



Gale is an online search platform that offers a wide-range of sources geared to different academic levels—from elementary to college. Divine Word College students have access to 42 Gale Titles making it a comprehensive source of information. Gale calls its individual databases “Titles.” A database/title is a searchable collection of information.

[Use this guide to access and search Gale.](#)

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Access Gale

1. Go to the **Divine Word College** website (<https://www.dwci.edu/>)
2. Hover your cursor over **Academics** and click [Matthew Jacoby Library](#)
3. Click **Online Resources**



4. Click **Gale Reference**

Online Resources

eCatalog: We have recently implemented a new Integrated Library System. You can now search for and identify library materials that will aid you in your studies. In addition, by logging onto the eCatalog, with your username and password, you are able to manage your library account and recommend items for purchase. Contact the library staff to obtain a username and password.

Credo Reference: Get definitions, illustrations, pronunciations and other useful information from this collection of hundreds of subject encyclopedias and dictionaries.

EBSCOhost: A comprehensive index to many hundreds of magazines, newspapers and other resources. Includes images of actual documents.

Encyclopedia Britannica Online: Britannica Online is a well-known encyclopedia publisher.

Gale Reference

State Library of Iowa

WorldCat: A worldwide catalog listing over 274 million books, periodicals, films, CDs, maps and other items in 485 languages held by more than 71,000 libraries around the globe.

Mango: Mango prepares learners for realistic conversations and strengthens everyday communication skills in over 70 world languages, including English.

Transparent Languages: Radically better language learning, in one complete experience.

5. Or go to <https://www.galepages.com/divinewc/>

6. Off-campus users will need a password to login. Call Mr. Daniel Williams to receive this information. *Due to security reasons, we cannot post this information or send it via email.

7. Browse Gale Titles or conduct a Quick Search

Divine Word College

Resources

Studio

Resources

All Titles

Business

Careers

Education

General

Health

History

Hobbies

Humanities

Kids

Law

Literature

Magazines/Journals

Newspapers

Science

Spanish

All Titles

GALE ONEFILE

ACADEMIC ONEFILE

Complete source for peer-reviewed scholarly articles across all academic disciplines

GALE ONEFILE

AGRICULTURE

Articles on farming, horticulture, and agriculture-related fields

GALE

BOOKS AND AUTHORS

Lively reviews and recommendations make book selection fun.

GALE

BUSINESS INSIGHTS: ESSENTIALS

News, stats and reports provide in-depth coverage of companies and industries.

GALE

CHILTON LIBRARY

Authoritative automotive repair covers the most popular vehicles of the past 30 years.

GALE ONEFILE

COMMUNICATIONS AND MASS MEDIA

Articles on advertising and public relations, linguistics, and related fields

GALE ONEFILE

CRIMINAL JUSTICE

Articles on law, law enforcement, security, terrorism, and more

GALE ONEFILE

CULINARY ARTS

Recipes, restaurant reviews, industry information, and more

GALE ONEFILE

DIVERSITY STUDIES

Articles that explore cultural differences, influences in society, and more

GALE ONEFILE

ECONOMICS AND THEORY

GALE ONEFILE

EDUCATOR'S REFERENCE COMPLETE

GALE ONEFILE

ENTREPRENEURSHIP

Quick Search

GALE

Power Search

Search Resource

Search for a Source in Gale

There are many different ways to search for information in Gale. Below are directions for using Gale Power Search, which searches all of Gale's titles simultaneously. You can narrow your search by searching individual title such as Gale OneFile Religion and Philosophy or Gale OneFile Psychology. The search techniques are the same across Titles.

Search all **Gale Titles** at once

Quick Search

GALE

Power Search

Search Resource

Search a specific **Title**

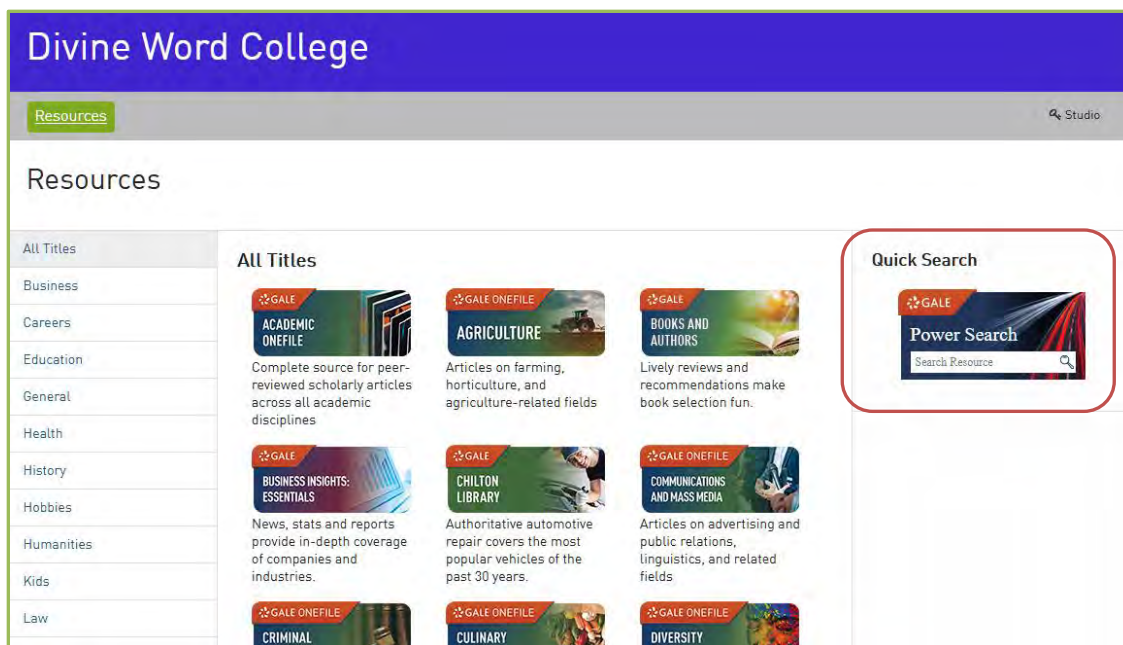

GALE ONEFILE
PSYCHOLOGY
Articles on personality, the human mind, memory, and more

