

MLS Massachusetts Library System

This handout is presented and funded by the Massachusetts Library System, Marlborough & Whately, MA.

Using Gale INFOTRAC

InfoTrac is made up of over **28 individual** databases. To find title lists for each database in a variety of downloadable formats, *click* on the **Title List** link in the upper right of each database start screen.

Academic OneFile Biography In Context – Includes <i>Contemporary Authors</i> Books and Authors* Business and Company Resource Center* Contemporary Literary Criticism Select Educator’s Reference Complete Expanded Academic ASAP General BusinessFile ASAP <i>Advance Search includes:</i> SIC Descriptions; Company Profiles; Search investment reports by ticker symbol General Reference Center Gold Global Issues in Context* Health Reference Center Academic Health and Wellness Resource Center* InfoTrac K-12 Junior Edition InfoTrac K-12 Student Edition	Kids InfoBits Literature Resource Center* Literature Resources from Gale LitFinder* Massachusetts History Online New York Times (1995 – current) InfoTrac OneFile Opposing Viewpoints In Context* RDS Business Suite* Science In Context* Student Resources in Context* U.S. History In Context* Gale Virtual Reference Library World History In Context* * Denotes resource funded by the MLS.
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POWERsearch / *Cross Searchable Databases*

This feature allows users to easily and handily search multiple InfoTrac databases all at once! You can either search all the following 12 databases at once or any combination you choose:

- Academic OneFile
- Educator's Reference Complete
- Expanded Academic
- Gale Virtual Reference Library
- General Business File
- General OneFile
- General Reference Center Gold
- Health Reference Center-Academic
- Massachusetts History Online
- Professional Collection
- Student Edition
- *The New York Times*

Search example using PowerSearch: Academic Index & General Reference Center

1. Select *Academic Index & General Reference Center* from the *PowerSearch* start screen.
2. Click **continue** button
3. Use **full-text searching**, check off: **Search for words in: Entire document**
4. Get **full-text results: Limit the results: to documents with full text**

Examples (*type in exactly with quotation marks*):

"digital audio books" and libraries OR "day of battle" and "book review"

[*The Day of Battle: The War in Sicily and Italy, 1943-1944. By Rick Atkinson. Oct. 2007. Holt (0805062890).*]

InfoTrac Features & Tools:

Adobe Acrobat / PDF format

InfoTrac allows the user to view and print out most articles in Adobe Acrobat PDF format. The article is often laid out in its original format, full-text, often full color, and with all the original graphics and pictures. You may view, print or save Adobe Acrobat PDF files.



Gale Bookmark feature (formerly known as InfoMarks)

Most InfoTrac articles and searches are a persistent URL. This means the web address (URL) for most articles and searches is permanent, allowing you to bookmark, email, or embed this link in a webpage. Note that for the Gale Bookmark feature to work, your browser must be set to accept cookies.

To bookmark an article:

1) save as you would any bookmark or favorites in your browser. You can also rename the bookmark for future reference (*the default title is the name of the InfoTrac database you are using*).

OR

2) Click on the **bookmark link** in the **upper left corner**.


Once you click, you get the following choices:

- Copy the Bookmark URL and paste it into another document.
- Email the Bookmark URL to yourself or others.

See an example of an article bookmarks incorporated into a web page at:

<http://www.nmrls.org/reference/urltests.html>

RSS feeds / Search Alerts

Create an RSS for a search, click on the  icon to **right of search results**. After clicking a window will pop up with the following message and RSS feed generated as a link (URL). To view one of the Gale feeds in your RSS Aggregator:

1. Copy the URL that is shown below.
2. Paste the URL into your reader.

Share articles on social network site: *Facebook, Twitter, MySpace, del.icio.us* and more!

1 - Click on **orange SHARE** button in the **Tools** menu.

