



# Finding Articles Using Galileo: Database Searching

1. Go to the Galileo home page at [www.galileo.usg.edu](http://www.galileo.usg.edu).
2. Off-campus users must supply the current password. The password changes on March 24, June 27, September 12, and December 12 of each year. The current password is posted on your S.C.H.O.L.A.R. Portal Home Page.
3. Choose a subject category under the “Browse by Subject” tab.

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An Initiative of the University System of Georgia

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Georgia's Virtual Library...bringing quality content to you!

Browse by Subject | Browse by Type | Databases A-Z | Journals A-Z | Search

Select a subject from the list below:

- Arts and Humanities
- Business and Economics
- Company and Industry Information**
- Company Information
- Consumer Information
- Industries and Trade
- Government Information
- History
- Literature, Language, and Literary Criticism
- Math
- Medicine and Health
- Science and Technology
- Social Sciences
- Spanish/Español Resources

Getting Started

- What can I do in GALILEO?
- Finding articles in GALILEO
- Finding a peer-reviewed article
- Help finding a specific article
- Computer configuration tips
- Get Your GALILEO Toolbar

About Shorter University

- Livingston Libraries
- Livingston Library Catalog
- The Periscope

In the Spotlight

4. Note that when you click a subject category a list of **subcategories** appears. Choose the subcategory that most closely matches your research topic.

Browse by Subject | Browse by Type | Databases A-Z | Journals A-Z | Search

Arts and Humanities

Business and Economics

**Company and Industry Information**

- » **Company Information**
- Consumer Information
- Industries and Trade

Education

Engineering

### Company Information

Articles & Databases | Subject Search | Journals & Magazines | Other Tools | Books & More

Try these first:

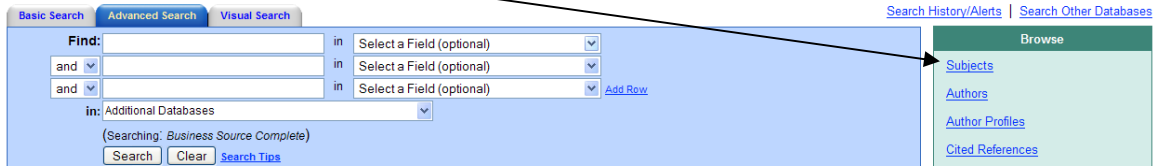
- \*\*\*\*\* [ABI/INFORM Complete \(at ProQuest\)](#)  
Articles, business and management. [more »](#)
- \*\*\*\*\* [Business Source Complete \(Business Searching Interface\)](#)  
Articles, some peer-reviewed, company information. [more »](#)

Tips

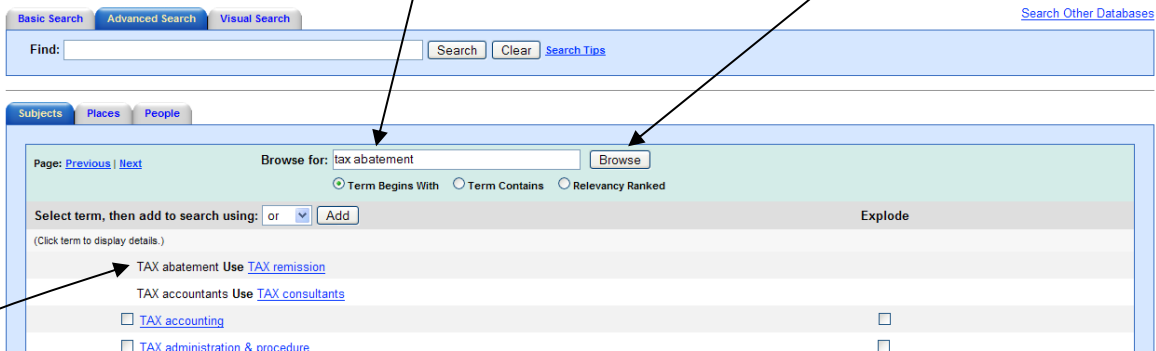
- Database search tips
- Have a citation?
- Finding a peer-reviewed article
- How to cite
- Problems accessing a database?

5. On the next page, choose one of the databases listed under “Try these first” (we will use Business Source Complete in this example).

6. Click the **subjects** link, located in the pane labeled “**Browse**” at the far right.



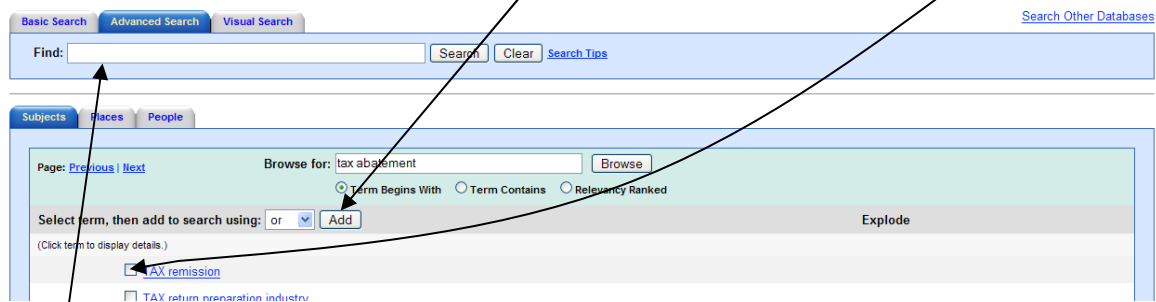
7. To find the subject heading for the topic you have in mind, enter a term that describes the topic in the “**Browse for**” box, then click the **browse button**.



8. You will be taken to a list of subject headings used by your chosen database. This list is known as the thesaurus. The thesaurus is arranged alphabetically, and will begin at the point at which your term is located. **If the term you enter is not used by that database as a subject heading, you will see your term, then the word "use," followed by the correct subject heading.**

9. Next, click the correct subject heading to be taken to the place in the thesaurus where it is located.

10. Your term should be first on the next list. Place a check mark in the **box** to the left of the heading and click the **add button**. This will transfer the heading to the



**find box** near the top of the screen. Finally, click the search button to the right of the find box to see a list of all articles filed under that subject heading.

If you have any further questions about searching in Galileo, please contact Michael Wilson at 678-260-3563 or [mwilson@shorter.edu](mailto:mwilson@shorter.edu).