GALE ONEFILE
RELIGION AND PHILOSOPHY
Articles on world religions, philosophies, and related fields

GALE ONEFILE
DIVERSITY STUDIES
Articles that explore cultural differences, influences in society, and more

Quick Search

1. Go to **Gale** <https://www.galepages.com/divinewc/>
2. Click the **Power Search** image (located at top right-hand side)



Divine Word College

Resources Studio

Resources

All Titles

Business

Careers

Education

General

Health

History

Hobbies

Humanities

Kids

Law

GALE ONEFILE
ACADEMIC ONEFILE
Complete source for peer-reviewed scholarly articles across all academic disciplines

GALE ONEFILE
AGRICULTURE
Articles on farming, horticulture, and agriculture-related fields

GALE ONEFILE
BOOKS AND AUTHORS
Lively reviews and recommendations make book selection fun.

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CHILTON LIBRARY
Authoritative automotive repair covers the most popular vehicles of the past 30 years.

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COMMUNICATIONS AND MASS MEDIA
Articles on advertising and public relations, linguistics, and related fields

GALE ONEFILE
CRIMINAL JUSTICE

GALE ONEFILE
CULINARY

GALE ONEFILE
DIVERSITY

Quick Search

GALE
Power Search
Search Resource

3. Enter your search term(s) (title, author, keyword etc.) in the **Search Box**

My Library: Divine Word College

Change Databases English Sign in with Google Sign in with Microsoft

GALE

GALE POWER SEARCH

Search...

Advanced Search

Title List Search History Get Link Highlights and Notes

SEARCH TOOLS

Topic Finder
Visualize connections between search terms and topics and view relevant articles for those topics.
[Go to Topic Finder >>](#)

Subject Guide Search
Search our subject index to find articles tagged with specific subject terms.
[Go to Subject Guide Search >>](#)

Publication Search
Search through the publications available in *Gale Power Search*.
[Go to Publication Search >>](#)

4. Click **enter** on your keyboard or click the **magnifying glass**

My Library: Divine Word College

GALE

GALE POWER SEARCH

teach elementary students|

Advanced Search

5. Filter results by source type. The default is **Magazines**.

SHOWING RESULTS FOR

Magazines (259) Academic Journals (330) Books (19) News (2,543) Images (1) Videos (10)

6. Optional: **Filter your results**. Full text is checked by default, but make sure that it is checked if you are looking to read an entire article or book.

FILTER YOUR RESULTS

Publication Date	Subjects	Document Type
Publication Title	Lexile Measure	Search Within

☒ Full Text Documents
☐ Document Contains Images

Advanced Search


1. Go to **Gale** <https://www.galepages.com/divinewc/>
2. Click the **Power Search** image (located at top right-hand side)
3. Click **Advanced Search**

4. Enter search terms in the search boxes. The default is by **Keyword**.


SEARCH OPTIONS
Advanced Search Subject Guide Search Publication Search Topic Finder



Advanced Search



Search for	<input type="text"/>	in	Keyword
And	<input type="text"/>	in	Keyword
And	<input type="text"/>	in	Keyword


5. Optional: Use the drop-down menu  to change search
Gale provides numerous options. Try out different searches.

Advanced Search

Search for in  Keyword

And  in  Keyword

And  in  Keyword

[Add a Row](#) 

MORE OPTIONS

☒ Documents with Full Text

☐ Peer-Reviewed Journals

☐ Document Contains Images

by publication date(s):

☒ All Dates ☐ Before ☐ On ☐ After ☐ Between

by document type:

by publication title:

Keyword

Keyword

Basic Search

Entire Document

Subject

Abstract

Author

Brand Name

Company Name

Gale Document Number

Document Title

Document Type

Edition

ISBN

ISSN

Issue Number

Name Of Work

Person - About

Place Name

Publication Country

Publication Language

6. Scroll down to **More Options**. Explore the various limiters in this section. For a research paper, you will want to check the boxes for **Documents with Full Text** and **Peer-Reviewed Journals**.

MORE OPTIONS

☒ Documents with Full Text

☐ Peer-Reviewed Journals

☒ Document Contains Images

by publication date(s):
☒ All Dates ☐ Before ☐ On ☐ After ☐ Between

by document type:

by publication title:

by publication subject:

by Lexile measure:


Lexile measure:

7. Click **Search**

Use Additional Search Tools

Gale offers users additional ways to search. Try using **Topic Finder**, **Subject Guide Search**, or **Publication Search**.


SEARCH TOOLS



Topic Finder

Visualize connections between search terms and topics and view relevant articles for those topics.


[Go to Topic Finder »](#)



Subject Guide Search

Search our subject index to find articles tagged with specific subject terms.

[Go to Subject Guide Search »](#)



Publication Search


Search through the publications available in *Gale Power Search*.

[Go to Publication Search »](#)

Topic Finder

Do you have a topic in mind, but are struggling to find information about it? Use Topic Finder to find related topics and new keywords to use in your search.


