Basic Searching in EBSCOHOST and ProQuest Databases 10-07-2009

To get to GALILEO type in the following address: **http://www.galileo.usg.edu**.

EBSCOHOST Databases

1. On the GALILEO homepage click on the Databases A-Z tab. Type **Academic Search Complete** in the box and click on the **Find Database button**. When the list of databases appears, click on Academic Search Complete. The basic search screen will appear on the screen.
2. Type search terms in the box next to the EBSCOHOST circle. You may choose to make your search more specific by use of limiters found in the Limit your Results box. They are as follows:
   A.) Full text –Check to limit to articles available in the database. Do not do this because you may miss some articles that are only available in the library.
   B.) Scholarly (Peer Reviewed) Journals — Check to limit results to scholarly journal articles.
   C.) Language — Scroll down and highlight English to eliminate articles in other languages.

When done, click on the **Search** button and the database will start the search.
3. The results list of the EBSCOHOST databases will start with the *Find* box towards the top of the screen followed by the list of citations (result list). If there are a large number of results, look in the left hand Narrow Results by Subject column. Check the Subject: Thesaurus Term section to see if your search term is there and click on it to narrow your results. The database will use three icons to indicate the availability of articles.
   A.) **HTML Full Text** articles contain only the text of the article but no illustrations or graphs. Click on the icon to see the article. To print the article, look for the printer symbol above the article title and click on it. The Print Manager page will appear. To print the article, do not change anything on the screen. Find the **Print** button and click on it; the article will reappear on the screen. After the Print widow appears, click on the **Print** button to send the article to the printer. If you decide you don't want to print it, click on the **Cancel** button. Once the article reappears on the screen, click on the underlined **Back** in the upper left hand corner above the article. The original article with the Result List button and other symbols will reappear. Skip to step four.
   B.) **PDF Full Text** looks like a photograph of each page of the article. Click on the icon and the article will load and appear on the screen. Print the article by clicking on the printer symbol below the underlined Result List. When the Print Window appears, click on **OK** to send it to the printer or **Cancel** to return to the article. After printing is finished, the article will reappear on the screen. M**AKE SURE YOU PUT ON THE PRINTOUT ALL THE INFORMATION NECESSARY TO INCLUDE IT IN A WORKS CITED OR BIBLIOGRAPHY PAGE**. When finished, go on to step four.
   C.) FIND IT means that the article is not available in the current database. Click on the 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. Click on the **X** to close the box and return to the list to look at other articles.
4. Click on **Result List** to get back to the list of articles and continue.
5. When finished searching, click on the **Return to GALILEO** link to return to the Databases A-Z screen to search another database. If you have finished searching click on the **Home** link in the upper right corner of the Databases A-Z screen to return to the GALILEO homepage.

ProQuest Databases

1. On the GALILEO homepage click on the Databases A-Z tab. Type **Research Library** in the box and click on the **Find Database button**. When the list of databases appears, click on Research Library. The basic search screen will appear on the screen.
2. Type in terms. Leave the following as is:
   Database: Leave as Interdisciplinary – Research Library.
   Date Range: Leave set to All Dates.

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 if you only want scholarly articles).

Click on **Search** to continue.
3. Research Library's Results screen will start with the results list at the top, followed by the **Basic Search** form. Only ten articles will be listed at a time. To see the next ten articles click on **Next** in the bottom right corner of the results list. Icons (drawings) below each citation indicate whether the article is available in full text. The following types of icons show the availability of the citation.
   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 (box on top of full page) -- indicates full text of article, plus pictures/graphics in shrunken format, is available.
   D. Full Text - PDF – 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 FIND IT icon from Academic Search Complete will appear on the screen.
4. Click on the **Full Text** or **Text + Graphics** icon to bring the full text of the article, Document View, up on the screen. Begin to print article by clicking on the **Print** button in left corner of screen above article title. The printable form of the article will load to the screen and the print window will appear. Click on the **Print** button to print the article. If you decide not to print it, click on the **Cancel** button and the printable form of the article will reappear on the screen. Click on the underlined Back to Document View to return to the previous form of the article and then click on the underlined Back to Results. The results list will reappear on the screen and you can continue looking at other articles.
5. The Full Text - PDF icon works differently from the other icons. Click on icon so that the article loads and appears on the screen. To print an article, click on the printer symbol in the upper left hand corner next to the disk symbol. Once the Print window appears click on **OK** to get a copy of the article or **Cancel** to return to screen before. If you only want to print certain pages, scroll through the article first and write down the page numbers you want. **Remember that you count the first page of the article as page one, second page is page 2 and so forth. Ignore the page numbers on the PDF scan. Click on the printer symbol in the upper left hand corner next to the disk symbol. To specify certain pages look for the option Pages from ____ to ____ and type in the page numbers. For example, typing 2 in the first box and 5 in the second box will print only pages 2 through 5. If you only want the first page, type 1 in both boxes (Pages from _1 to _1_). Click on the **Ok** button to send it to the printer. If you decide you don't want to print after all, click on the **Cancel** button. Repeat this process until you have all the pages you wanted. When done, click on the underlined Back to Results. The list of articles will reappear and you can continue looking at articles. **MAKE SURE YOU PUT ON THE PRINTOUT ALL THE INFORMATION NECESSARY TO INCLUDE IT IN A WORKS CITED OR BIBLIOGRAPHY PAGE**.
6. When finished searching, click on the **Return to GALILEO** link to return to the Databases A-Z screen to search another database. If you have finished searching click on the **Home** link in the upper right corner of the Databases A-Z screen to return to the GALILEO homepage.