

GETTING STARTED

To get to GALILEO type in the following address: <http://www.galileo.usg.edu>. Click on **Databases A-Z**. Type **Academic Search Complete** in the box and click on **Find Database**. Once the database name appears click on it to pull up the search screen.

KEYWORD - ADVANCED SEARCH – ACADEMIC SEARCH COMPLETE

- 1 Once the Basic Search screen appears, click on **Advanced Search**. Type search terms in the three boxes. For example type *beauty* in the first box and *image* in the second box.
2. You may limit your search in one of the following ways. We suggest always using Document Type and Language to make your search quicker:
 - A.) Full text – limits to articles that are available in the database. Don't do this because you may miss some articles that are available in the library or in another database.
 - B.) Scholarly (Peer Reviewed) Journals — Check this box to make sure your results contain only scholarly journal articles.
 - *C.) Document Type – Highlight Article so that the database will only look for fact filled articles.
 - D.) References Available – This allows the user to limit to articles with references. The References available or Cited References list is useful for finding out how many times an article has been cited thereby indicating the importance of the article.
 - E.) Published Date from _____ Year _____ to _____ Year _____ -- Use this to specify a time period – For example Jan. 1998 to Sept. 2007
 - *F.) Language – Highlight English

Once all limiters are in place, click on the **Search** button.

3. The results list of the EBSCOHOST databases will start with the *Find* boxes towards the top of the screen followed by the list of citations or result list. If you look to the left of the results you will find a list of possible subject headings that you may click on to narrow the search results. Articles in full text are indicated by one of the following icons:

1. HTML Full Text – text but no graphics
2. PDF (portable document format) Full Text – photograph of each page as it appeared in the magazine.

To print an article, first make sure that the article is on the screen and click on the printer symbol or Print button in the article. Follow the rest of the instructions to send it to the printer. **Do not use the File → Print in the upper left hand corner or the printer symbol at the top of the screen.** Once the article is printed, click on the underlined Result List. The results list will reappear on the screen and you can continue looking at other articles.

MAKE SURE YOU PUT ON THE PRINTOUT ALL THE INFORMATION NECESSARY TO INCLUDE IT IN A WORKS CITED OR BIBLIOGRAPHY PAGE.

4. The results list will also contain one other icon – **Find It**. This tells you that the article is not available in full text in Academic Search Complete but by clicking on it you can find out whether it is available in full text in another database or if the library has it in paper or microfilm format.
 - A.) If it is available in full text in another database there will be a link to that database under *Online*. The link should take you straight to the article in the database.
 - B.) If there is no link to another database under Online, click on **Search your institution's GIL Catalog for a print copy**. If your library does not have the title in paper or microfilm format, the system will show the message No matches found in this catalog. If your library does have the title in paper or microfilm format, the system will show the online GIL record for the item with one of the following locations:
 - Copy Room – Magazine or journal will found on microfilm in the Copy or Microfilm Room.
 - Periodical Area – 1st Floor - Magazine or journal will found in bound format in the Bound Periodical Area.
 - Periodical Backfiles at Circulation Desk - Magazine or journal will found in loose issues at the Circulation Desk.

Be aware that the most reliable list of Hightower Library's journal holdings is the Periodicals Holdings List.

5. Above or below the citation icon is a Folder symbol. Click on the folder symbol to store useful citations in a folder. Once all searching is completed, click on Folder view to see the citations.

The folder has the three following options:

PRINTING - PDF citations **must** be printed individually. HTML citations **must** be printed individually or together with the folder list.

*****EMAILING** - This will allow you to send everything (citation, full text, PDF) so long as any boxes under *Include when sending*: are checked. The citation list and HTML text of the articles will be contained in one email while each PDF article will be in a separate email as an attachment.

SAVING – Click on the disk symbol and follow the instructions to save to a disk.

Click on Back and then click on Back again to return to the Result List screen.

7. When finished searching click on the **Return to GALILEO** link in the right hand corner to return to the Databases A-Z screen.

GETTING STARTED

To get to GALILEO type in the following address: <http://www.galileo.usg.edu>. Click on **Databases A-Z**. Type **Research Library** in the box and click on **Find Database**. Once the database name appears click on it to pull up the search screen.

ADVANCED SEARCH –RESEARCH LIBRARY

1. Once the Basic Search screen appears, click on **Advanced**. Type search terms in the three boxes. For example, type *Human Development* in the first box and *Culture* in the second box.
2. As you type your terms in the boxes, use some of the following special options to modify your search.
 - Leave the following limiters as is:
 - Database: Leave as Interdisciplinary – Research Library.
 - Date Range: Leave set to All Dates or change to one of the options: Last 7 days, Before this date, After this date, etc.
 - Place check marks by one of the following if desired:
 - Full text documents only (Check if you only want full text articles).
 - Scholarly journals, including peer reviewed (Check this to limit to scholarly articles).

Under the **More Search Options** link look for Document Type. Scroll down and highlight **feature** to retrieve fact-filled articles.
3. Click on **Search** to continue. The results list will appear.
4. Research Library's Results screen will start with a Suggested Topics box, followed by the results list, and then the **Search** form. Use the Suggested Topics box to limit your search. If one of your subjects is in the Suggested Topics box change *Citation and Abstract* in the second box to *Subject* and click on **Search**.
5. The database uses five icons to indicate the availability of articles.
 - A. Abstract - if no full text of the article is available, the citation will have either a half page drawing or nothing.
 - B. Full Text (full page) -- indicates full text of article without any pictures or graphics is available.
 - C. Text + Graphics (little box on top of full page) -- indicates full text of article, plus pictures/graphics in shrunken format, is available.
 - D. Full Text – PDF (portable document format) – indicates full text of article, exactly as it appears in the magazine with pictures or graphics, is available.
 - E. Find a Copy – Click on it and the abstract along with the FIND IT icon will appear on the screen. This means that the article is not available in the current database. Click on the FIND IT icon to see if it is available online in another database first; if there is no online full text click on **Search your institution's GIL catalog for a print copy** to see if the journal/magazine is available in paper or microfilm format in Hightower Library

To see the next group of articles, click on **Next** in the bottom right corner of the results list.

6. To print an article, first make sure that the article is on the screen and click on the printer symbol or Print button. Follow the rest of the instructions to send it to the printer.

Do not use the File → Print in the upper left hand corner or the printer symbol at the top of the screen to print database articles.

Once the article is printed, click on the underlined Back to Document View or the underlined Back to Results. The results list will reappear on the screen and you can continue looking at other articles.

MAKE SURE THE PRINTOUT CONTAINS ALL THE INFORMATION TO INCLUDE IT IN A WORKS CITED OR BIBLIOGRAPHY PAGE.

7. When finished searching click on the **Return to GALILEO** link in the right hand corner to return to the Databases A-Z screen.

If you're having problems finding information ask the Library Staff for help