1. Go to **Gale**
2. Click on the **Power Search** image
3. Click **Go to Topic Finder**



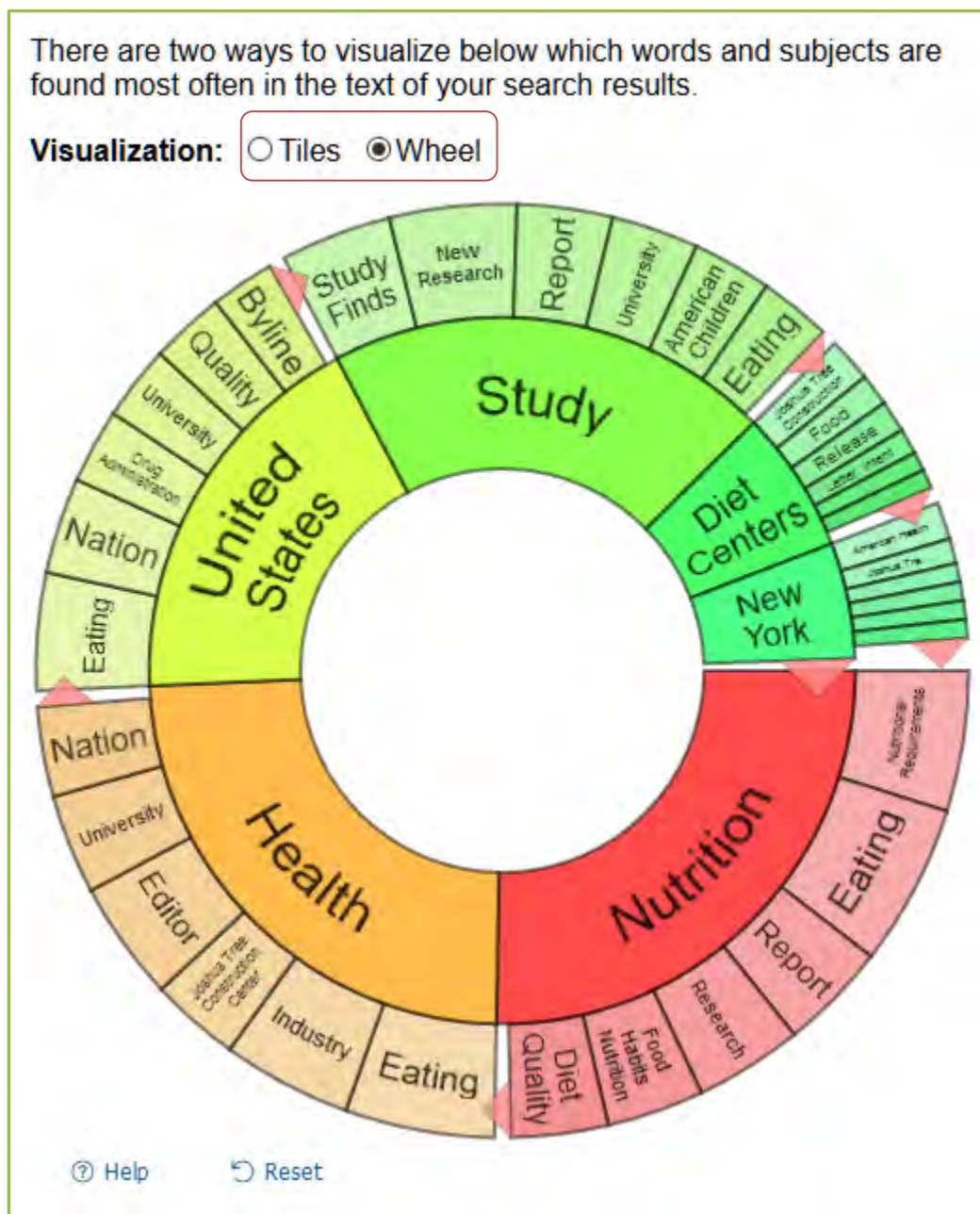
Topic Finder

Visualize connections between search terms and topics and view relevant articles for those topics.

[Go to Topic Finder »](#)

4. Enter your search terms in the search box
5. Press Enter on the keyboard or click the magnifying glass 

6. Optional: Change the **Visualization**. The default is **Tiles**. Click **Wheel** to change the visualization.



7. Click a topic on the wheel or tile. It narrows your original search to results to the documents also containing that subject or term.



Try clicking different parts of the wheel

Clicking “Diet Quality” **wheel wedge** gave 9 resultsRESULTS FOR TOPIC: **DIET QUALITY** (9)[The American diet: a costly health problem](#)

Scientific evidence increasingly suggests that diet plays an important role in the onset of chronic diseases contributing to increased illnesses reduced quality of life and premature death Although there is still...

[Americans] [Diet therapy] [Food habits] [Nutrition disorders] [Nutritional requirements]

[Diet Quality of Americans](#)

9781606927779 Diet Quality of Americans Cole Nancy and Mary Kay Fox Nova Science Publishers 2009 243 pages 6900 Hardcover Nutrition and diet research progress series RA445 A reprint of USDA report FSP08NH dated...

[NEW NUTRITION LABELS WILL DO LITTLE TO BRING QUALITY TO AMERICAN DIET](#)

SANTA MONICA Calif The following information was released by RAND Corp by Deborah A Cohen This commentary originally appeared in the opinion section of FoxNewscom The new Food and Drug Administration guidelines...

[Consumer research] [Diet] [Nutrition] [United States. Food and Drug Administration]

[New Nutrition Labels Will Do Little to Bring Quality to American Diet](#)

Berkeley Frederick S Pardee RAND Graduate School has issued the following news release The new Food and Drug Administration guidelines for labels detailing Nutrition Facts are unlikely to make a significant difference...

[Consumer research] [Diet] [Nutrition] [United States. Food and Drug Administration]

[USDA gives African Americans' diet low score on 'report card'](#)

The quality of the African American diet lags behind that of whites and others according to a report by USDAs

Clicking the “American Diet Revolution” **Tile** gave 6 results


RESULTS FOR TOPIC: **AMERICAN DIET REVOLUTION** (6)

[Revolution at the Table: The Transformation of the American Diet](#)
 Revolution at the Table The Transformation of the American Diet by Harvey Levenstein While foodprocessing giants like General Mills Nabisco Heinz and Van Camp remade American culinary culture in the late 19th...

