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Search Tips

Searching Made Easy

Enter your search terms in the search box on the [Basic Search](#) page. The **Keyword** tab is initially displayed, but you may choose another search option. Commonly-used ways to [limit a search](#) are listed below the search input box.

Use [Advanced Search](#) when you need to enter additional search criteria. Other search types you can use are [Subject Guide Search](#) and [Publication Search](#).

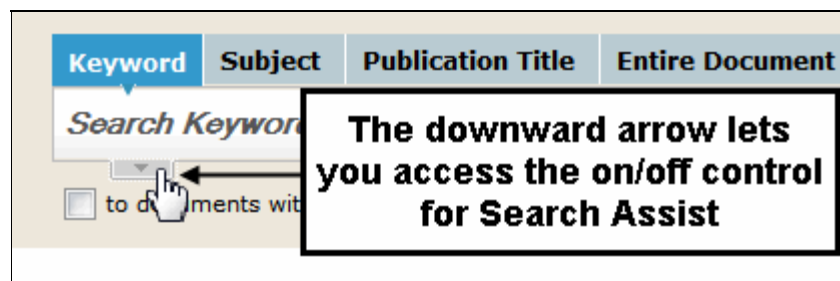
The **left-hand sidebar of your search results** lets you select results for a **specific kind of content**. **Search within results** and easily **limit by** subject, document type, publication and date.

Search Assist

With Search Assist, the search input boxes will **suggest words as you type**, allowing you to select correct/preferred spellings of terms, as well as most commonly searched terms.

Begin typing the first several letters and the system will start making suggestions in the drop-down list, refining the suggestion list as you enter more letters. Use the up/down arrows on the keyboard or scroll the list for more terms. Click on a term to select it and then click the magnifying glass icon to perform the search.

To turn Search Assist on or off for all searches, click the arrow directly below the search box and then click **On** or **Off** to the far right.



Also Try

"Also Try" recommendations help you find the most relevant content based on your search terms. For example, enter *death penalty*, and the system will offer an "Also Try" suggestion of "Capital Punishment" as part of your search results.

When your search term matches a publication title, the system will ask if you want to read that publication and provide a link to a results list of all articles from the publication.

Too Many Results

With large and diverse periodical collections, you may find that a [Basic Search](#) produces too many results not pertaining to what you are looking for. This may be especially true when your search terms consist of common words or names. Here are some ways improve your search:

- Let [Search Assist](#) help you. Enter your terms, or just the first few letters, and Search Assist will suggest topics and phrases.
- Try a [Subject Guide Search](#), which provides an interactive guide offering topics within (subdivisions) and related subjects.
- For a more focused search, use any of the field-specific [indexes](#) of Advanced Search, such as Author, Brand Name, Company Name and so on.
- Search on multiple indexes and/or use search limiters when creating your search. For example, use [Advanced Search](#), select the **Keyword index**, and use a combination of additional indexes and/or [search limiters](#) to focus your search ([view an example](#)).

Too Few Results

You can generally increase the number of search results by selecting a Basic or Advanced Search [index](#) that performs a broader search. The following hypothetical results show how the number of results increases by changing the index.

Search #1

Advanced Search Index	Search Term	Hypothetical Number of Results
Document Title	<i>global oil market</i>	87

Search #2

Advanced Search Index	Search Term	Hypothetical Number of Results
Keyword	<i>global oil market</i>	3013

Search #3

Advanced Search Index	Search Term	Hypothetical Number of Results
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Entire Document	<i>global oil market</i>	9027
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Limiters-Only Search

With [Advanced Search](#) you can leave the search input boxes blank and select only from the [search limiters](#). Most search limiters can be used as stand-alone searches, although a few require you to enter at least one search term. The system will display a message if you attempt a limiters-only search that is not supported.

Search History

Keep track of the searches you have performed on the [Previous Searches page](#). Here you will find the number of results produced by each search and a link to revise the search.

Searching: The Technical Details

This section is for those users with complex research needs or who are interested in a more technical explanation of how the search engine works.

