

GETTING STARTED WITH

# ACADEMIC SEARCH COMPLETE

AT GPC LIBRARY

ACADEMIC SEARCH COMPLETE is an information database published by EBSCOHost, available through GALILEO. In Academic Search Complete, you will find articles on a wide range of topics from scholarly journals and popular magazines as well as newspaper articles, government documents, and a variety of other sources. Many of the articles are available full-text, but some are only indexed – that is, information *about* the article is available in Academic Search Complete, but not the text of the article itself.

## GETTING TO ACADEMIC SEARCH COMPLETE

1. Start on the GPC Library homepage at [www.gpc.edu/library](http://www.gpc.edu/library). (You can also get to the library homepage from "Quick Links" on the GPC homepage.)
2. Click on [GALILEO](#). (If you are off campus, you will need the GALILEO password.)
3. Click on [Databases A-Z](#).
4. Click [All Databases](#) and select [Academic Search Complete](#)  
Or type *Academic Search* in the box and click [Find Database](#)
5. Click on the link for [Academic Search Complete](#).

## COMPOSING YOUR SEARCH

- For the default search mode (Boolean/phrase), use either an exact phrase as a search term or connect your search terms using **and**, **or**, and **not**. Remember each search terms you enter should be a subject, title, or author you want.
- You may change the search mode to [SmartTextSearching](#) to make the search more "Google-like."
- Check [Also search for related words](#) to include other words with similar meaning in your search.
- Use [Advanced Search](#) to combine terms into more complex searches.

### Advanced Search Tricks using Punctuation Marks

- ? (question mark) replaces a single letter within a word with multiple spellings.  
Example: wom?n will search for women and woman
- \* (asterisk) is used to search for words with a variety of endings. If your search term is singular, you do not need to include an asterisk to include plurals and possessives.  
Example: comput\* will search for computer, computation, and computing, and their plurals
- "..." (quotes) indicate an exact phrase. Especially useful when your search phrase contains **and**, **or**, or **not**. Example: Use "Pride and Prejudice" when searching for the book or movie by that name.
- , (comma) When searching for information about a person, put their last name, comma, first name as a subject. Example: Beckham, David

**NOT FINDING WHAT YOU WANT? SEE NEXT PAGE!**

## REFINING YOUR SEARCH

### GETTING FEWER, MORE SPECIFIC RESULTS

- After you search, in the left column of the results screen, you will see options to **limit your results by subject**. These options narrow the results from within the current results list. The subject will be a main topic of the article.
- **Add additional search terms and connect them with the word "AND"** – You will get results that contain all of your search terms.
- **Full Text** returns only results with the entire article available in this database.
- **Scholarly (Peer Reviewed) Journals** returns results only from academic journals – that is, articles written by experts for other experts in the field.
- Before you search, you may also limit results to a minimum or maximum number of **pages** or within a **date range**.



This button means the full text of the article is not in Academic Search Complete. Click the button to see links to other sources or see a librarian for help.

### GETTING MORE RESULTS

- Think of **alternate search terms and connect them with the word "OR"** –  
Example: Teenager OR adolescent OR teen gets results that contain at least one of these terms.
- **Remove limiters** for full text, scholarly journal, page limits, or date range if they are not essential.
- **Search within the text:** In Advanced Search, use the "Select a field" drop down box to search for your terms in "All text." Your term may not be a main topic of the article, but will be mentioned somewhere in the article.  
Example: Obama AND dog in full text retrieves articles that contain the words Obama and dog somewhere in the article.

## WORKING WITH YOUR RESULTS

- **Sorting results:** The results are initially sorted by date, with the latest articles listed first. You can change the sort to "relevance" to get the results that best fit your search terms without regard to date.
- **To find out more about** an article in your results list, click on its title to see the citation.
- Read the **abstract**, a summary of the article, to see if you want to read the whole article.

### OPENING ARTICLES

- Full text articles come in two types: HTML and/or PDF.
- To get the text of **HTML articles**, scroll down! The complete text is right below the citation.
- To get the text of **PDF articles**, click on the [PDF Full Text](#) link. You will need to have Adobe Acrobat PDF reader and it may take a bit of time for the article to download.

### PRINTING, SAVING, AND E-MAILING ARTICLES

- To print a PDF article, use the print icon in the frame surrounding the article text to print it. (Other print icons will not print the contents of the frame.) Note that when you print a PDF article, the citation information is not printed with it, so you may want to print the citation so you have the information you need for your bibliography.
- To print a Citation or an HTML article, format for printing using the print icon on the citation page. Follow the prompts to print.  
Tip: From the Print Manager screen, you can change the citation style to another format such as MLA style or APA style. However, these citations are guidelines only and you should double check the details before using them!
- To e-mail articles or save them to a file, use the appropriate icons, as you would to print. You may opt to e-mail or save the entire article or just the citation.

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