[New Nutrition Book, American Diet Revolution! Shows How to Regain the Freedom of Good Health](#)
 EASTHAMPTON Morgan James Publishing has issued the following news release Morgan James new release American Diet Revolution The Strength for Life Guide to the Foods We Must and Must Not Eat To Be Leaner and...

[Diet]

[Eating insects: The next revolution in the American diet](#)
 Tufts welcomed chef Joseph Yoon the executive director of Brooklyn Bugs Wednesday April 17 to host an educational workshop on the health and environmental benefits of incorporating insects into the daily American...

[Adler, Sara] [Edible insects]

Subject Guide Search

Subject terms are specific words assigned by a database to describe different sources. Think of them as the “official” terms. You are probably used to searching by keyword, but searching by the subject term can help you find more resources

1. Go to **Gale**
2. Click on the **Power Search** image
3. Click **Go to Subject Guide Search**



4. Enter a keyword, topic, or phrase in the **Search Box**
5. Click **Search**

 A screenshot of the "Subject Guide Search" search interface. At the top is the title "Subject Guide Search". Below it is a search box containing the text "medieval art" and a blue "Search" button. Underneath the search box is a section titled "MORE OPTIONS" containing two checkboxes: "Full Text Documents" and "Peer-Reviewed Journals". Below these is a section titled "by publication date(s):" with radio buttons for "All Dates" (selected), "Before", "On", "After", and "Between". At the bottom is a section titled "by publication title:" with an empty text input box.

The search gave me 4 main **subject terms**: Medieval art, Medieval Art (Nonfiction work), Medieval art objects, and Art Religion, and Politics in Medieval China: The Dunhuang Cave in the Zhai Family (Nonfiction work)

Subject Guide Search Results

SUBJECT TERMS	RESULTS
Medieval art Subdivisions▼ Related subjects	150
Medieval Art (Nonfiction work)	14
Medieval art objects Subdivisions▼ Related subjects	35
Art, Religion, and Politics in Medieval China: The Dunhuang Cave of the Zhai Family (Nonfiction work)	2

6. Click on one of the main **subject terms**

Magazines (44)
 Academic Journals (85)
 Books (1)
 News (20)

44 MAGAZINES
Sort by: Relevance ▼

Search Terms: Subject Guide Search: Medieval art

A tactile world
 Author: John White
 From: *Optometry Today* (Vol. 53, Issue 16)
 Aug. 9, 2013 338 words Brief article, Colum... 1450L
 LOOKING BACK on my childhood, one of my clearest memories is the Saturday morning routine of visiting the local town with my parents to complete the weekly shop. We would wander through the market, browse the specialist...
 Found in *Gale Academic OneFile*

Henry VIII on show, becoming a Punjabber and Romeo at the Globe

FILTER YOUR RESULTS

Publication Date	Subjects
Document Type	Publication Title
Lexile Measure	Search Within

☐ Full Text Documents
☐ Document Contains Images

TOPIC FINDER
 Discover topics and results related to your search.
[Start the Topic Finder](#)

7. Optional: Change **Results**. The default is **Magazines**. Click the document type you are looking for such as **Academic Journals**, **Books**, **News**, **Images**, or **Videos**.

SHOWING RESULTS FOR

Magazines (27,475)
 Academic Journals (11,393)
 Books (277)
 News (146,839)
 Images (11)
 Videos (78)

8. Optional: Click **Subdivisions** to find a narrower subject term

Subject Guide Search Results	
SUBJECT TERMS	
Medieval art	
Subdivisions▼	
by subdivision	Topics ▼
Analysis	(15)
Appreciation	(2)
Cases	(1)
Collections and collecting	(8)
Conferences, meetings and seminars	(1)
Criticism and interpretation	(29)
Discovery and exploration	(1)
Environmental aspects	(1)
Evaluation	(3)
Exhibitions	(46)

9. Optional: Click **Related Subjects** to find broader, narrower, and related terms.

BT	Broader term	A heading for a more general concept
NT	Narrower term	A heading for a more specific concept
RT	Related term	A heading that is closely associated

Subject Guide Search Results

Related Subjects for : [Subject Guide Search](#)

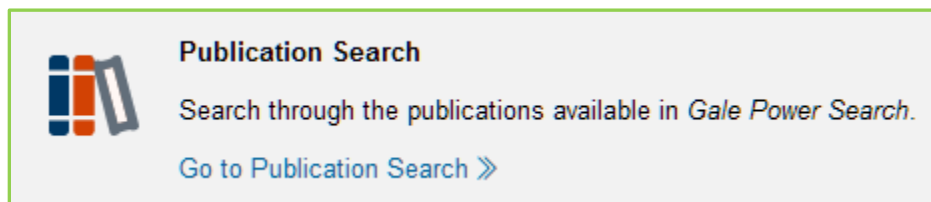
Medieval art

SUBJECT TERMS	SHOW RELATED SUBJECTS BY	RESULTS
	All <input type="button" value="v"/>	
Byzantine art Related Subjects	Narrower Term	91
Georgian art (Transcaucasian) Related Subjects	Narrower Term	5
Gothic art Related Subjects	Narrower Term	83
Medieval architecture Related Subjects	Narrower Term	104
Medieval art Related Subjects		
Medieval painting Related Subjects	Narrower Term	16
Medieval sculpture Related Subjects	Narrower Term	11
Romanesque art Related Subjects	Narrower Term	5
European art Related Subjects	Broader Term	227
Book and manuscript illumination Related Subjects	Related Term	131
Christian art Related Subjects	Related Term	755
Medieval civilization Related Subjects	Related Term	19
Middle Ages Related Subjects	Related Term	3580

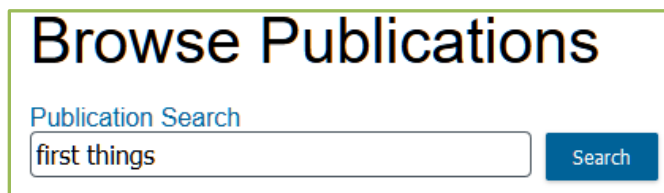
Publication Search

This is a helpful feature if you would like to find sources from a known publisher. For instance, if you would like to see all of the issues of the *First Things* journal, this feature would allow you to find this publication directly.

