Gale Databases

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, NewsVault, Diversity Studies, Gender Studies, Information Science, Leadership and Management, LegalTrac, Physical Therapy and Sports Medicine, Primary Sources, and more all of which operate pretty much the same way so this tutorial can help you get started.

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 Articles page, select the database you are interested 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, when you click on the title of the database, this window will automatically pop up:

Enter your Novell username and password (what you use to log in to Brightspace, your CSS email, or any computer in a lab on campus).

**Note: If you have trouble logging in, please contact the IT help desk (helpdesk@css.edu or 218-723-7007).

Searching

Main Search Screen – defaults to Basic Search.

To search, type topic into *Search…*box and then click on the magnifying lens. 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.

Advanced Search - Click on *Advanced Search* located below the main search box to combine multiple ideas of your topic and also search by author, journal name, title, etc.

Click on the dropdown arrow at the end of the search boxes to search by title, author, subject heading, journal 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 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 a *Movie Review*.

Type in a publication title or publication subject if you know it; if you don't, click on the browse link to find it out.

When you have your search ready, click *Search*.

Results

Results Screen – 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.

SHOWING RESULTS FOR

🎓 **Academic Journals (636)** 📖 Magazines (1,277) 📙 Books (8) 📰 News (3,418) 🖼 Images (47) ▶ Videos (123)

636 ACADEMIC JOURNALS **Sort by:** Relevance ▾

Search Terms: Keyword: polar bear
Applied Filters: **Full Text** ✕

Findings from U.S. Fish and Wildlife Service Reveals New Findings on Wildlife Management (Seismic Survey Design and Effects on Maternal Polar Bear Dens).
From: Obesity, Fitness & Wellness Week
Jan. 4, 2020   566 words   Article

2020 JAN 4 (NewsRx) -- By a News Reporter-Staff News Editor at Obesity, Fitness & Wellness Week -- Investigators publish new report on Life Science Research - Wildlife Management. According to news reporting from...

Full Text Finder

OMG! OUTRAGEOUS MATERIALS GOODNESS.
From: Advanced Materials & Processes (Vol. 177, Issue 6) ✔ Peer-Reviewed
Sept. 1, 2019   528 words   Article

POLAR BEARS INSPIRE NEW INSULATOR To survive in Arctic conditions, polar bears must rely on insulation supplied by their own fat, skin, and fur. For engineers, polar bear hair is an ideal template for synthetic materials...

Full Text Finder

FILTER YOUR RESULTS

| Publication Date | Subjects | Document Type |
| Publication Title | Search Within | |

☑ Full Text Documents
☐ Peer-Reviewed Journals
☐ Document Contains Images

TOPIC FINDER
Discover topics and results related to your search.
⟳ Start the Topic Finder

Sample Article and Print, Email, Citation Tools

Search... 🔍   Advanced Search

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Cite Send To... Download Print Get Link Highlights And Notes (0

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

✏ **Date:** Jan. 4, 2020

🏛 **From:** Obesity, Fitness & Wellness Week
Publisher: NewsRX LLC

ⓘ **Document Type:** Article
Length: 566 words

🔤 Translate   A A Font Size   🔊 Listen   🔺 ⬢ ☁ ✉ ⬇

2020 JAN 4 (NewsRx) -- By a News Reporter-Staff News Editor at Obesity, Fitness & Wellness Week -- Investigators publish new report on Life Science Research - Wildlife Management. According to news reporting from Anchorage, Alaska, by NewsRx journalists, research stated, "Large-scale industrial activities can have negative effects on wildlife populations. Some of these effects, however, could be reduced with effective planning prior to development."

The news correspondents obtained a quote from the research from U.S. Fish and Wildlife Service, "The

📖 **EXPLORE**

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States News Service, Jan. 8, 2020.

Study Data from Virginia Polytechnic Institute and State University Provide New Insights into...
Ecology, Environment & Conservation, Jan. 3, 2020.

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

Click on the *Listen* icon to hear a MP3 of the text of the article.

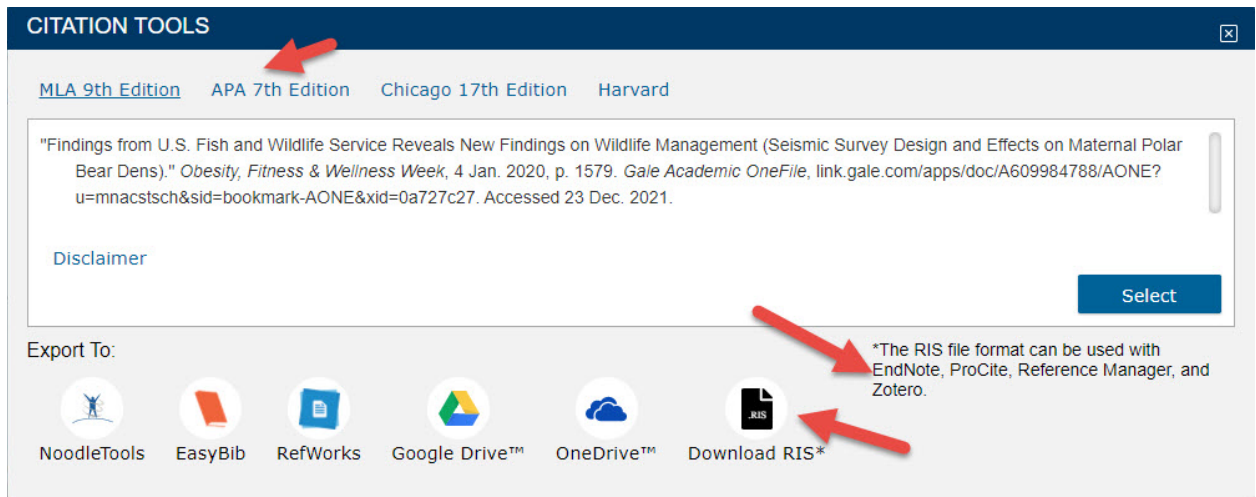Click on the Google Drive, One Drive, email, and download icons for those options.

