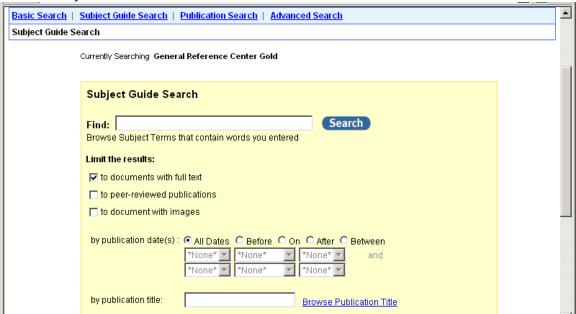
Database Tip Sheet

Magazine & Newspaper articles – indexes and full text

General Reference Center Gold, Expanded Academic, Professional Collection and other Gale databases

- Indexed coverage goes back usually to the early 1980's
- Full text from the 1990s
- Subject search is the default. If no subject found in index, search automatically becomes a keyword search



- You can limit your search by dates of publication title
- You can also limit your search to documents with images if you wish
- When you do a subject search, your topic is usually divided into subdivisions:



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Subdivisions of: Global Warming

Topics Locations Dates

Subject Terms Results

Advertising 1

Analysis 157

Appreciation 1

Beliefs, Opinions and Attitudes 8

• The topic may also be subdivided by locations or dates

Bibliography



• Subdivisions may also have tabs designating different types of materials:



- NOTE: Academic journals may not be much different than Magazines.
- Only tabs which are not grayed out have information

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- On the results page, the searcher may limit finds by searching for a term within the results or narrowing the results by document type, publication title, or subjects
- Articles may be marked on either the results page or the article page. The marked list may then be viewed for printing or emailing or downloaded as html or plain text to your computer. NOTE: emailed and downloaded articles do not contain graphics.
- Once you have clicked on a citation, you have options to see articles on related subjects, Translate the article, and view Citation tools.



 You can also browse individual issues of magazines. Click on Publication Search at the top of the screen



- Enter the title or part of the title of the publication.
- When you see the title you want, click on it:



• Choose the year you want and then the issue date to see a list of what stories are included from that issue:

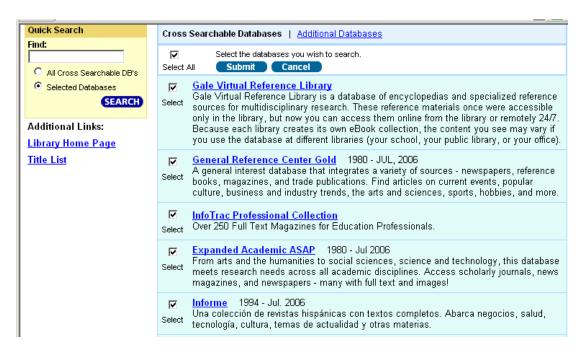
```
July 31, 2006
July 24, 2006
July 17, 2006
July 3, 2006
June 26, 2006
June 19, 2006
June 12, 2006
```

Cross-database searching with PowerSearch

• To search across several Infotrac databases at once, click on Change Databases at the top of the screen:



 You will see a list of the databases which can be cross-searched, and they are all checked as a default.



- Click on Submit search them all at once.
- When you are returned to your search screen, you will see that all the databases being searched are listed near the top of the screen:

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Thomson Gale PowerSearch

Preferences | Change Databases | Logout

InfoMark Print Download Marked Items Previous Searches Dictionary Title List Help

Basic Search | Subject Guide Search | Publication Search | Advanced Search

Subject Guide Search

Currently Searching Gale Virtual Reference Library, General Reference Center Gold, InfoTrac Professional Collection, Expanded Academic ASAP, Informe, Junior Edition, and Student Edition.

Subject Guide Search

Find:

Browse Subject Terms that contain words you entered

Infotrac Tips

Keyword Searches (Basic)

In **Keyword** Searches, you may **choose** to search for words in the subject, in the entire article content, if there is full text available, or anywhere (keyword). The latter can be useful for hard-to-find terms.

Using Phrases for Searches

If you enclose a phrase in quotation marks, the search engine will look for those words as a phrase instead of as individual, separated words.

Search Limiting by Specific Journal

You can choose to limit your search to a specific journal, or to a specific issue in that journal. Hit the **Browse** button next to the line "the following journals" on the search screen. On the left, click on the letter that begins the journal title, then browse until you find the journal(s) you want. Click on the box next to the title to select it. Look on the left for the selection **Submit Selections** and click on this. You will be returned to the **search** screen.

If you want to look at all the articles in a specific issue, put the specific date in the limiting boxes, but type in **no** Subject. The Search will return a list of all the articles indexed in that issue.

Clear Form Button

When you begin a new search, click on the **Clear Form** button to take away any pre-selections, including selected journals and other limiters you had selected. Your results will still appear in the **Search History** section below the search boxes.

Search History

The results of each search in a session using a single database are given a number and are listed by this number with the search terms in the **Search History Box**. You can combine previous searches using these numbers to further limit or expand your results, or you can use the number and add terms to limit the results further.

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See Also Links

At the bottom of each article retrieved is usually a linked list of related articles. In addition, the last entry of this list will take you to other articles from that same journal issue. This is especially useful if an issue is devoted to or focusing on a particular topic.

Emailing Results

When an article is emailed, it goes in text format only. This means **NO** pictures or graphics are emailed. They may be printed or copied or saved, but they cannot be sent via email from **Infotrac**.

Translation

Many articles can be translated in Spanish (or other languages) by clicking the **Translate** button by the article.