1. Go to **Gale**
2. Click on the **Power Search** image
3. Click **Go to Publication Search**



4. Enter the publication name in the search box



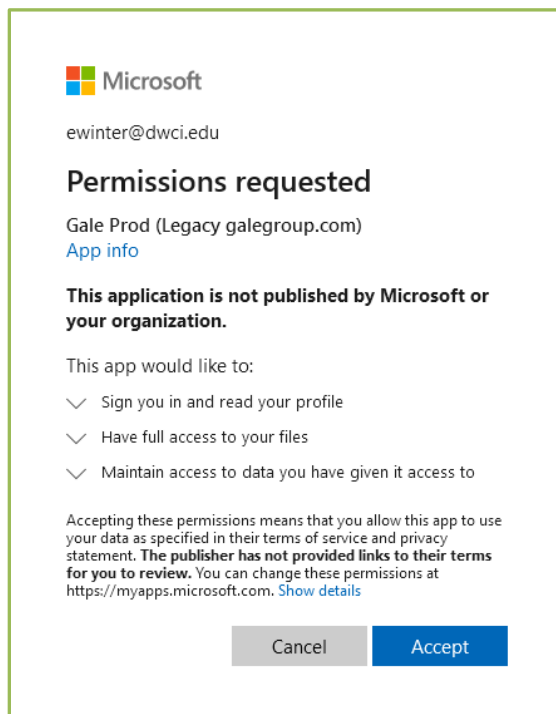
5. Click **Search**



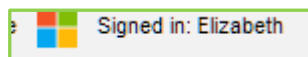
Save Documents, Citations, and Highlights

Gale allows you to save documents, citations, and highlights to your computer or email. Additionally, you can save to your personal Google or Microsoft account. You do not have a personal account in Gale. DWC students can use their dwci.edu email to login.

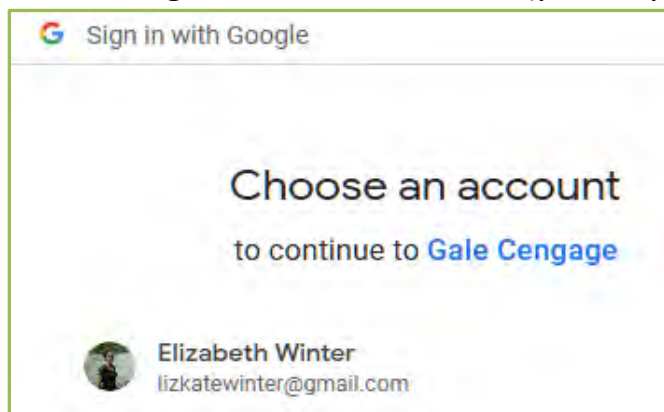
1. Go to Gale
2. Click Power Search Image
3. Click **Sign in with Google** and/or **Sign in with Microsoft** (top right-hand corner)
4. For Microsoft: Click Accept. You will be redirected back to the main page



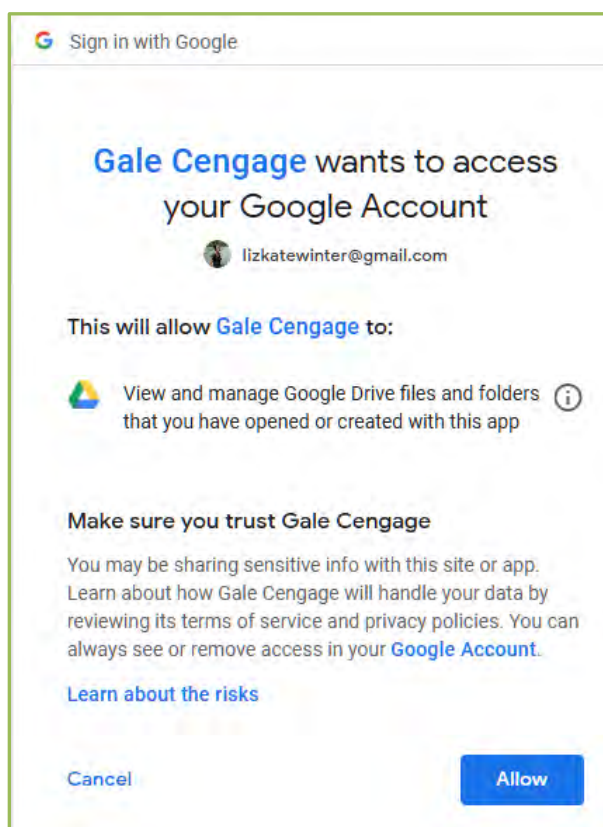
You are now signed in



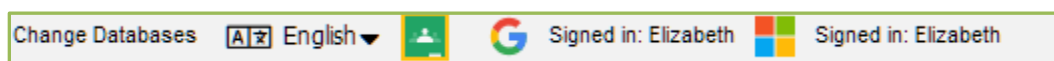
5. For Google: Choose an account (you may only have one)