Exporting Citations to EndNote

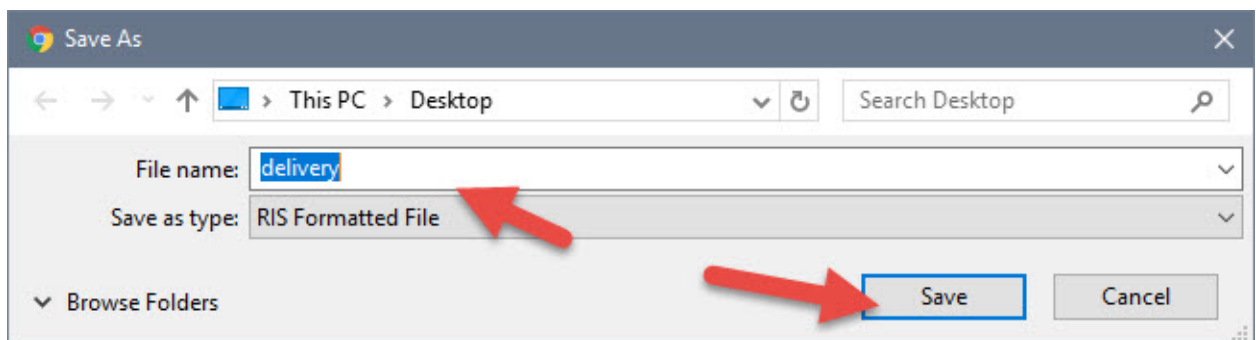(see instructions for EndNote for information on how to use this program)

Select *Cite.*

Select which citation style you would like by selecting it at the top and clicking on the *Select* button.
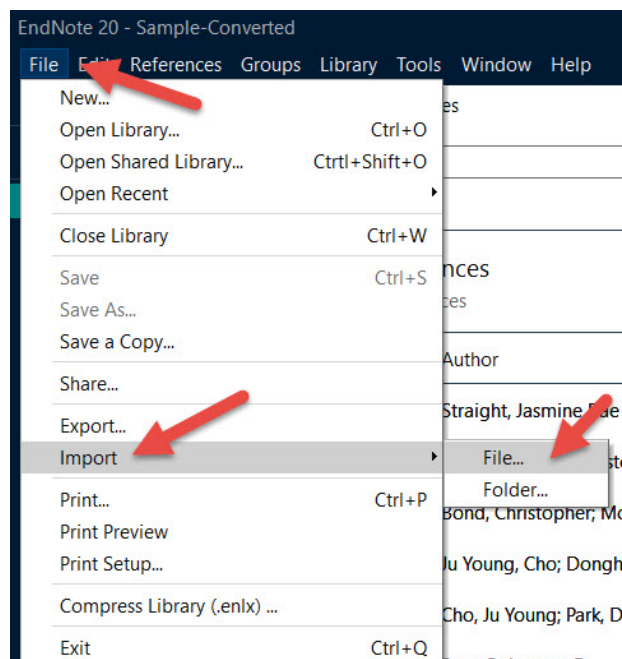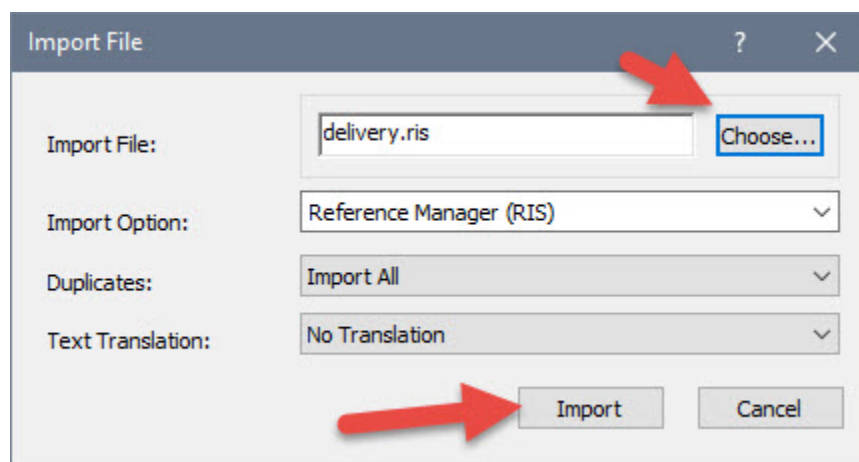
Click on *Download RIS**.

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.