# EFFECTIVE RESEARCH: SEARCH LIKE A PRO

The best way to find important information is to search the electronic resources on the internet. While it's easy to type in a search, it's sometimes harder to find the best terms and filters for your search. Walk through this activity to learn more about searching and filtering using a Gale In Context resource.

You can access the resource here:

BASIC SEARCH
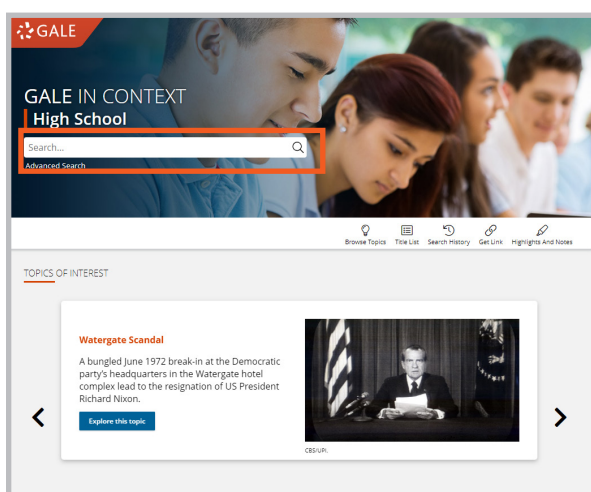
Basic Search is the simplest way to find content. You can find the **Basic Search Bar** on the homepage, or any other page, within the banner.

To best use **Basic Search** you should make sure your **Search Term** is short and precise like "School Start Times". Otherwise you may get results that aren't relevant to your research.

Search for any topic that interests you. Were you able to find exactly what you were looking for? How could you have changed your **Search Term** to find more relevant content?
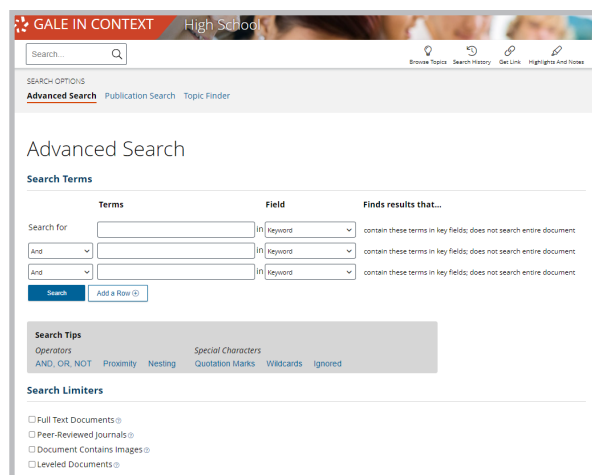
YOUR ANSWER:

ADVANCED SEARCH: BASICS

Advanced Search allows you to fine-tune your search to find more relevant content. You can get to the **Advanced Search** page by clicking the button either underneath or next to the **Basic Search** bar.

Using **Advanced Search** gives you the options to choose how, where, and what you search (way more control than a **Basic Search**!).

Click into the **Advanced Search**. What do you see? Which sections do you think would be most helpful for you to search?

YOUR ANSWER:

EFFECTIVE RESEARCH: SEARCH LIKE A PRO

ADVANCED SEARCH: SEARCH FIELDS, OPERATORS, AND SPECIAL CHARACTERS

Using **Search Fields** helps tell the resource where within a document you want to search.

While in **Advanced Search** you can choose your **Search Field** using the drop down next to the **Terms** bar. In your *Gale* resources, you can select any field and you'll get a description of what you'll be searching.

As an example, **Entire Document** searches the full text of each document, as opposed to a **Basic Search** that only searches the beginning, title, and document tags.

When choosing your **Search Term** you can also enter **Operators** or **Special Characters**.

Search Operators: Many times called **Boolean Operators**, these terms include things like **AND**, **OR**, and **NOT**. **AND** indicates that your results should include both things you entered. **OR** means the results should include at least one or the other.

Special Characters: Non-letter characters designed to enhance searching. Examples include **Quotations** to run a search for the terms in exact order, or **Wildcards** used as placeholders (where another letter might go, like an "e" or a "y".

More detailed descriptions of Operators and Special Characters are found on Gale's Advanced Search Page under Search Tips.

What would be the best way to search for a specific phrase? What **Search Fields**, **Operators**, and **Special Characters** would you use?

If you're looking for an article with two terms included how would you build your **Advanced Search**?

YOUR ANSWER:

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ADVANCED SEARCH: SEARCH LIMITERS

Search Limiters allow you to quickly narrow down the different types of content you see in your results.

You can use this feature to limit to only seeing **Biographies** or **Images**, or you can make sure you're only seeing results that have the **Full Text**.

Generally you can select more than one **Limiter** before you run your search, so you could include both **Primary Sources** and **Newspapers** in your results.

Scroll down to see the **Search Limiters**. Select one limiter, what type of searches would benefit from it?

YOUR ANSWER:

FILTERING AND CHOOSING YOUR RESULTS

Once you complete your search, spend time **Filtering** your results to find the best matches.

Filters on the right side of a search results page give you the ability to narrow down to specific parameters like **Document Types**.

Even after you filter, don't just click the first entry. Scroll through your results and be thoughtful about which to choose. This will save you a lot of time!

Think of an interesting topic and run a search for it. Using **Filters** find a **Newspaper** or **Magazine** from between 2000-2005 about the topic. Put the **Citation** below.

YOUR ANSWER: