# Gale Primary Sources:
## Best Practices for Discovery

*Gale Primary Sources* archives allow you to explore history through documentation like institutional records, newspaper articles, official and personal writings, and images.

These resources contain a large number of documents and images, while also including simple searching and browsing features. Use this tip sheet for best practices to ensure you find the information you need.

## GET STARTED: STEPS TO PREPARE FOR EFFECTIVE RESEARCH

Having these three key pieces of information will help you pull the most relevant results. Keep in mind- these resources have huge numbers of documents, so the more specific the better.
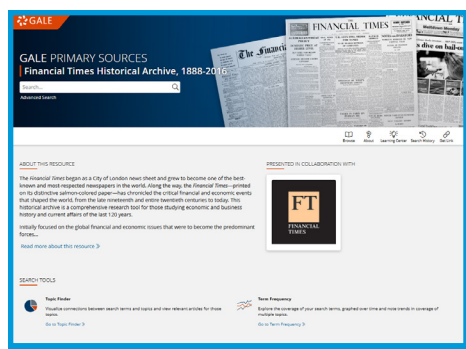
### CHOOSE YOUR ARCHIVE
Your library may provide you with access to more than one archival resource. Check the names and descriptions of each to choose what will work best for your topic.
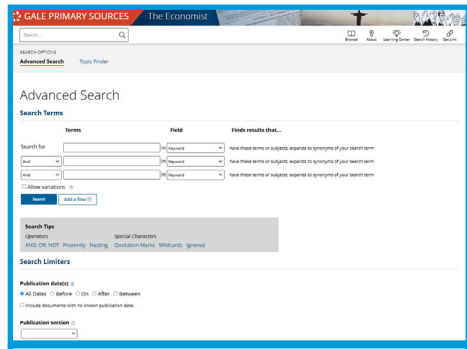
### PREPARE YOUR SEARCH TERMS
Knowing what you want to search going into your session can make discovery easier. Be sure to search potential alternate spellings for terms, as that will pull different results.
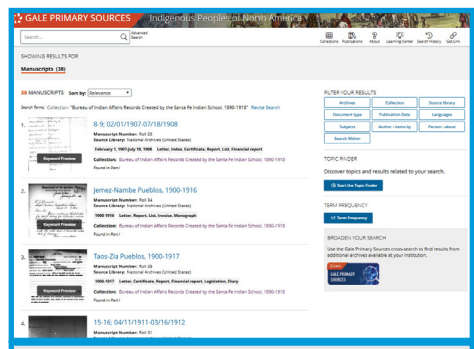
### CONSIDER LIMITERS
Think about limits you may want to put on your search. Do you have a specific time frame or location in mind? Maybe you only want to see images or letters?

When you have your search parameters ready, flip to the next pages to review best practices in **Basic** and **Advanced Searching**, as well as working with results.

**\*Please note**: Some screenshots found within this document may be from an archive that you do not have access to. The tools and navigation remain the same throughout all *Gale Primary Sources*, so will be applicable to your collection.

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# SEARCH THE PLATFORM

When you have your information prepared, start your research with a search. Within *Gale Primary Sources* archives you have the option to run either a **Basic** or **Advanced Search**, and use **Filters** to limit results.

## Basic Search

A **Basic Search** can be completed in the **Search Box** on the **Homepage**.

- Enter your search term. Check for proper spelling to ensure accurate results.
- After you complete your search, you may see a large number of results. At this point, you want to **Filter** the results you see.
- **Filters** are found on the right side of a search results page. **Filters** enhance your search by narrowing down to parameters like location, date, or other key characteristics.

**Still not finding what you're looking for?** Try to iterate on your searches. Consider things like alternate names (nicknames or maiden names) or a wider date range.

## Advanced Search

An **Advanced Search** can be completed under the **Advanced Search** section. This type of search allows you to search using multiple terms, and lets you add filters at the beginning of your search.

- Select the **Advanced Search** button next to the **Basic Search** box to be launched to the **Advanced Search** page.
- Enter one or more search terms in the **Terms** boxes.
- Choose what **Field** you would like to search through.
  - » When you change the **Field** options you will see an explanation of what each field includes on the page.
- To get even more specific, consider using **Operators** and **Special Characters**.
  - » If you are new to these search features, utilize the **Search Tips** in the gray box to better understand how they work.
- Scroll down on the **Advanced Search** page to see the available **Search Limiters**.
  - » In this section, you can narrow down







