

# GALE'S ADVANCED SEARCH FEATURES

## Discover Key Tools

Gale's Advanced Search tool provides access to searching within highlight specific document fields, as well as detailed search limiters, to support discovery of precise content and document types. Utilize this Tip Sheet to better understand how Advanced Search works within your Gale resources.

### SEARCH FIELD OPTIONS

To narrow down to a specific field within a document, utilize the **Field** drop down at the top of the page.

Once you select an option, the **Find results that...** section will describe what that **Search Field** will look through.

As an example, running a search in the **Subject** field will prompt a search of the articles tagged with your search term.

The screenshot shows the Gale Advanced Search interface. At the top, there's a search bar and navigation icons. Below that, the 'SEARCH OPTIONS' section includes 'Advanced Search', 'Publication Search', and 'Topic Finder'. The main area is titled 'Advanced Search' and contains a 'Search Terms' section with three input fields and dropdown menus for 'Terms', 'Field', and 'Finds results that...'. A dropdown menu is open for the 'Field' dropdown, showing options like 'Document Title', 'Keyword', 'Document Title', 'Publication Title', 'Author', 'Subject', 'Entire Document', 'Person - About', 'Person-By or About', 'Place Name', 'Name Of Work', 'Company Name', 'Publisher Name', 'ISSN', 'Gale Document Number', and 'Basic Search'. Below the search terms, there's a 'Search Tips' section with 'Operators' (AND, OR, NOT, Proximity, Nesting) and 'Special Characters' (Quotation Marks).

### SEARCH LIMITERS

**Search Limiters** allow you to select multiple filter options to narrow your search. Some key limiters to explore are listed below.

- **Leveled Documents:** Narrow to documents available in multiple reading levels. These documents allow for simple differentiation.
- **By Content Type:** This option allows you to multi-select content types found within the resource. These broad content types include things like primary sources, reference articles, images, and statistics.
  - » Options will vary based on the resource you are searching.
- **By Document Type:** Document types are subsets of content types, so within the primary source content type you may find the document type of Map or Letter. Filtering using this option provides a very narrow list of results.
- **By Content Level:** All content is provided a content level designation based on Lexile range. Use this drop down to narrow to a level from 1-5.

The screenshot shows the 'Search Limiters' section. It includes several checkboxes for document types: Full Text Documents, Peer-Reviewed Journals, Document Contains Images, and Leveled Documents. Below that, there are options for 'by publication date(s):' (All Dates, Before, On, After, Between) and 'by content type:' (Select All, Deselect All). The 'by content type:' section has a grid of checkboxes for various content types: Academic Journals, Creative Works, News, Videos, Audio, Critical Essays, Plot Summary, Websites, Biographies, Images, Primary Sources, Case Overview, Magazines, and Reference. There are also dropdown menus for 'by document type:', 'Content Level', and 'by Lexile measure:'.

The screenshot shows the 'by document type:' dropdown menu. It has a search bar labeled 'Filter list' and a list of document types with checkboxes: Abstract, Activity, Advertisement, Aerial photograph, Agency overview, Agenda, and Advertisement.