



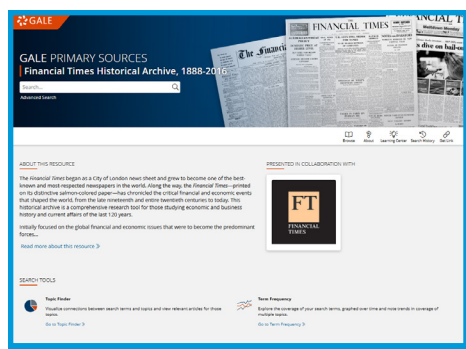
# Gale Primary Sources: Best Practices for Discovery

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

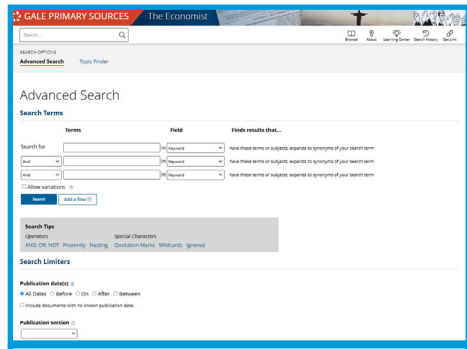
These resources contain a large number of documents and images, while also including simple searching and browsing features. Use this tip sheet for best practices to ensure you find the information you need.

## GET STARTED: STEPS TO PREPARE FOR EFFECTIVE RESEARCH

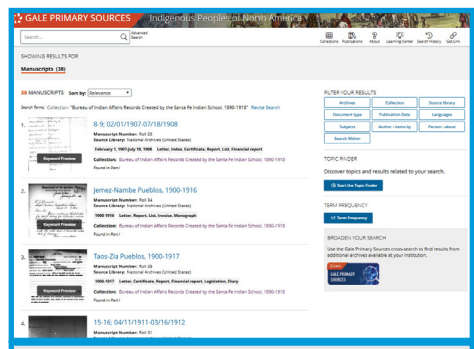
Having these three key pieces of information will help you pull the most relevant results. Keep in mind—these resources have huge numbers of documents, so the more specific the better.



**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.



Gale, here for **everyone.**

## 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**.

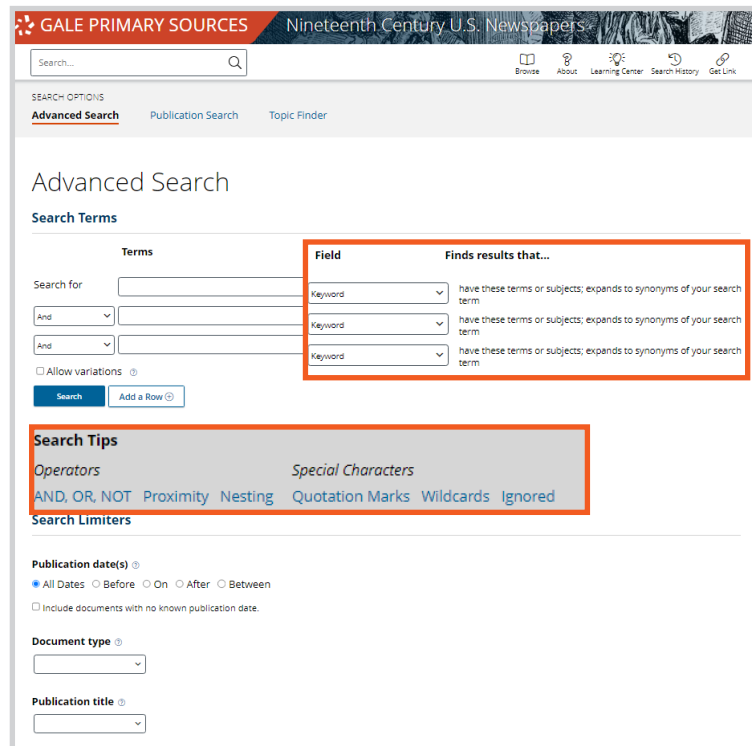
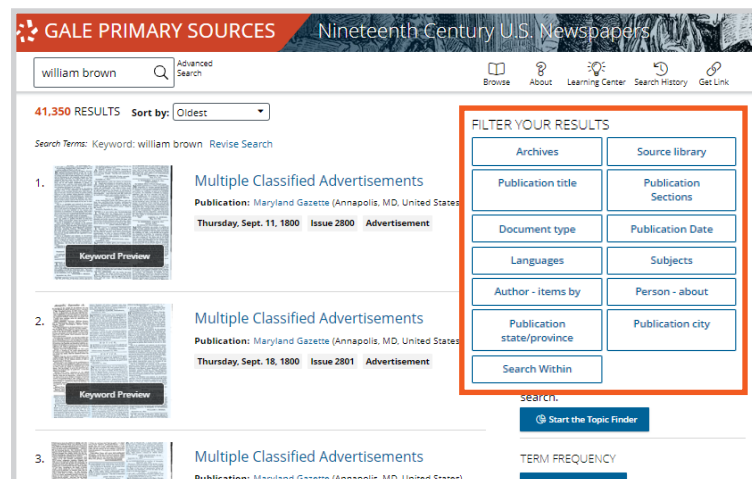
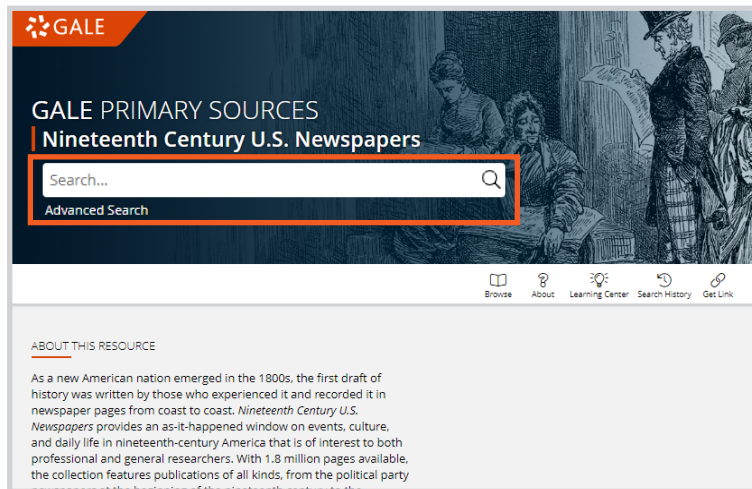
- Enter your search term. Check for proper spelling to ensure accurate results.
- After you complete your search, you may see a large number of results. At this point, you want to **Filter** the results you see.
- **Filters** are found on the right side of a search results page. **Filters** enhance your 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



