What is Gale/InfoTrac and what can it do for you?

Many college classes require students to do "research" - that is to find information about something. One of the quickest and easiest ways is to find articles from "periodicals." "Periodicals" is the term used by schools and libraries for magazines, journals, and newspapers. Articles are usually short, often easy to find, and very current. A popular way to find articles is to search for them using "online databases." These "online databases" are just collections of articles that can be accessed through the library's web page.

One company that provides online databases is InfoTrac, which is a subsidiary of the Gale/Cengage Company. These Gale/InfoTrac databases are collections of articles from periodicals and the articles in them are just as they were published except that you can get to them online. Since they are online, they can be used 24 hours a day, 7 days a week from any location with internet access.

Why do database companies like Gale/InfoTrac offer different databases? Many of the different databases are focused on one subject or idea. For example, the Gale/InfoTrac Health Reference Center Academic database has articles about nursing, medications, therapies, new drugs, etc.

What are the Gale/InfoTrac databases?

The library at Henderson Community College subscribes to a package of Gale/InfoTrac databases. They are:

- **Academic OneFile** - Academic OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects, Academic OneFile is both authoritative and comprehensive. Millions of articles available in both PDF and HTML full-text with no restrictions, researchers are able to find accurate information quickly. Includes full-text coverage of the *New York Times* back to 1995. Updated daily.

- **Computer Database** - Use this database to find computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

- **Nursing and Allied Health Collection** - All aspects of the Nursing profession -- from direct patient care to health care administration -- are covered in this collection. Including nearly 400 titles, this collection's current and authoritative content will be of use to both professionals already working in the field as well as students pursuing a nursing-focused curriculum.

- **Physical Therapy and Sports Medicine Collection** - This collection includes over 100 titles covering the fields of physical therapy and sports medicine. Covering a wide spectrum of information, researchers will have access to a diverse, but focused set of topics in the field, including proven treatment techniques, experimental research theses, and many more.
• **Pop Culture Collection**- Made up of more than 100 subject-appropriate full-text periodicals, this collection provides useful information for any researcher in a social science, history, art or liberal arts course.

• **Psychology Collection**- This collection gives individuals a basic understanding of the study of the mind, emotions and how the human mind develops -- and diminishes -- over time. Instant access to 200 subject-appropriate full-text periodicals.

• **Religion and Philosophy Collection**- Users of this collection can research different religions, philosophies and how they impact our daily lives.

• **Health Reference Center Academic**- Multi-source database provides access to the full text of nursing and allied health journals, plus the wide variety of personal health information sources in InfoTrac's award-winning Health Reference Center. All in a single, easy-to-use database, the material contained in this database is intended for informational purposes only.

• **Small Business Collection**- Perfect for business schools and entrepreneurs, this compilation provides insights, tips, strategies and success stories. Users will find hundreds of full text subject-appropriate periodicals.

• **Vocations and Careers Collection**- Offering content from nearly 400 journals, this collection provides content from general career guides to highly specialized industry journals.

• **War and Terrorism Collection**- A definitive periodical collection of hand selected titles for analysts, risk management professionals and students of military science, history, social science.

• **World History Collection**- This compilation of journals provides robust and balanced coverage of this field, useful both to the novice historian as well as to the advanced academic researcher.

• **Agriculture Collection**- Comprised of nearly 200 titles, researchers will have access to current and authoritative content that spans the industry -- from practical aspects of farming to cutting edge scientific research in horticulture.

• **Business Economics and Theory**- With a strong emphasis on titles covered in the EconLit database, this collection provides academic journals and magazines focusing on topics in economics. Perfect for business classes, users will find more than 150 full-text journals to support their research.

• **Communications and Mass Media Collection**- This collection provides current and accurate information from more than 100 journals focused on all aspects of the communications field. Key subjects covered include: advertising and public relations, literature and writing, linguistics, and many more.

• **Criminal Justice Collection**- Whether studying to become a lawyer or law enforcement officer, paralegal, or for a career in Homeland Security, this collection rises to the challenge. Users will have access to 150 journals.

• **Diversity Studies Collection**- A must-have for social science, history and liberal arts coursework, this collection explores cultural differences, contributions and influences in our global community. This set includes more than 150 journals.

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• **Environmental Studies and Policy Collection**- A collection of over 800 journals and 6 subject specific Delmar reference titles provide robust coverage of environmental issues and policies, including diverse perspectives from the scientific community, governmental policy makers, as well as corporate interests.

• **Fine Arts and Music Collection**- With more than 100 full-text magazines and journals covered in databases such as the Wilson Art Index and RILM, this collection provides students with resources to support research in areas such as drama, music, art history, and filmmaking.

• **Gender Studies Collection**- This collection of journals aims to provide balanced coverage of this significant aspect of our culture, covering such topics as gender studies, family and marital issues, health aspects, and many more.

• **Home Improvement Collection**- With this collection of nearly 100 home improvement focused titles, hobbyists and professional carpenters alike will immediately put their projects on a more solid foundation. Coverage includes such topics as architectural techniques, tool and material selection, zoning requirements, and many more.

• **Information Science and Library Issues Collection**- Comprised of content from more than 100 leading industry journals, this collection provides current and accurate information for this fast-moving field. Information professionals and other knowledge workers - from the research specialist to the information architect - will find appropriate and useful information in their areas of expertise, including such topics as information infrastructure, data processing techniques, metadata architectures, and more.

