

To get to GALILEO type in the following address: <http://www.galileo.usg.edu>.

EBSCOHOST Databases

1. On the GALILEO homepage click on the **Databases A-Z** tab. Type **Academic Search Complete** in the box and click on the **Find Database button**. When the list of databases appears, click on Academic Search Complete. The basic search screen will appear on the screen.
2. Type search terms in the box next to the EBSCOHOST circle. You may choose to make your search more specific by use of limiters found in the Limit your Results box. They are as follows:

A.) **Full text** – Check to limit to articles available in the database. Do not do this because you may miss some articles that are only available in the library.

B.) **Scholarly (Peer Reviewed) Journals** — Check to limit results to scholarly or peer-reviewed journal articles.

When done, click on the **Search** button and the database will start the search.

3. The results list of the EBSCOHOST databases will start with the *Find* box towards the top of the screen followed by the list of citations (result list). If there are a large number of results, look in the left hand column for the Subject: Thesaurus Term or Subject section to see if your search term or search terms are there.

Check the one you are interested in and click on **Update** to narrow your results.

The database will use three icons to indicate the availability of articles.

- A.) **HTML Full Text** articles contain only the text of the article but no illustrations or graphs. Click on the icon to see the article. To print the article, look for the printer symbol in the right hand column and click on it. The Print page will appear above the article. To print the article, do not change anything on the screen. Find the **Print** button and click on it; the article will reappear on the screen. After the Print widow appears, click on the **Print** button to send the article to the printer. If you decide you don't want to print it, click on the **Cancel** button. Once the article reappears on the screen, click on the **Back** in the upper left hand corner above the article. The original article with the Result List button and other symbols will reappear. Click on Result List and the list of articles will reappear. Skip to step four.
 - B.) **PDF Full Text** looks like a photograph of each page of the article. Click on the icon and the article will load and appear on the screen. To print the article, move your cursor over the article page until the grey oval appears and click on the printer symbol. After the Print widow appears, click on the **Print** button to send the article to the printer. If you decide you don't want to print it, click on the **Cancel** button. Once the article reappears on the screen, click on the **Results List** to return to the list of articles. Skip to step four.
 - C.) **FIND IT** means that the article is not available in the current database. Click on the icon to see if it is available online in another database first; if there is no online full text click on **Search your institution's GIL catalog for a print copy** to see if the journal/magazine is available in paper or microfilm format in Hightower Library. Click on the **X** to close the box and return to the list to look at other articles.
4. When finished searching, click on the **Return to GALILEO** link to return to the Databases A-Z screen to search another database. If you have finished searching click on the **Home** link in the upper right corner of the Databases A-Z screen to return to the GALILEO homepage.

ProQuest Databases

1. On the GALILEO homepage click on the **Databases A-Z** tab. Type **Research Library** in the box and click on the **Find Database button**. When the list of databases appears, click on Research Library. The basic search screen will appear on the screen.
2. Type in your search terms and click on the magnifying glass to search.
3. Research Library's Results screen will start with box containing the search terms. Above the box are links to modify the search, start an Advanced search or look at recent searches. Next is a box of Suggested subjects, followed by the results list, and to the right a column that allows the patron to sort the results as well as narrow the results in specific ways.
4. The database uses four icons to indicate the availability of articles.

A. **Citation** or **Citation/Abstract** - if no full text of the article is available, the citation will have either a half page drawing or nothing.

B. **Full Text** (full page) -- indicates full text of article without any pictures or graphics is available.

C. **Full Text – PDF** (portable document format) – indicates full text of article, exactly as it appears in the magazine with pictures or graphics, is available.

D.) **FIND IT** means that the article is not available in the current database. Click on the icon to see if it is available online in another database first; if there is no online full text click on **Search your institution's GIL catalog for a print copy** to see if the journal/magazine is available in paper or microfilm format in Hightower Library. Click on the **X** to close the box and return to the list to look at other articles.

Each citation also has a Preview icon that allows patrons to look at the abstract for citations that have a **Citation/Abstract** icon.

To see the next group of articles, click on **Next Page** below the results list.

5. **PRINTING: Do not use the File → Print in the upper left hand corner or the printer symbol at the top of the screen to print database articles. It will only print a blank page.**

To print a **HTML article**, first make sure that the article is on the screen. Click on the printer symbol in the light blue line and then click on **Continue**. When the Print widow appears, click on the **Print** button to send the article to the printer. If you decide you don't want to print it, click on the **Cancel** button. When the article reappears on the screen, click on the Back to document link and then the Back to results link. The results list will reappear on the screen and you can continue looking at other articles.

To print a **PDF article**, click on the icon so that the article appears on the screen. To print the article, move your cursor over the article page until the grey oval appears and click on the printer symbol. After the Print widow appears, click on the **Ok** button to send the article to the printer. If you decide you don't want to print it, click on the **Cancel** button. Once the article reappears on the screen, click on the **Back to Results** link to return to the list of articles.

MAKE SURE THE PRINTOUT CONTAINS ALL THE INFORMATION TO INCLUDE IT IN A WORKS CITED OR BIBLIOGRAPHY PAGE.

6. When finished searching the database, click on the **Return to GALILEO** link in the lower right corner to return to the Databases A-Z screen.

If you're having problems finding information ask the Library Staff for help