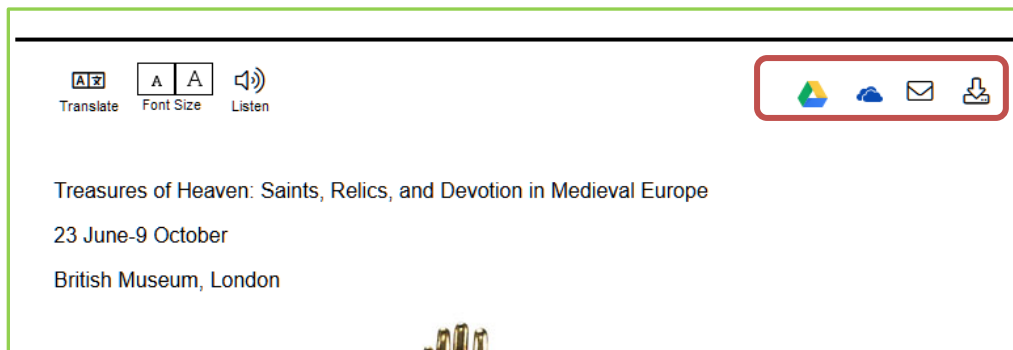
6. Click Allow



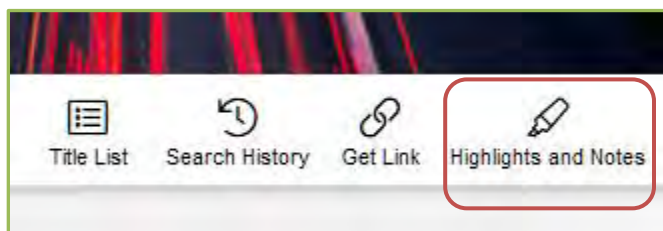
You will be redirected to Gale's main page. You are now signed in.



7. Search for sources and then save **documents**, **citations**, and **highlights and notes** to your personal Google or Microsoft account. You will see icons for save options when you are viewing a search entry.



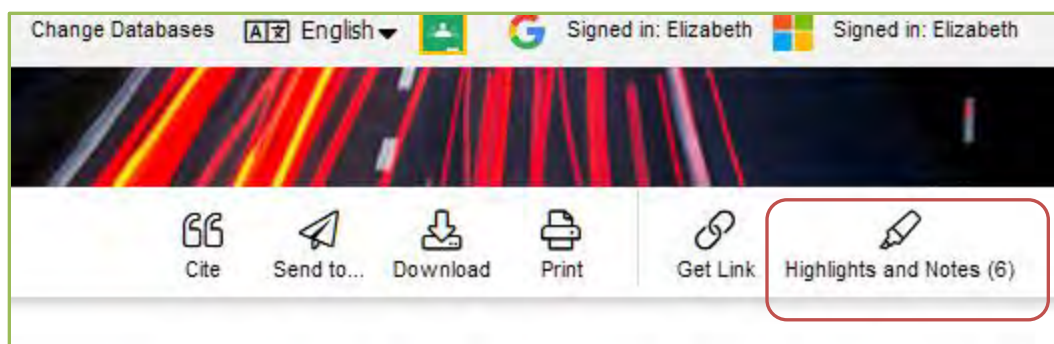
Highlights and Notes can be saved by going to Highlights and Notes (See section below)



Use Highlights, Notes, and Definitions

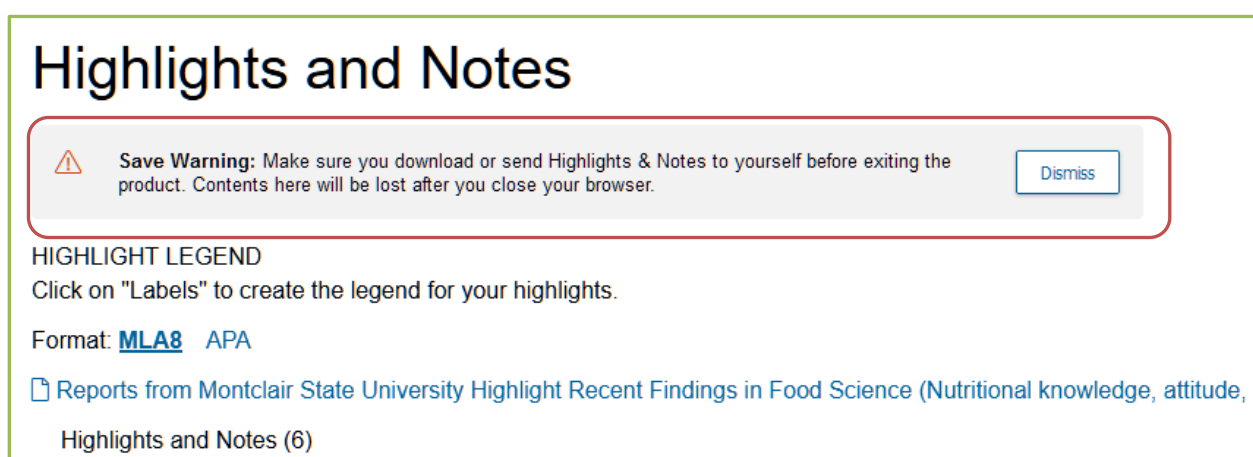
When you are reading a document in Gale, you can highlight sections of the text with your cursor and then choose to highlight, take a note, or define the text.

