PowerSearch
Tip Sheet

Gale's *PowerSearch* platform offers comprehensive access to authoritative reference, periodical and primary source information -- "giving more power to the user." This document will provide instruction on how to use *PowerSearch*.

In the *PowerSearch* banner, you'll find the following four options for beginning your research: **Home Page (Basic Search)**, **Subject Guide Search**, **Publication Search**, and **Advanced Search.**

Basic Search from Home Page

Basic Search is a simple search that offers a few search options by selecting the various tabs: Keyword, Subject, Publication Title, or Entire Document.

Keyword searches several important fields (title, citation, first paragraph, subjects, etc.) in each document and allows for several topics.

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 Subject is best for a single topic and generally returns more relevant results. Use Subject to search for topics such as academic disciplines, companies, people events, laws, geographic locations, organizations, people, etc.

Publication Title searches for all articles/documents from a particular publication like *The New York Times*. It's useful for browsing recent issues.
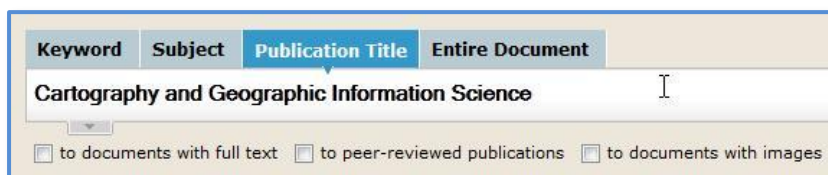
Entire Document searches within the entire text of all documents, as well other annotated fields. Use this search when you want any mention of your search terms.

You'll notice each search box in *PowerSearch* offers a **Search Assist** to help you focus your search. This is a "smart" search assist and will not suggest anything that won't retrieve results. You can use the suggestions but can also create your own search string.

Subject Guide Search

This search takes a guided approach to finding your topic. It's best for searching a single topic and offers the ability to narrow that topic by subdivisions. It's also helpful for discerning between words with different meanings (e.g. Mars – planet or candy company?) or people with the same name (e.g. George Bush – two former presidents share that name)

Subject Terms	Results
Biodiversity	21032
➕ Subdivisions	
Related subjects	
Biodiversity conservation	4899
➕ Subdivisions	
Related subjects	
Australia. Environment Protection and Biodiversity Conservation Act 1999	73
Global Biodiversity Information Facility	2
➕ Subdivisions	
National Biodiversity Institute	1
➕ Subdivisions	
National Institue of Biodiversity	1
See National Biodiversity Institute	

For this search, we've searched on the word BIODIVERSITY. Our search found a subject heading for *Biodiversity* but also shows us other subjects for biodiversity like *Biodiversity conservation* and provides **See References** to related topics like *National Biodiversity Institute*. This can help you find a more specific or broader topic to explore.

Many subject headings will also offer Subdivisions to help you narrow down your topic. Here we're exploring the subdivisions for *Biodiversity*. When researching a person, you'll find subdivisions like *Interview* and *Biography*. Likewise when researching a disease or condition, you'll find subdivisions like *Care and Treatment, Diagnosis*, and *Prevention*. This is a great way to focus your research.

Subject Terms
Biodiversity
➖ Subdivisions

by subdivision: Topics ▼

Achievements and awards	(3)
Acoustic properties	(3)
Analysis	(6068)
Appreciation	(12)
Behavior	(4)
Beliefs, opinions and attitudes	(3)
Case studies	(181)
Cases	(3)
Causes of	(25)

The New York Times

About this Publication
The New York Times

Index coverage:	January 1, 1980 - Current
Full-text coverage:	January 1, 1985 - Current

2013 ▼

May 1, 2013
April 10, 2013
April 9, 2013
April 8, 2013
April 7, 2013
April 6, 2013
April 5, 2013
April 4, 2013
April 3, 2013
April 2, 2013
April 1, 2013
March 31, 2013

Title:	The New York Times
Edition:	National Edition ed.
ISSN:	0362-4331

Browse Publications

This search allows you to check and see if the publication you're interested in is available in the resource and provides the ability to view its backfile and past/current issues. Just search on the publication you want and click on it to see the Publication Details Page. You can set up a Journal Alert to "subscribe" to your publication by using the Create Journal button. For more on this feature, visit Help or view the How to Create Journal Alerts tip sheet.

