

# Gale Databases User Guide

Available via Hunter Institute Library Online website

<http://www.hunter.tafensw.edu.au/library>

Gale databases provide access to periodical and news information on a diverse set of topics. Most articles are full text, many with images. Gale databases include the following collections:

- Culinary Arts
- Environmental Studies and Policy
- Fine Arts and Music
- Gardening, Landscape and Horticulture
- General OneFile
- General Reference Center Gold
- Health and Wellness Reference Centre
- Home Improvement
- Hospitality, Tourism and Leisure
- Popular Magazines

To access, go to the **Hunter Library Online** site – [www.hunter.tafensw.edu.au/library](http://www.hunter.tafensw.edu.au/library)

Click on the **Databases and eBooks** button, then the **Gale Databases** link.

(There are also separate links for each individual collection)

You will require a password to login. Ask library staff for login details.

## POWER SEARCH

All products (or collections) can be searched at once by clicking in the **Select All** box.

Use the **Find** search box to perform a basic keyword search across all products selected.

Gale Databases



Powered by InfoTrac®

Find:

All Cross-Searchable Products  Selected Cross-Searchable Products

Additional Links:  
[Library Home page](#)  
[Title List](#)

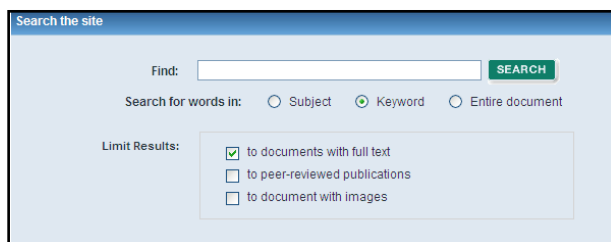
Select the products you want to search.

<input checked="" type="checkbox"/> Select All	Cross-Searchable Products	<a href="#">Additional Products</a>
<input checked="" type="checkbox"/> Select		<b>General Reference Center Gold</b> 1980 - JAN, 2008 A general interest database that integrates a variety of sources - newspapers, reference books, magazines, and trade publications. Find articles on current events, popular culture, business and industry trends, the arts and sciences, sports, hobbies, and more.
<input checked="" type="checkbox"/> Select		<b>General OneFile</b> 1980 - JAN, 2008 A one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. Millions of full-text articles, many with images. Updated daily.

## SEARCH WITHIN A COLLECTION

Alternatively, you can select which collection you want to search by clicking in the **Select** box beside the database name and clicking on **Continue**, or clicking on the database title itself.

Within a selected collection, the **Find** search box allows you to search by keyword, and to limit your search to full text articles only or documents with images.



For a broader or more limited search, you may use the Boolean Operators AND, OR and NOT.

## ADVANCED SEARCH

Click on **Advanced Search** in the top menu bar. The **advanced search** allows you to search individual fields such as author, journal name, keyword, text word and title via pull down menus, or combine fields with Boolean operators.

It also allows you to limit the search by publication date and publication type.

*See the help screens for more information on searching.*

## SEARCH RESULTS

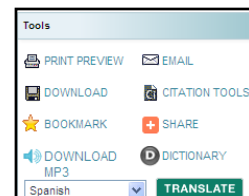
The **Search Results** page shows items matching your search criteria organized into tabs on the right-hand side of the page. In the left-hand sidebar, you'll be able to further refine your results and view multimedia content. The results are sorted by date.

You can view any article by clicking on the link.

To view several articles, you can add the articles to a **Mark List** by checking in the **Mark** box beside each result. You can then click on the link at the top of the page **Marked Items** to view all articles.

## PRINTING

Use the **Tools** box at the right of the screen to print, download (save) or email the document.



**Please ask for more information at your local Hunter TAFE Library**