**Step by Step with Discover GALILEO**

**What is GALILEO?**

GALILEO is where you will find scholarly resources for your courses—both books in GPC Libraries and articles in scholarly journals. Discover is a search tool found on the GALILEO homepage.

**Where do I find GALILEO?**

Find it from the Library homepage:

Or log into iCollege and click the GALILEO link on the top banner:

**How do I search?**

Enter one or more key words in the Discover GALILEO search box.

- Type any number of words in a series. (Discover will automatically join them with “AND.”)
- Enclose an exact phrase in quotes (“Barry Bonds”).
- Add an * to cover different endings (Mexic* for Mexico, Mexicans).
- If you want a Boolean search, select Basic Search, then Search Options to make the change.

**Tip** Do not type a whole sentence or question as your search. It won’t work.
Here’s an example:

Whoa, that’s a lot of results!

Yes, that’s a major problem of Discover GALILEO—a huge number of results and the ones you need might not be on the first page. You’ll need to narrow the focus or rearrange the results. Do this in a number of ways.

Reduce Results

1. The easiest way to reduce results is to add some more specific keywords to the search. For example if “Barry Bonds” and “Hall of Fame” are added to the search, results go from over 65,000 to 4,921.

2. Another way is to “Refine your results” in the left column.

   Limit to articles you can read immediately

   Limit to only scholarly journals, sometimes required by professors

   Limit to only items owned by GPC

   Use the slider to pick a date range

   See other options for narrowing.

   The search will automatically update each time you add another criterion.
When you limit to “Full Text,” you may see a “Find it” button which will send you to a different database to view or listen to the content.

3. There are many other ways to limit the results in the left column, including choosing a specific type of resource. It might be especially helpful to look at subject suggestions.

Re-sort Results

The default results list will have the “most relevant” items listed first. If you need up-to-the-minute information, you can change the sort to most “Date Newest” to see the most recent articles first.

Tip Remember that you can also limit to recent articles using the date slider!

Using the Articles

The results list displays information such as title, author, journal name, number of pages, etc. HTML or PDF links under the title link to the full text of the article. Hover your mouse over the magnifying glass next to a title to see an abstract (summary) to help you determine if this article meets your information needs.
Tools

Click on the title of an article you want. In the right column, you’ll see a toolbar.

Email the article to yourself so you’ll have the full text and all citation information you need for your bibliography.

Discover GALILEO will help you with a computer generated citation. Be sure to edit it for form and font.

Use the slider on the right to choose the correct citation style, but remember that you must edit it to make it perfect. Be aware that MLA Style uses Times New Roman font.

To learn how to build a citation from information about an article, view this short video:

http://www.youtube.com/watch?v=Er9PsZZc9BM&feature=youtu.be&noredirect=1

If you need more guidance on using Discover GALILEO, come see a friendly GPC Librarian.