1. Go to Gale
2. Go to Power Search
3. Search for an article
4. Click on an article
5. Use your cursor to highlight a word or section of the text
6. Once you are done highlighting, taking notes, or defining text (See below for more instructions on each feature), click **Highlights and Notes**

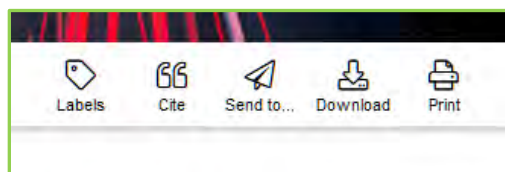


7. Click View all Highlights and Notes

8. Save your **Highlights and Notes**

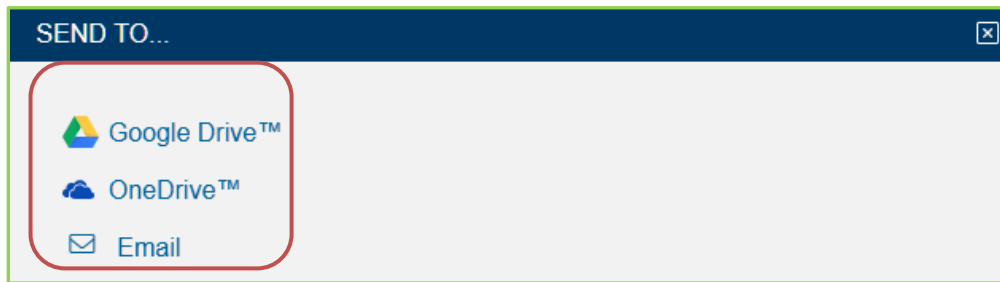


9. Click **Send to...** or **Download**

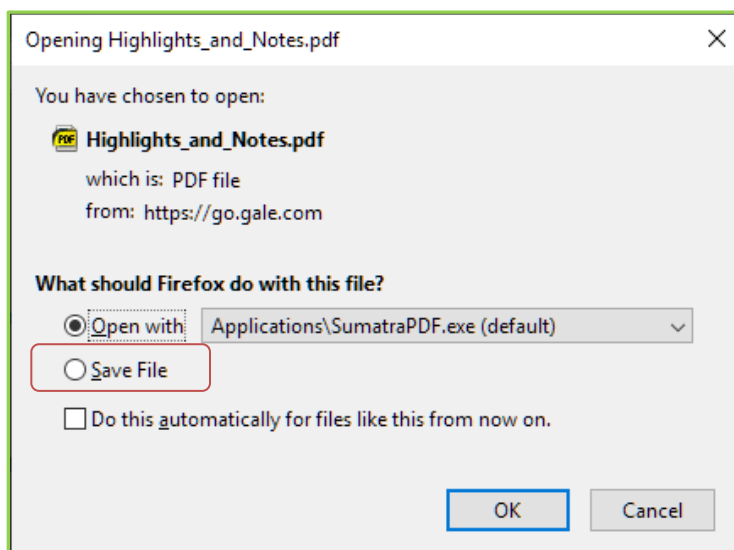


10. Choose **Send To...** or **Download** location

Send to Google Drive, OneDrive, or Email

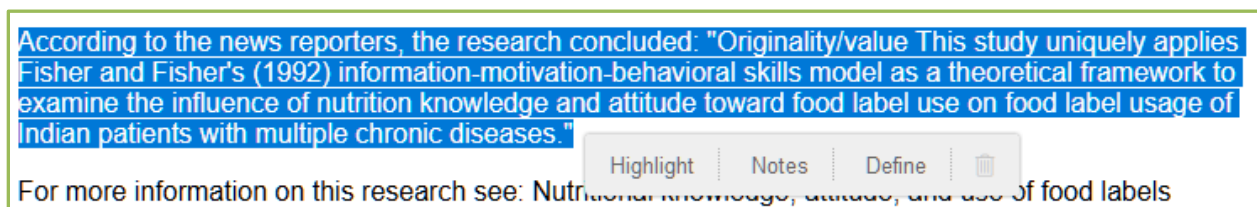


Save to... a folder on your computer

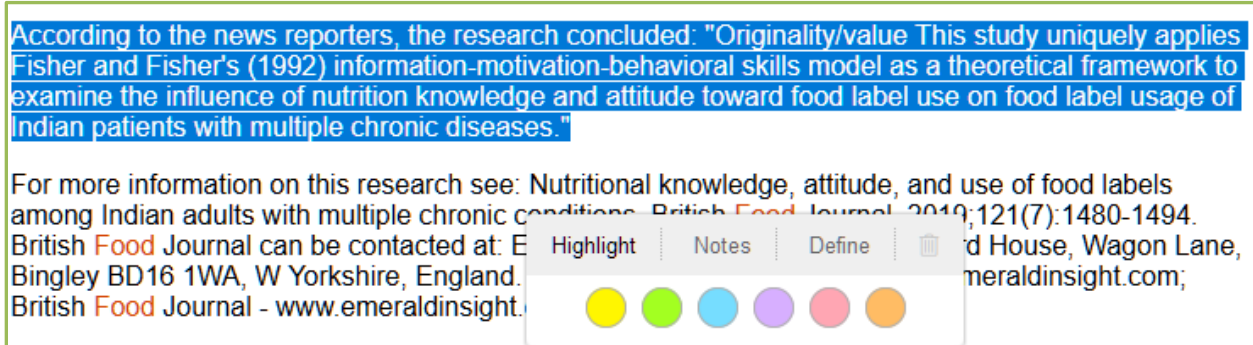


Highlights

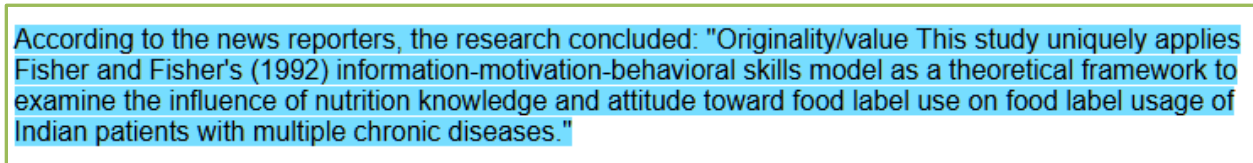
1. Use your cursor to highlight a word or section of the text



2. Click **Highlight**, and then choose a color



The text will now show up in that color until you end your session.

