



Finding Articles Using Galileo: Database Searching

1. Go to the Galileo home page at 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.

The screenshot shows the GALILEO Scholar homepage. At the top, there's a blue header with the GALILEO Scholar logo and navigation links: Home, About GALILEO, Contact Us, and Help. Below the header, a yellow navigation bar contains tabs: Browse by Subject, Browse by Type, Databases A-Z, Journals A-Z, and Search. The 'Browse by Subject' tab is active. Below it, a section titled 'Select a subject from the list below:' displays a grid of subject categories. The 'Company and Industry Information' category is highlighted with a dashed black box, and an arrow from step 3 points to it. Other categories include Arts and Humanities, Business and Economics, History, Literature, Language, and Literary Criticism, Math, Medicine and Health, Science and Technology, Social Sciences, and Spanish/Español Resources. On the right side, there's a 'Getting Started' section with links like 'What can I do in GALILEO?', 'Finding articles in GALILEO', and 'Help finding a specific article'. Below that is an 'About Shorter University' section with links to 'Livingston Libraries', 'Livingston Library Catalog', and 'The Periscope'. At the bottom right, there's an 'In the Spotlight' section.

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

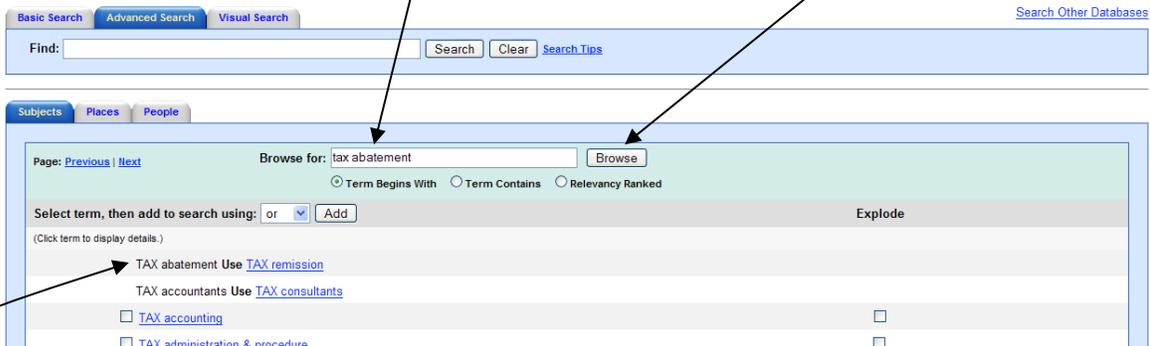
The screenshot shows the GALILEO Scholar interface after clicking on 'Company and Industry Information'. The 'Company Information' section is active, and the 'Articles & Databases' subcategory is selected. On the left, a sidebar shows a list of subject categories, with 'Company and Industry Information' expanded to show subcategories: Company Information, Consumer Information, and Industries and Trade. The main content area displays 'Try these first:' followed by two database entries: '***** ABI/INFORM Complete (at ProQuest)' with a 'more »' link, and '***** Business Source Complete (Business Searching Interface)' with a 'more »' link. An arrow from step 4 points to the 'Business Source Complete' entry. On the right, a 'Tips' box contains links for 'Database search tips', 'Have a citation?', 'Finding a peer-reviewed article', 'How to cite', and '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.



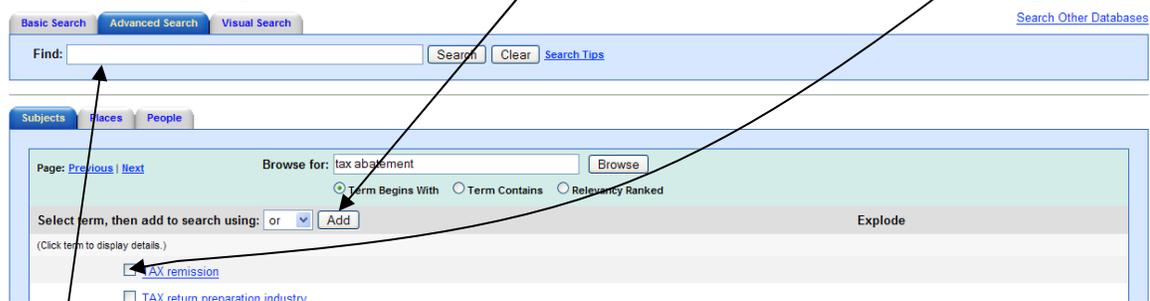
7. To find the subject heading for the topic you have in mind, enter a term that describes the topic in the “**Browse for**” box, then click the **browse button**.



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.