What the Search Engine Ignores

- **Capitalization:** A search on *harry potter* produces the same results as *Harry Potter*
- **Stop words:** A search on *the secretary of state* is the same as *secretary state*.
- **Most symbols and punctuation** are ignored. However, the following symbols are generally recognized: & / . ' (use periods when searching on initials; use apostrophes when your search terms include contractions or names that have an apostrophe).
- **Possessives:** A search on *occam razor* produces the same results as *occam's razor*. However, a search on *occams razor* will be treated as spelled and likely will not produce any results

Stop Words

Stop words are **small, common words that are ignored in search queries and in the text of documents**. This includes words such as **a, an, as, at, in, is, on, that, the, which**, and the like. The list of stop words varies by product.

Searches with Multiple Search Terms or Phrases

For [Advanced Searches](#) using the Basic Search, Keyword, Entire Document, and Document Title [indexes](#), the search engine looks for the presence of your search terms in any order with up to four words between them, not including [stop words](#). Therefore, it is generally not necessary to do anything special other than enter your terms.

For example, a search on *archives department* is the same as *department archives*. Possible results could include documents containing the following text:

"...according to the **Archives department**..."

"...the **archives** of the **Department** of Pathology..."

"...the Justice **Department** reported to the National **Archives** and Records Administration ..."

Tip: Once the search engine finds at least one occurrence of your phrase in proximity in an article, it will highlight every occurrence of each term, even if some occurrences do not include the entire phrase.

When should you use **quotation marks** around your search terms? If you are looking for words in a **specific order** with no intervening words. Or if you are searching on a **phrase that contains *and, or, or not*** and you do not want those words treated as [logical operators](#). Examples:

"black and white photographs"

"time's winged chariot"

Searching Publication Titles

When using the **Publication Title limiter** in a [Basic Search](#) or an [Advanced Search](#), you can enter a single word and the search engine look for your search term anywhere in the publication titles. If you enter two or more words, the search engine will treat it as an exact title. In that case, it is recommended that you click the **Browse** button and select from the pop-up window, which lets you find exact publication titles. When browsing, you may select up to 10 publications.

Searching Names

It is not necessary to type an individual's name in any certain order. Thus, an Author [index](#) search on *michelle higgins* is the same as *higgins, michelle*. When a name contains a middle initial, you may enter it, though it is not necessary. For example, an Author search on *fannie ward* finds both **Fannie B. Ward** and **Fannie Brigham Ward**. However, if an author uses a first initial, or first and middle initials, it is best to include the initials in your search. Example: *a. o. scott*

Searching Acronyms

It is not necessary to type the periods when searching acronyms. Thus, a search on *UN* is the same as *U.N.* (and is also the same as: *un*).

Logical Operators

You may use logical operators (also known as Boolean operators) in your search queries:

Logical Operator	Description	Example	Notes
AND	Finds all your search terms in the searched text.	<i>children and travel</i>	Generally speaking, you do not need to use AND between your search terms as the search engine automatically looks for all your search terms in proximity to one another. However, you can use AND to find terms anywhere in the searched text, and not just in proximity to one another. The AND operator is most effective when doing an Advanced Search using the Entire Document index .
OR	Finds one, some or all of your search terms in the searched text.	<i>postmortem or autopsy</i>	OR is good to use when searching for variant spellings or synonymous terms.
NOT	Use before a term that must not be found in the searched text.	<i>crime not murder</i>	It is generally better to enter what you are looking for, rather than what you are not. So rather than searching on crime not murder , search on a specific aspect of crime, such as <i>campus crime</i> , <i>hate crimes</i> , <i>organized crime</i> , and so on.

Tip: When you want to search on *and*, *or*, or *not* as words rather than logical operators, enclose your search terms in quotation marks. For example: "*black and white photographs*"
[Learn more about searching for phrases.](#)

Wildcard Characters

Wildcards let you substitute symbols for one or more letters when you do not want to include, or do not know, exact spellings.

There are three wildcard characters:

Wildcard	Description	Example	Notes
*	The asterisk stands for any number of characters , including none.	A search on <i>carib*</i> finds: Carib, Caribs, Carribbean, caribe, caribou	Many Gale databases require a minimum number of characters (usually three) before you can use the asterisk wildcard, so the following search would not be allowed: <i>ma*</i>
?	The question mark stands for exactly one character .	A search on <i>psych????y</i> finds: psychiatry and psychology (but not psychotherapy).	
!	The exclamation point stands for one or no characters .	A search on <i>colo!r</i> finds: color and colour	

