

GALE

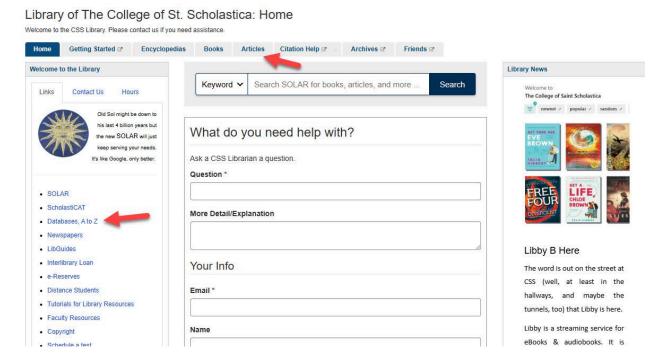
The Library subscribes to around 60 databases from the Gale company including Gale eBooks, Academic OneFile, Health and Wellness, Environmental Studies, Global Issues, Opposing Viewpoints, Information Science, Leadership and Management, LegalTrac, Physical Therapy and Sports Medicine, and newspapers such as the *New York Times*, *Illustrated London News*, and Nineteenth Century U.S. Newspapers.

* While the search pages might look a little different depending on which database you are using, it will largely operate the same.

Accessing the Database

Go to the Library Homepage css.edu/Library

Select *Databases, A to Z* from the column on the left or click on the *Articles* tab at the top.



Once on the Articles page, select the database you are interested in either by finding it in the *Best bets* tab or else by clicking on the *Databases*, *A to Z* link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.



If you are off campus and not already logged in, you will be prompted to log in. Enter the username and password you use to log in to Brightspace or your CSS email. If you have trouble logging in, please contact the IT help desk: cssitservicedesk@css.edu or use their page in my.CSS

Searching

Main Search Screen

Defaults to a basic keyword search, which is good for simple searches. Enter a search term in the search box located in the middle of the screen and click on the magnifying glass.

If you need help selecting a topic, you can look at the Browse Topics option in the lower right side.



You can also click on the *Subject Guide Search* or *Publication Search* below the search box to search those aspects of articles as well.

Click on the *Advanced search* link for more options to limits and to combine your search terms.

Advanced Search

Combine multiple ideas of your topic by putting one subject term in each search box. Click on the dropdown arrow at the end of the *Keyword* box to search by title, author, company name, publication title, etc.

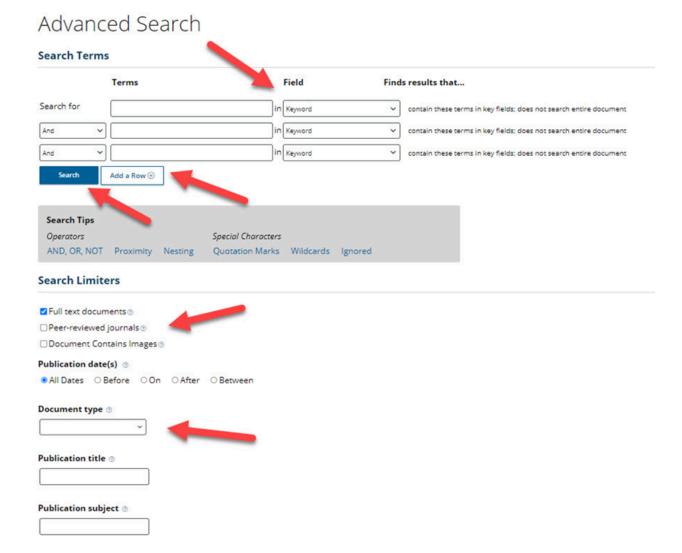
To string your terms together, click on the drop down arrow at the end of the and box. Choose AND, OR, NOT to broaden or narrow your search.

AND – narrows searches by combining terms. Citations must have **all** your terms to be included in results list. Ex. Shellfish AND allergy AND precautions.

OR – broadens searches by searching for all terms separately. Citations will have **either** term. Ex. Higher Education OR College

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but **NOT** the second term. Ex. Dogs NOT Poodles, Management Styles NOT TQM

You can add more search boxes by clicking on Add a Row.



You can also limit your results to documents that are full-text, from peer-reviewed journals, or have images.

Place some date restrictions by selecting before, on, after, or between and then a date.

You can select a type of document you wish to find such as Case Studies.

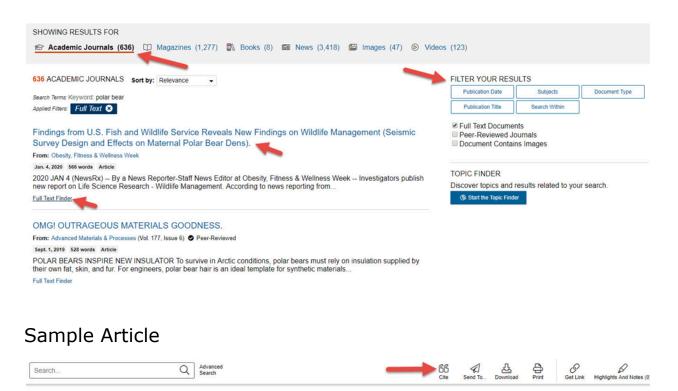
When you have your search ready, click Search.

Results List

At the top of the results are links to types of results such as academic journals, magazines, books, news, images, and videos. To the right of the list of citations are options to refine your results by publication date,

subjects, document type and more. You can also limit to articles that are full-text, peer-reviewed, or with images.

Click on the article title to see more information about it.



Findings from U.S. Fish and Wildlife Service Reveals New Findings on Wildlife Management (Seismic Survey Design and Effects on Maternal Polar Bear Dens).



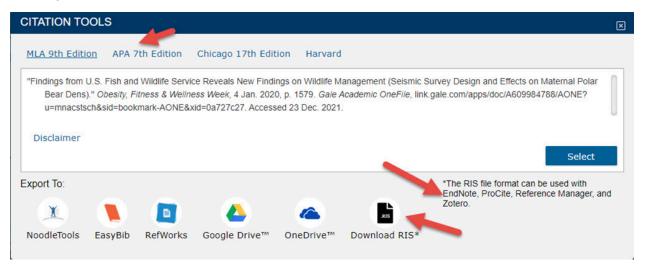
Tools are to the top right of the screen for citation help, e-mail, download, print, get link, and highlights and notes.

If available, click on the Listen icon to hear a MP3 of the text of the article.

Click on the Google Drive, One Drive, email, download, and print icons for those options.

Exporting Citations to EndNote

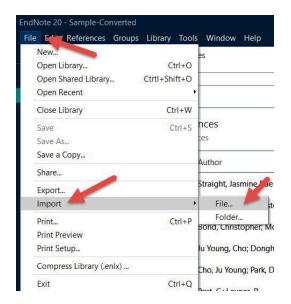
(see <u>instructions for EndNote</u> for information on how to use this program) Once you click on Export citation, click on the Export in RIS format, which is what works for EndNote. If you have set up EndNote Web, you can select that option.



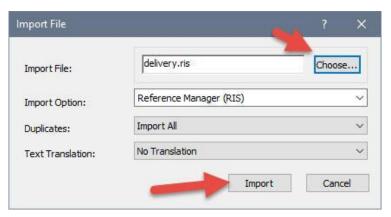
Click on the Save button when you have selected where you wish the file to be saved.



Open the EndNote library you wish to add the citation to and in the File tool bar option, select Import and File...



Click on *Choose...* to select the file you just saved and click on *Import* once you have selected it.



Your citations will now automatically be added to your EndNote library.