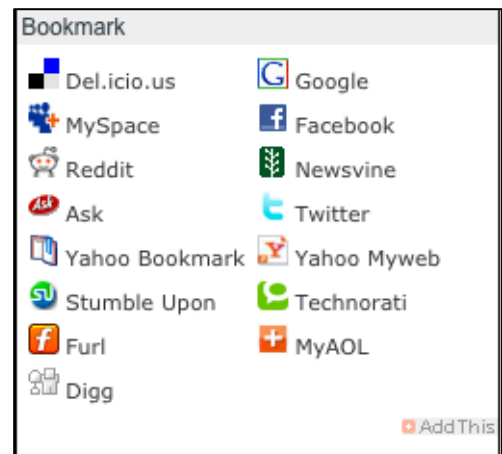
Click on **More** to see other social networks sites.

2 - A pop-up window should appear

NOTE: if pop-up window does not appear, set browser to all pop-ups from <http://find.galegroup.com/>

3 - Log into your account on Facebook, del.icio.us, etc. (*you may already be logged in*).

4 - And that's it! You now have a direct link to Gale article you found and you can share it with all your Facebook friends!



Translating a Document

Spanish

Translate

InfoTrac allows users to translate most articles from English to Spanish, Portuguese, Chinese (simplified), French, German, Italian, Japanese, and Korean. **But**, see the Gale Help note below:

Note: *This machine translation is provided for your convenience only. It should not be considered a replacement for human translation.*

Citing articles in InfoTrac

- **Source Citation** are given at the bottom of each article screen, they include standard bibliographic information, Gale database URL and **Gale Document Number**.
- **Citation Tools** link is given on the results screen or at each individual article screen (*on right*). Citation styles can be generated for MLA, APA, or Plain Text with Bibliographic Tags (Z39.80). You can also export citations to *EndNote*, *ProCite*, *Reference Manager*, or *RefWorks* software.

Gale Virtual Reference Library – a selection of Gale ebooks available online through InfoTrac. All ebooks are accessible by multiple users 24/7. They can also be searched through the PowerSearch interface, meaning you can search both a serials database and ebooks simultaneously. **Note** that many of the ebooks in this collection are not the most recent edition available in print.

Searching Examples & Tips

Comparing the number of article retrievals between full-text general magazine databases.

Entire Document Search (<i>all words</i>) & Limit Search to <i>documents with full text</i>	<i>As of:</i> 1/10/11
Search Terms: internet filter* and Librar*	No. of articles retrieved:
Student Edition	846
Expanded Academic ASAP	1296
General Reference Center Gold	1457
Academic OneFile	1679
InfoTrac OneFile	2663

Keyword vs. Entire Document Search Comparison within InfoTrac OneFile

Most Recent vs. Relevance sorting

- Search terms: **(women or female) and "fighter pilot"** (*Searched: 1/10/11, 11:55am*)
- **Limited** to articles with full-text, no date limitations, Magazines tab.

Search Type	Hits	<i>Top article</i> <i>Most recent</i>	<i>Top article</i> <i>Sorted by Relevance</i>
Keyword - Default search title, citation, abstract	21	Rebecca Minkoff To Add Men's Line / WWD, Jean E. Palmieri. 200.5 (July 8, 2010)	On being a warrior. (argument against female fighter pilots)(My Turn)(Column). Jerry R. Cadick. <i>Newsweek</i> (April 14, 1997).
Entire Document entire article contents	606	Title:Hasta La Victoria Siempre: residents of Vieques pushed out the US Navy ... / <i>Earth Island Journal</i> Jacob Wheeler. 25.4 (2011): p56(5)	Code of dishonor.(sexual assaults of cadets at the U.S. Air Force Academy). Clara Bingham. <i>Vanity Fair</i> (Dec 2003)

- *Pertinent search examples on this topic: female fighter pilot; female w3 fighter pilot; click on News tab*
- See an example of this search as an InfoMark incorporated into a web page at: <http://bit.ly/h1ti5I>



General OneFile: OneFile combines full-text articles from 13,000+ magazine titles, 89 news wire services and a 25-year back file. Plus indexing to, but not full-text of, *The New York Times*, *Wall Street Journal*, *Washington Post*, *Los Angeles Times*, and *The Christian Science Monitor*. This is a very comprehensive database that covers considerably more full-text sources than any other magazine database for Regional libraries.

