GALE DATABASES USER GUIDE
Available from: https://tafensw.libguides.com/gale

Gale databases provide access to periodical and news information on a diverse set of topics. Most articles are full text - many with images. Gale databases include the following collections:

- Academic OneFile
- Agriculture
- Communication and Mass Media
- Criminal Justice
- Culinary Arts
- Diversity Studies
- Economics and Theory
- Entrepreneurship
- Environmental Studies and Policy
- Fine Arts
- Gardening and Horticulture
- Gender Studies
- General OneFile
- Health and Medicine
- Health and Wellness
- Home Improvement
- Hospitality and Tourism
- Human Anatomy
- Information Science
- Insurance and Liability
- LegalTrac
- Military and Intelligence Database
- Nursing and Allied Health
- Physical Therapy and Sports Medicine
- Plan Builder
- Pop Culture
- Popular Magazines
- Psychology
- Science
- Vocations and Careers
- War and Terrorism
- World History

TO ACCESS

Go to https://tafensw.libguides.com/gale. On the A-Z menu select G and then Gale. Log in with your TAFE Username and Password. To get this information visit your local TAFE NSW Library or request it via LibAnswer.

POWER SEARCH

Most Gale products (or collections) can be searched at once by selecting the Cross Search – Gale Power Search. Use the search box to perform a basic keyword search across all products selected. Plan Builder, Human Anatomy and Health and Wellness are the only collections that are not available in a power search. It will need to be searched alone from the alphabetical G database list.
SEARCH WITHIN A COLLECTION

Alternatively, you can select which collection you want to search by clicking on the database name.

Within a selected collection, the Search box allows you to search by keyword, subject, publication and within the text of all documents (entire document).

For a broader or more limited search, you may use the Boolean Operators AND, OR and NOT.

ADVANCED SEARCH

The Advanced Search, located underneath the Search box, allows you to search individual fields such as author, publication name, publication country, subject and title via pull down menus, or combine fields with Boolean operators. It also allows you to limit the search by publication date, type, title and subject.

SEARCH RESULTS

The Search Results page shows items matching your search criteria. In the right-hand sidebar, you'll be able to further refine your results. This is where you can limit your results to full text, if you used a Basic search.

The listed results can be sorted by date or relevance, as well as by subject, document type, publication title, peer-reviewed and containing images. You can view any article by clicking on the link.

SAVING, PRINTING AND ACCESSIBILITY FEATURES

When you view a document, you have the option to save the article to Google Docs, OneDrive, email, download or print. You will find this menu above the document abstract.

You can also access features such as increased font size, translate and screen reader to improve accessibility options. This is located above the document abstract.

FOR MORE DATABASES VISIT https://tafensw.libguides.com/az.php

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