• **Health and Wellness Resource Center and Alternative Health Module**- Provides instant access to carefully compiled and trusted medical reference materials. Includes nearly 400 health/medical journals, hundreds of pamphlets, over 700 health-related videos from partner Healthology, Inc., and articles from 2,200 general interest publications in addition to a broad collection of Gale reference titles. Material contained in this Resource Center is intended for informational purposes only.

**How do you access the Gale/InfoTrac databases?**

The library acquires these databases through subscription. Companies like Gale/Cengage are profit-driven, so they require that users access their databases either with computers on campus or by entering your KCTCS username and password if accessing the databases from home.

- Your first step is to navigate to the Henderson Community College homepage at [www.henderson.kctcs.edu](http://www.henderson.kctcs.edu).

- Then click on the "Academics" link near the center left of the screen.
• On this page, move the cursor to the "Library" link located on the left side of the screen and click.

On-Campus Users:

• Click on the "Gale/InfoTrac" link under the "Quick Links" column.
Off-Campus Users:

- On the library's main web page, click on the "Click Here" link located within the sentence, "If you are off-campus, Click Here, to access the databases."
• You will be prompted to enter your username and password. Use the same password you use to log in to the campus computers and your campus email account.

![Login Form]

• Click on "Gale/InfoTrac/PowerSearch Databases" link.

The InfoTrac/Gale main page will open and it will display a list of all of the databases available through Gale. You can choose to search in either an individual database or multiple databases.

• To search through all of the databases, click on the "Select All" button at the top of the list. Once a check mark appears in each box to the left of the title, click on the "Continue" button located below the "Search" box.
- To select an individual database, click on the title of that database.

**How do I find Gale/InfoTrac's "Help" instructions?**

Each of the databases (except the *Health and Wellness Resource Center*) allow you to access the "Help" screens via a toolbar located at the top of the Gale/Cengage page.

- Move your cursor to the "Tools" option and click on "Help" to open the Help menu.
- Move your cursor to the option entitled "Ways You Can Search." Click on this chapter.

To access "Help" instructions in the Health and Wellness Resource Center, look for the "Help" option in the top right corner of the page next to the logo, "Gale/Cengage Learning."

- Click on this link and the "Help" menu for this database will display.
Move your cursor to the option entitled, "General Searching." Click on this chapter.

Basic searching instructions will display on your screen. You may also wish to select the "Advanced Search" or "Using Operators and Wildcards in Your Search" from this page or from the Table of Contents.

How do you find articles in the Gale/InfoTrac databases?

- To conduct a "Basic Search," type in either an individual word or a phrase in the Search box. Click on the "Search" button.
Please note that Gale/InfoTrac sees two or more words as a phrase and searches for that phrase. If you want to combine terms, use the three "Boolean operators:" "and," "or," "not." For extended instructions on how to use these three "logical operators," use Gale/InfoTrac's "Help" chapter entitled, "Search Tips."

You may limit your search to "fine tune it" by using the options in the "Refine Results" box. Full-text articles are articles that offer the entire article - not just a citation. "Peer-Reviewed Publications" is the term used by Gale/Cengage to identify scholarly journals.

After each search, a Gale/InfoTrac screen opens that give you the results of that search.
How do you read and use the results of a search?

After a search, Gale/InfoTrac displays a Results screen which divides all of the articles found into different categories with a different link for each category. The categories are:

- Magazines
- Academic Journals
- Books (sections from online books)
- News (articles from newspapers)
- Images
- Videos

The number displayed in each tab shows you how many articles were found in that format.

Within each link, all of the articles are listed in descending order with the newest articles first.

Under the citation of each article is a word or phrase that tells you how much of the article is available. If the phrase is "Full-text," then the entire article is available. If the word is "Abstract," then only an abstract (short description) of the article is available. If the word is "Citation," then all you get is the citation with no other description of the article.
If an article that you are interested in is available only as a citation or abstract, you might want to see if it is available in full-text through one of our other online database providers, such as EBSCO or ProQuest. Look at the appropriate Learning Unit(s) for instructions on how to use other databases. Articles not available through the library databases can also be requested through Interlibrary Loan.

- To move between links, move your cursor from one link to another. Click on the new link.
If Gale/InfoTrac finds more than 20 articles, it will offer multiple pages with 20 citations per screen.

- To see more than the first 20 articles, click on the "forward arrow" button located below the list of articles.

- To read an article, move your cursor to the title of the article. Click on the title. Gale/InfoTrac will then display whatever portion of the article is available.
How do you Print, Save, and e-Mail articles?

When the article is displayed, a small "Tools" box appears next to the right margin. This box allows you to print, save, or email the article.

- To print the article, move your cursor into the "Tools" box and onto the "PRINT" option. Click on this and follow the instructions that appear.

- To e-mail the article, move the cursor into the "Tools" box and onto the "E-MAIL" option. Click on this and follow the instructions that appear.

- To save the article, move your cursor into the "Tools" box and onto the "DOWNLOAD" option. Click on this and follow the instructions that appear.

- A very handy option in the "Tools" box is "CITATION TOOLS." If you click on this, InfoTrac will show you examples of how to cite the article using different citation styles, such as MLA or APA.

How do you disconnect from Gale/InfoTrac?

- When you are finished, move your cursor to the home page icon (the little house symbol) and click on it.
Remember: If you need assistance at any time, please do not hesitate to ask the Library Staff!