale. Retrieved March 17, 2006 from Student Resource Center Gold via Gale: <http://find.galegroup.com/srcx/start.do?prodId=SRC-1>

Freedman, B. (2004). Dinosaur. In K. L. Lerner & B. W. Lerner (Eds.), *Gale encyclopedia of science*, Vol. 2 (3rd ed., pp. 1243-1249). Detroit: Gale. Retrieved July 26, 2004 from Gale Virtual Reference Library via Gale: <http://find.galegroup.com/gvrl/start.do?prodId=GVRL>

Lerner, K. L. & Lerner, B. W. (Eds.). (2004). *Gale encyclopedia of science* (3rd ed., 6 vols.). Detroit: Gale. Retrieved July 26, 2004 from Gale Virtual Reference Library via Gale: <http://find.galegroup.com/gvrl/start.do?prodId=GVRL>

McGrath, K. A. & Blachford, S. (Eds.). (2002). *Gale encyclopedia of science* (2nd ed., 6 vols.). Detroit: Gale. Retrieved August 23, 2005 from Gale Virtual Reference Library via Gale: <http://find.galegroup.com/gvrl/start.do?prodId=GVRL>

Morimoto, B. K. (2002). Abacus. In R. R. Flynn (Ed.), *Computer sciences, Vol. 1: Foundations: ideas and people* (pp. 1-2). New York: Macmillan Reference USA. Retrieved October 7, 2005 from Gale Virtual Reference Library via Gale: <http://find.galegroup.com/gvrl/start.do?prodId=GVRL>

Najemy, J. M. (2000). Republicanism. In P. F. Grendler (Ed.), *Encyclopedia of the Renaissance. (6 vols.)*. New York: Charles Scribner's Sons. Retrieved June 23, 2005 from Shakespeare Collection via Gale: <http://shakespeare.galegroup.com/shax/start.do?prodId=SHAX>

### Magazine Articles

Thomas, V. (2004, February). Listening to solar activity. In *Astronomy*, 32, 28. Retrieved March 23, 2006, from General OneFile via Gale: <http://find.galegroup.com/ips/start.do?prodId=ITOF>

### Journal Articles

Sherman, L. (2004, Summer). Forests fight back. In *Earth island journal*, 19, 12. Retrieved October 31, 2005, from General OneFile via Gale: <http://find.galegroup.com/itx/start.do?prodId=ITOF>

### Newspaper Articles

Flynn, K. (2002, January 7). T-REX project spawns a SPUI. In *Rocky Mountain news*, p. A20. Retrieved August 23, 2004, from Custom Newspapers via Gale: <http://find.galegroup.com/ips/start.do?prodId=SPN.SP00>

### Play

Hunter, G. K. (Ed.). (1968). *All's well that ends well. 2nd Series*. London: Arden Shakespeare. Retrieved March 17, 2006 from Shakespeare Collection via Gale: <http://shakespeare.galegroup.com/shax/start.do?prodId=SHAX>

## Z39.80 Tagged Bibliographic Standard

When printing and e-mailing citations, you may choose to include bibliographic "tags" in the body of the e-mail message. The tags are based on the Z39.80 standard maintained by the National Information Standards Organization (NISO). Receiving periodical bibliographic information in a standardized form makes it easier for you to save the record into a personal database of citations (using ProCite, EndNote or other type of bibliographic management package).

Selecting this option will format the citations as text only and will first include the selected citation, abstract or full-text article formatted using an alphabetic listing of Z39.80 tags. The 'ZZ' tag will mark the end of the tagged information. Then the complete Gale listing for the same record will appear.

## Exporting Bibliographic Citations to RefWorks

**PowerSearch** allows you to export bibliographic citations to RefWorks, a third-party bibliographic management website. Here's how:

1. Select citation(s) to export by clicking the **How to Cite** link while viewing a results list, a document or your Marked Items
2. The **Generate a Citation** page will display
3. If a choice is available, you may select the format in which you want your citations saved (for example, **MLA**, **APA**, or **Plain Text**)
4. Select **RefWorks** as the third-party export software (if this option does not appear, then this feature is not supported by the database you are using)

5. Logon to **RefWorks**, which opens in a separate browser window (see <http://www.refworks.com/> for more information)
6. RefWorks will display a messages indicating how many citations you have imported from Gale

You may remain logged on to RefWorks and continue to export additional bibliographic citations.

## **Other Retrieval Options**


Some of the links below the item on the results list and your Marked Items list, and that appear along with the full record on the document display page will take you out of this Gale collection into another electronic resource or to the electronic catalog in your library or in a related library system. In most cases these other resources will open in a separate browser window. If you don't see the other resource when you click on the link, be sure to check under other windows. Don't forget to close all the windows when you're done.

## **Library Holdings**

If you find a reference to a particular publication during your search session, you may check immediately to see if it is available at your library without leaving the Gale collection you are searching.

You may link to periodical holdings information from one or more of these pages:

- the results list
- the document display page
- your Marked Items list

Depending on your library's system settings, up to three holdings links may appear as hyperlinked text ([Check for this item at...](#)) or as an icons (  or a similar icon). Clicking this link will display your library's online catalog in a separate browser window.

**Note:** The link to holdings feature must first be enabled by library. If it has not been activated, you will not see holdings information.

If you don't see your library's catalog when you click on the link, be sure to check under other Gale windows. Don't forget to close all the windows when you're done.

## **Inter-Library Loan**

If available for this database and enabled by your library, you can request a resource from another library connected to your library or your library's catalog system by clicking the **Inter-Library Loan** link. This link, which may appear as an icon or as a text link, can be found on the results list, Marked Items list, and on the document display page.

An Inter-Library Loan request form will appear in a separate browser window (either your library's own request form or a generic e-mail form supplied by this Gale product). Check all browser windows, as the form may be "under" another browser window.

Certain fields on the form will be filled in and you may optionally enter additional details about the publication you are requesting. Make sure to enter the required fields, which include the "Not Wanted After Date," your name, user identification number, and your e-mail address!

Click **Submit** to send the request, or click **Clear** to remove all information from the form.

**Note:** If the Inter-Library Loan link seems to appear for some records, but not others, this may be because the source you seek is part of your library's collection so a request to another library is not needed (check your library holdings by clicking the Library Holdings link). Or this database may contain the PDF version of the document (in which case you'll find a PDF link).




## Third-Party Resources

Your library may have enabled you to link to third-party Web resources via an OpenURL server to look for additional material related to the content you are viewing. You may link to electronic resources such as full-text repositories; abstracting, indexing and citation databases; on-line catalogs of other libraries; and citations appearing in research articles or e-print systems, to name a few. You may even be able to initiate an Internet search using a search engine such as Google or Yahoo.

You may link to third-party resources from one or more of these pages:

- the results list
- the document display page
- your Marked Items list

In most cases the other sources will open in a separate browser window and display additional search options. If you don't see the other source when you click on the link, be sure to check under the other Gale windows. Don't forget to close all the windows when you're done.

Depending on your library's system settings, the links to electronic resources may appear as hyperlinked text (for example, *WorldCat* or *SFX* or *Journal Citation Reports*) or as icons (such as  WorldCat<sup>®</sup> or  SFX<sup>®</sup> or  Journal Citation Reports<sup>®</sup>). If you see icons, hover over the icon to pop up a text description of the link.

## Google Image Search



If enabled by your library, you may search the World Wide Web for images directly from one or more tabs of the results list using *Google<sup>®</sup> Image Search*. Simply click on the *Google<sup>®</sup> Image Search* logo. A new browser window will open showing images of your search terms.

Keep in mind that the *Google<sup>®</sup> Image Search* link will only appear if retrieving multimedia is appropriate to the search you are performing.

**Note:** To help ensure that inappropriate images are not returned, Gale has automatically set the *Google<sup>®</sup> SafeSearch* filtering option to "Strict."

## Leaving PowerSearch

### Returning to the Database Menu

Click the Change Databases link on the title bar (found in the banner area at the top of the page) to view the Database Menu, which lists the Gale databases to which your library subscribes. From there you may select one or more

databases to cross-search (if this feature has been enabled for your library), or you may choose to search directly in a single Gale database.

## **Returning to Your Library or Institution's Web Site**

You may be able to go back to the home page of your library, institution, or school by clicking the library/institution name that appears at the upper right of the page, in the library bar (found in the banner area at the top of the page). Note that this feature must first be enabled by your library or institution. Links to your library's web site may also be available from the Database Menu.

Hovering the mouse over the library/institution name, a drop-down menu will appear offering one or more additional options such as "Ask a Librarian," "Library Catalog," "Contact Your Teacher," "University Databases," or other options set by your library, school or institution. Click a link to go to that page of the library/institution's web site.

Selecting a library link closes any open product windows.

## **Logging Out**

When you click the Logout button on the Title bar, you may be presented with any or all of the following choices: to go to your library's home page, start a new session, or close the window and exit this Gale database.