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 image 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**.

The screenshot shows the Gale Primary Sources search results page. The search terms are "Keyword: ernest stevens AND Keyword: boston". There are 25 results. The first result is "Multiple Classified Advertisements" from the "Louisville Public Advertiser" (Louisville, KY, United States), dated Thursday, Apr. 22, 1830, Volume 12, Issue 1283. A red box highlights the "Keyword Preview" button. Other results include "City Brevities", "Newport Gossip", and "Local News Brieflets". On the right side, there are filters for "FILTER YOUR RESULTS" (Archives, Source library, Publication title, Publication Sections, Document type, Publication Date, Languages, Subjects, Author - Items by, Person - about, Publication state/province, Publication city) and a "TOPIC FINDER" section. At the bottom right, there is a "BROADEN YOUR SEARCH" section with a "Gale Primary Sources" logo.

The screenshot shows the Gale Primary Sources document viewer for "Society Love's Visitor" from the "Portland Oregonian (Oregon Territory) (Portland, OR, United States)", dated Sunday, Nov. 1, 1891, Volume: 10, Issue: 47. The document is displayed in a grid layout. On the left side, there is a "View options" panel with a red box around the "View options" button. The panel includes options for "Image", "Both Text and Image", and "Text only (OCR)". There are also sliders for "Brightness" and "Contrast", and a "Reset" button. Below the document viewer, there is a "DOCUMENT TEXT" section with "OCR Confidence: 72%". The text of the document is visible, starting with "ss 1 p 2 > AND THE 6pla-yers. The event of the past week in amusement circles has been the production at the St. Charles Theatre of a brand new opera, 'The Khedive,' composed by Miah Blake, Louis Malsa and Harry B. Edwards, and staged under the direction of the authors, with Geo. Ppoletti as leader. oNew scenery and costumes were shown, and the effort was a grand success. Eight performances to large audiences were given for the enefit of Auabnon Park. There is imerit in 'The Khedive,' and it will undoubtedly be boheard from on the road, in the hands of profes nionals. Benry Greenwall, manager of the Grand Opera iloneo, is on his way to New York. In juno lie will go abroad, returning soon enough to be at tile opening of the Grand Opera House here in September. He has sadde some excellent engagements for next season. Low Dookstader's New Minstrel Company give their first pcrforaincan for the season, of 1891-2, July 13, I, Wilkes larre, Pa. The organization will be under the linagomClerk of the veteran llsry T. Clapham, who lromises number of novel features. It says Lesse Dochstader's minstrels will to a minstrel h1 ntipanly, because the comedias engaged are qjable of impersonating thio negro. There will be no white fies and no nlsrhrs. The costumes to be worn in toe first part will test Tlues. Among thuo0 that ase already engaged arc Mineotyre anim fCath, the trieln iMarvelles, Cas and Lurcuo, leorge Powers, Fred Dalcoelbe, as Elllnish tenor, snd live other singers. and JPerry snd McGrew. Isw Doctortader ewil fil ill wit his ntew pe-urclity entitled 'The Modern lca e Iruesntel.' The company arc to trelt in two palace dining and sleeping cars--Eddy's Sqtub.J This is all right, Mr. Claphams: I but theo me engaged to lmooraaonate the tsogroos are oxtarsagsatag II theyreqtire aehlu to dress themselves in tie lirt ipart. The coloaed lan looks well dressed as a headwaiter, in a e400 ull eweving dress; but it is too much to lttuqeradsI hint as a courstier in it dsucal palace of Venice., It appears that among tragedians wea- lsg the mantle of :l. int Forrest hile rising ohovert L. Downing is no longer in it. The it. iPSul News esys: t So maisty hlsitruon lave become so ihopelessly entangled in the mantle o Forrest that it is a relief to see an actor of the robust scilool who does not make himself appear inicuion s in the eyes of others. R. D. aaolean is clearly the omng man. lie laks to a certain extent the perfect, gentle symtathy which the ismentad - McCuloughl injected intohis work and which made his Spartaeus such a powerful creation, tile transition from gladiatorial passelon and ferocity to womanly