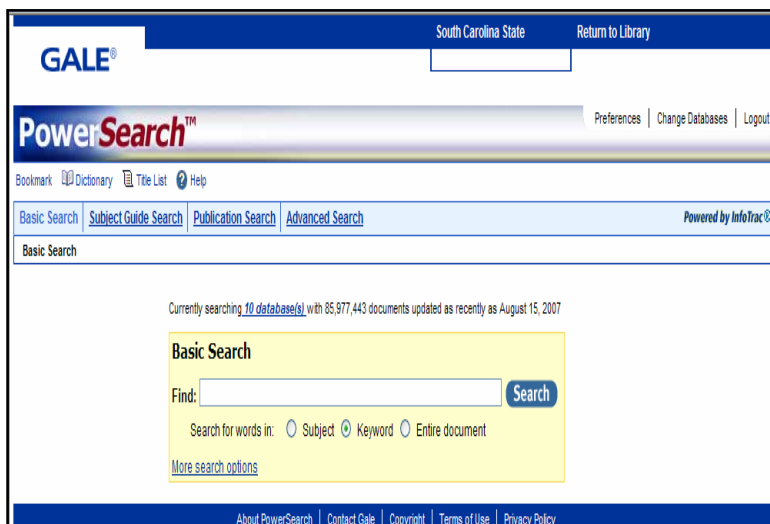


Gale Databases Operating on the PowerSearch Platform – Search Tips

CHOOSE THE DATABASE

The following databases are available in this interface. Choose the one that best matches your need or select a combination of databases to cross search.

- **Academic OneFile**
- **General OneFile**
- **Custom Newspapers**
- **Expanded Academic (ASAP)**
- **General Reference Center (Gold)**
- **Health Reference Center Academic**
- **LegalTrac**
- **Student Edition**
- **Junior Edition**
- **Informe**
- **CPI.Q**
- **General Business File (ASAP)**

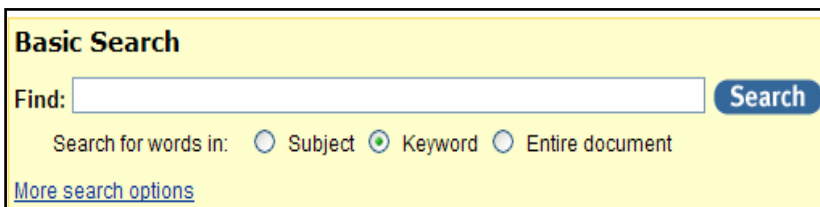


CHOOSE A SEARCH TYPE

From the menu below the Gale PowerSearch "blue" banner.



- **Basic Search:** offers a straightforward way to search featuring a single search box, the choice of selecting from the most widely used search options, and the optional ability to add search limiters. Is ideal when keywords and phrases are too specific to be found in the subject guide. **There are three Basic Search options:**
 - **Basic Search by Subject:** Use to search for topics such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc.
 - **Basic Search by Keyword:** Lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms.
 - **Basic Search by Entire Document:** Looks for any word or words within the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the Keyword search.
- **Subject Guide Search:** Browse listings of subjects, people, products, locations and organizations then select a term and see a list of citations, or navigate through the Subject Guide by selecting subdivision and related subjects links.
- **Publication Search:** Use to browse & view the contents of a specific publication.
- **Advanced Search:** Select an index and combine search terms and limits for the most precise searches.



CONDUCT THE SEARCH

1. Type the search terms in the entry box.
2. For more specific results, limit the search by adding the publication date, publication title, or other limiters.
3. Click on the **Search** button.

VIEW THE RESULTS

- A **Subject Guide Search** lists all subjects in which the words you searched for occur and the number of search results found for each (see image at right).
- **Basic** and **Advanced** searches yield a **Results** list that matches the search terms (see below).
- **Publication Search** lists all titles of the publications in which the words you searched for occur.

Subject Terms	Results
Endangered Species Subdivisions Related subjects	7321
Endangered Species Act Amendments of 1992	167
Endangered Species Act of 1973 Subdivisions	2239
Endangered Species Chocolate Co.	30
Endangered Species Coalition See Convention on International Trade in Endangered Species of Wild Fauna and Flora	7
Endangered Species Convention See Convention on International Trade in Endangered Species of Wild Fauna and Flora	
Endangered Species Recovery Act of 1997 (Draft)	33
Australia, Endangered Species Protection Act 1992	2
United States, Endangered Species Commission	14
Convention on Trade in Endangered Species See Convention on International Trade in Endangered Species of Wild Fauna and Flora	
Convention on International Trade in Endangered Species of Fauna and Flora See Convention on International Trade in Endangered Species of Wild Fauna and Flora	
Convention on International Trade in Endangered Species of Wild Fauna and Flora Subdivisions	272
Sea Turtle Conservation Amendments to the Endangered Species Act See Endangered Species Act of 1973	

VIEW AN ITEM

- Whenever your search examines at least two content areas, you will see tabs that group your results into similar types of documents. Click a tab name to see its results. Tabs with no results are "grayed out" and will not work.
- Click on the article title to view it. **OR:**
- Click on a choice below the citation. Available choices may include: **Full-text**, **Text with Graphics**, **Citation**, **PDF Pages**, or **Abstract**.

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

NARROWING YOUR SEARCH RESULTS

The yellow box in the left navigation of your results list allows you to narrow your search results by searching within the result set you just retrieved. To narrow your results, enter another search term in the box and click 'search.'

To further narrow your results, you may use the drop down menu option in the yellow box, which allows you to sort and view the results by subject, publication title, or document type. This is especially helpful for obtaining results from a specific publication title or if you are interested in specific article types. This drop down menu is available on each of the search result tabs, your choices and options to narrow your results will vary depending on the type of content you are viewing. For example, in the News tab, the drop down menu will include the ability to display the results according to the newspaper section the results came from e.g. Business, Opinion & Editorial, Lifestyle, etc.




SAVE, PRINT, TRANSLATE or E-MAIL ITEMS




- To **Save** an item to view later in your search session: Click in the **Mark** box to the left of the article title.
- To **View** your list of saved items: Click on the **Marked Items** hyperlink at the top of the screen.
- To **Print** an item: Click on the **Print Preview** link in the **Tools** box located to the right of the article content.
- To **E-mail** an item: Click on the **E-mail** link in the **Tools** box located to the right of the article content. Enter the e-mail address, subject line & message (if desired), and sender's e-mail address in the **E-mail Delivery** box.
- To **Download** an item as a file to be saved on your computer or to a CD, click the **Download** link located to the right of the article content.
- To **Translate** an item into any of eight different languages, select the language you want to translate the article into from the drop down menu of choices in the **Tools** box located to the right of the article content and click on the blue Translate button.

SEARCH ALERTS and RSS FEEDS

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

To create a **Search Alert**, simply click on the  [Create a Search Alert](#) icon and fill in the appropriate email address and frequency fields.

You may also subscribe to an **RSS feed** and have content delivered directly to you. To create an RSS feed, click on the  [Create a Search Alert](#) icon and copy the URL provided for your search and paste it into your reader.