Advanced Search

Advanced Search is the search where you're the boss; you can perform a very complex search as well as a simple one. Advanced Search offers all limiting options as well, like *Publication Date, Document Type,* and *Publication Subject*. As an example, let's say someone is looking for an article written by Meg Wolitzer in The New York Times and wants to find it again. We choose the field we want to search from the drop box and enter our search term in the corresponding search box. Connect the fields with the operator you need – AND, OR, NOT. For more detail, please refer to Help.

Advanced Search
Select index(es) and enter term(s) to search

	Publication Title ▼	New York Times
And ▼	Author ▼	Meg Wolitzer
And ▼	Keyword ▼	

Search Results

Your search results page will look and work mostly the same regardless of which search you use, providing you with the matches to the terms you searched. Let's work with search results from our Subject Guide Search on Biodiversity.

The search results page is divided into a few areas.

You may **search within your current results** to narrow your hits as well as limit your results to full text articles (as we have here) or those that contain images.

Your **search results** are displayed in the center column; simply click on a document's title to view it. Your results may be a mix of citations, abstracts and full text articles. You can change the sort order of your results by using the **Sort by** drop box. If you click the highlighted *Subject Guide Search* link, you can go back to your search page and edit your search.

Your Results are divided by their **Content Type**:
- *Academic Journals* are scholarly publications
- *Magazines* are magazines/journals for a general audience
- *Books* are reference-type sources
- *News* is for newspapers, newswires, and newsletters
- *Images* is where you'll find photos, illustrations, cartoons, infographics, etc.
- *Videos* provides video clips from various sources; some may contain broadcast transcripts.
- *Audios* provides podcasts; some may contain broadcast transcripts.

Limit Search By offers you ways to narrow your results and research; use the *View More* arrow to expand:
- *Related Subjects* lists subject headings for the documents in your search result and can help focus your research
- *Document Types* describe the type of articles listed; these can help you find more substantive articles like interviews, critical essays, cover stories, etc.
- *Publication Titles* lists the sources of your results
- *Publication Dates* lets you adjust the date range of your search results

The **Tools** box offers two ways to share the content you've found (*Bookmark, Share*). For more on these, refer to the Article View section of this document. Use *Create Search Alert* to set up an e-mail alert/RSS feed for new articles added to the resource for your search. For more on this, view Help or the *Creating Search Alerts* tip sheet.

Samples of multimedia results are in the right hand column.

Article View

To view an article, simply click the hyperlinked title of the document or click on one of the following choices below the citation to view the article: Full-text, Text with Graphics, Citation, PDF Pages, or Abstract.

You'll notice a box on the left hand side of the article that contains Related Subjects; this will help you find more articles on topics like the ones in your article. You may also choose to search within the publication that your article from in this box.

The **Article Tools** are available in the box to the upper right of the article.

- *View PDF Pages* (when available) will provide a PDF version of the article as it originally appeared in the source for viewing and downloading.
- *Print* offers a printer-friendly version of the article.
- *Email* allows you to e-mail the article to yourself or others.
- *Download* allows you to save the article to your computer or memory device.
- *Citation Tools* generates a citation using MLA or APA format, or export citations to the third party software of your choice.
- *Bookmark* will generate a persistent URL that you can email or copy that will always bring you back to the same article or list of results. For more on the Bookmark tool, refer to Help or the *How to Bookmark* tip sheets.
- *Share* allows you to post a link to content you've found using a number of different sharing sites, including Facebook, Delicious, and Twitter
- *Translate* translates the article into one of eleven different languages available from the drop down box. Audio is also available.
- *Listen* provides a player to have the article read aloud to you; you may also download an MP3 file of the audio for listening to offline.

You'll notice a **Save This Document** check box in the Article View and the Search Results page; check these boxes to create a "shopping list" of articles you want to come back to at a later time. Then look for the **Saved Documents** box at the top of the right hand column to view all the items in your list so you can print, e-mail, cite, Bookmark, or download them, as needed.

If you require further assistance with *PowerSearch*, please contact your librarian or visit the Gale Cengage Learning Training site at www.gale.com/training.