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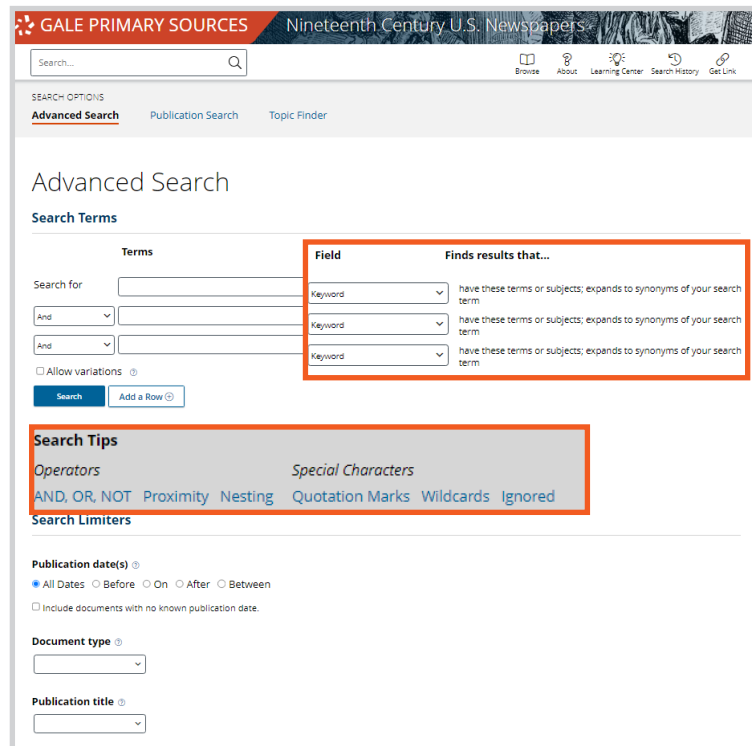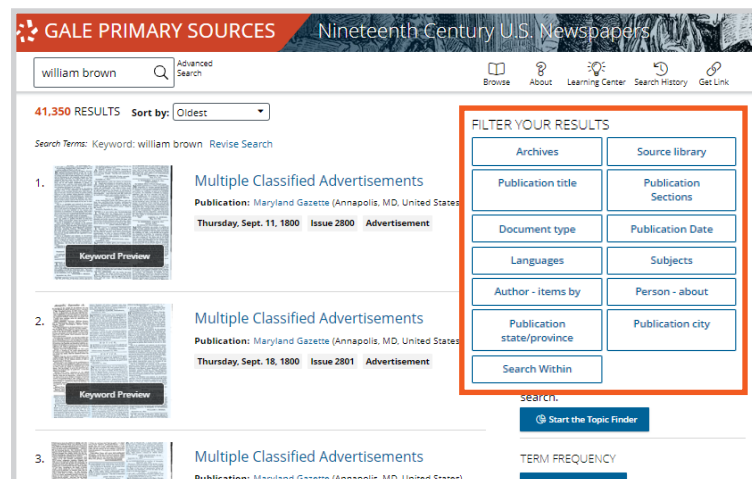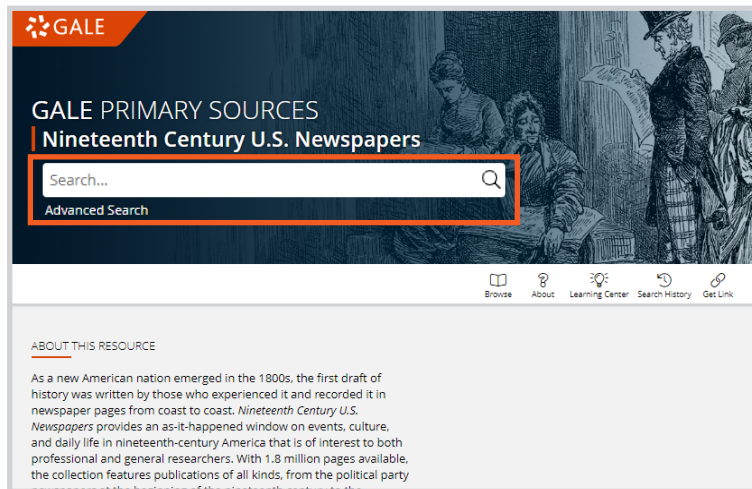
the content you see before you run your search.

» Consider what document types would be most helpful for your search, and try to limit the geographic location of the information.

- After you run your advanced search, you still have the option to use the **Filters** found on the right side of the page to narrow your results.

## WORK WITH YOUR RESULTS

Once you've run your search and limited your results, you can begin exploring your surfaced content.

- To see if a result will be helpful, you can use the **Keyword Preview** option shown on each image (before you actually open it).
  » This preview will show where your search term is found within the entry and in what context.
- Select an entry you want to explore further to be launched in to a larger view.
  » In this view, your search terms will be highlighted so you can easily navigate to sections of interest.
- Use the panel on the left to search within your document, or to quickly click between instances of your search term's appearance.
- Within the tool bar on the left side of the screen you have the option to change your view using the **View Options** button.
  » Within this tool you can choose to view the original image (how it was scanned into our system) or you can view the text only (also known as OCR).
  » Viewing the text as opposed to the image can help you read through entries that may be more difficult to read, like hand written information.
- While in the **View Options** section of the tool bar you can also change the brightness and contrast of the entry to enhance readability.
- If you find something you want to save for later, utilize the options in the top right of the page to either save it to your **Google** or **Microsoft Drive**, **Download**, **Print**, or get a **URL Bookmark**.

![Screenshot of Gale Primary Sources Nineteenth Century U.S. Newspapers search results page]

![Screenshot of Gale document view for "Society Love's Visitor" showing View options and Document Text panels]

![GALE logo]

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