Basic Search –full-text, using a phrase, limiting to full-text article & specific magazine title


1. type “ipod touch”
2. click box for **Search for words in: entire document**
3. click **More Search Options**
4. click box for **Limit the results ... to documents with full text**
5. click **Browse Publication Title** for journal selection
6. a new screen, tab, or pop-up, appears, use **search box** to find and choose a specific titles
7. click **Submit** to search these titles
8. you are returned to the Search Screen, note that the titles you are limiting your search by are listed
9. **Results** returned in reverse chronological order.
10. **Results** can also be viewed in **relevance order**, click on **Sort by** tab (*upper right*)

Basic Search – using with & near connectors

This complex looking search is using the **w(with) connector** to find words which follow each other and the **n(near) connector** to find these words near each other *in either direction*.

1. type **emmy n25 rock and tina w2 fey**
2. click box for **Search for words in: entire document**
3. If needed, click **More Search Options**
4. click box for **Limit the results ... to documents with full text**
5. **Results** returned in reverse chronological order. To view in **relevance order**, click on **Sort by** tab.

Publication Search - finding journal titles & articles in specific issues

1. Choose **Publication search** (bright yellow bar on top) 
2. type **consumer reports**
3. **Results:** **Years** available in a drop-box below current issues (***Note:** *Consumer Reports* is no longer full-text! Full-text only 1/99 – 6/09).
4. click on an issue of your choice to see entire contents for that month



Kids InfoBits: Aimed at Elementary through Middle-School age users. A friendly interface for kids (or adults!), all full-text articles from over 100 magazines as well as newspaper articles and maps, photos, graphs and a dictionary!

Example 1

Enter a Search Term: *global warming*

click on View, articles divided by encyclopedia (*The Columbia Encyclopedia*), newspapers, periodicals, reference books (Gale titles & *World Almanac*)

Example 2

Search with icons & hyperlinks: *Mars*

click on Science & Math icon, *then* Space & Astronomy, *then* Mars

Example 3

Search with icons & hyperlinks: *Massachusetts (maps, flag, seal, charts & graphs)*

click on Geography icon, *then* U.S. States, *then* Massachusetts, *then* **tabs** for Maps, Flags, & Seals, *then* Charts & Graphs



Biography In Context: biographies from traditional Gale print sources including *Contemporary Authors*, plus current full-text periodical articles.

Example 1 - Search Name

Type: matt damon

Reference = Biographies Drawn from narrative *Gale* biographical publications. There can be duplication within the various resources.

Magazine & News = up-to-date full-text articles

Websites = links to a small selection of websites, usually contains the “official” website for the personality being researched.

Search Results

Search results: Name= "Damon, Matt"

Everything

[Reference \(5\)](#)

[Images \(13\)](#)

[News \(236\)](#)

[Magazines \(340\)](#)

[Academic Journals \(7\)](#)

[Audio \(4\)](#)

[Websites \(1\)](#)



Biography In Context:

Example 2 - Person Search

Narrow search by occupation, nationality, ethnicity, and more!

Choose & Type the following:

Search for **Jack** in Name

Click **Add Row**, choose **And**

Type **Lowell** in Place of Birth

Occupation: **writer** (*not* author).

Nationality: **American**

Gender: Male

Choose link for **Jack Kerouac**

Example 3 - Advanced Search

Search full-text of entire documents using Boolean operators (and, or, not) for keywords, a named work, company name, author, etc.

Keyword
Document Title
Publication Title
Author
Subject
Entire Document
Person Name – about
Person Name – by or about
Place Name
Named Work
Company Name
Publisher Name
ISSN
Document Number

Advanced Search Example

Find

Search for in

in

[Add row](#)

Limit To

Full Text Documents

Peer Reviewed Journals

Result = George Henry Thomas, Union Civil War General.