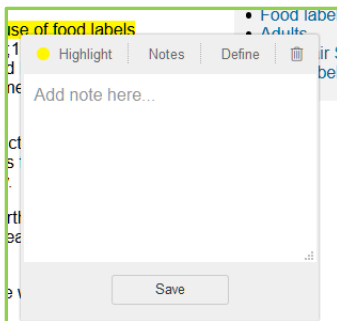


3. Go to **Highlights and Notes** to save to your computer, email, Google Drive, or Microsoft OneDrive account.

Notes

1. Use your cursor to highlight a word or section of the text

2. Click **Notes**



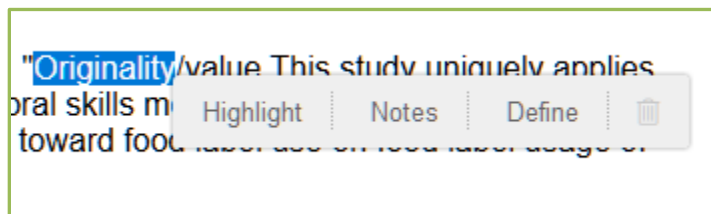
3. Write a **note**

4. Click **Save**. It is now saved until the end of your session.

5. Go to **Highlights and Notes** to save to your computer, email, Google Drive, or Microsoft OneDrive account.

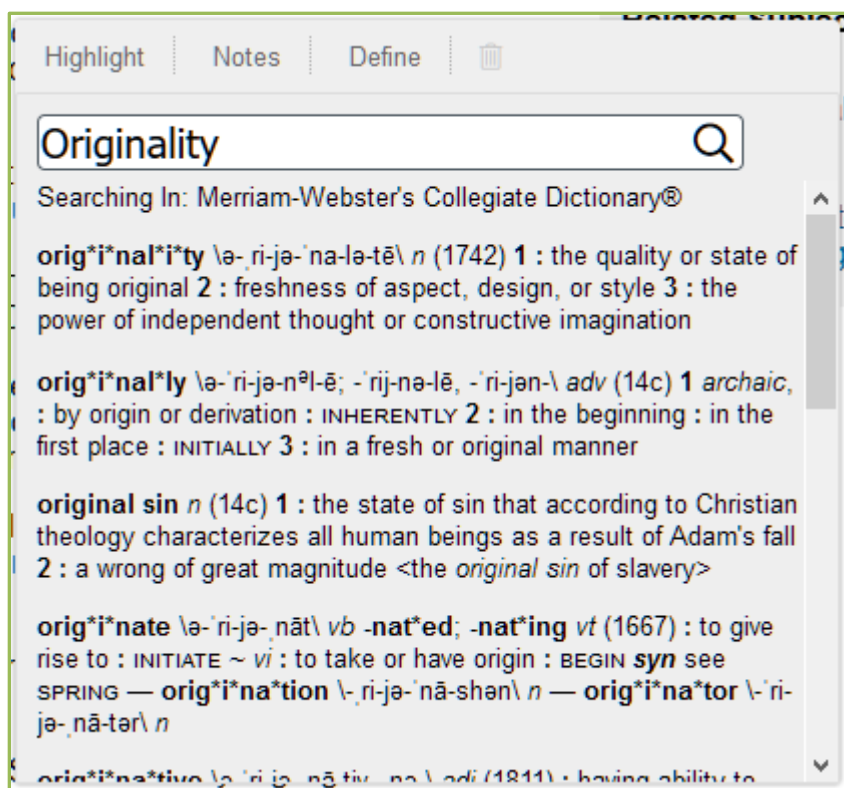
Define

1. Use your cursor to highlight a word



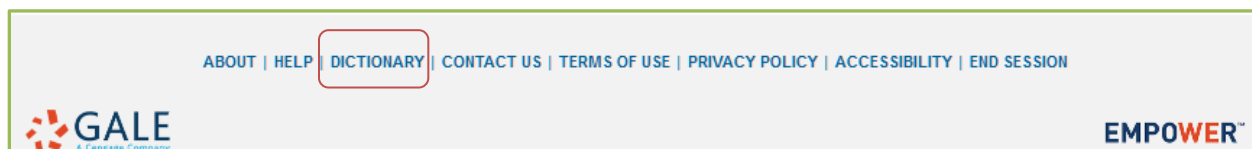
2. Click **Define**

A pop-up box will appear with definitions. Definitions cannot be saved.

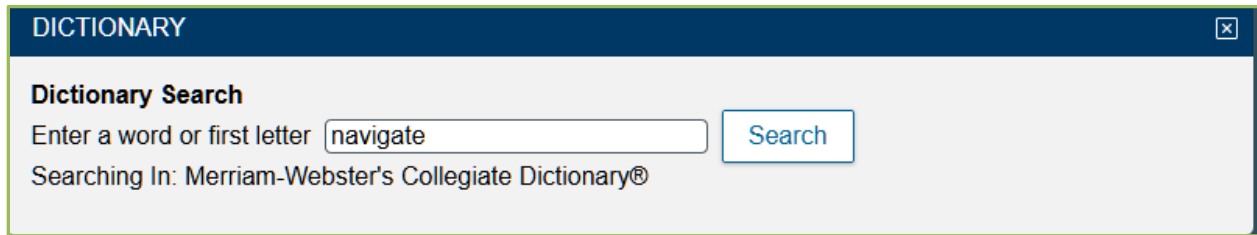


Use Gale's Dictionary Feature

Gale's **Dictionary** is at the bottom of every webpage.



1. Click **Dictionary**
2. Enter a word or first letter in the search box



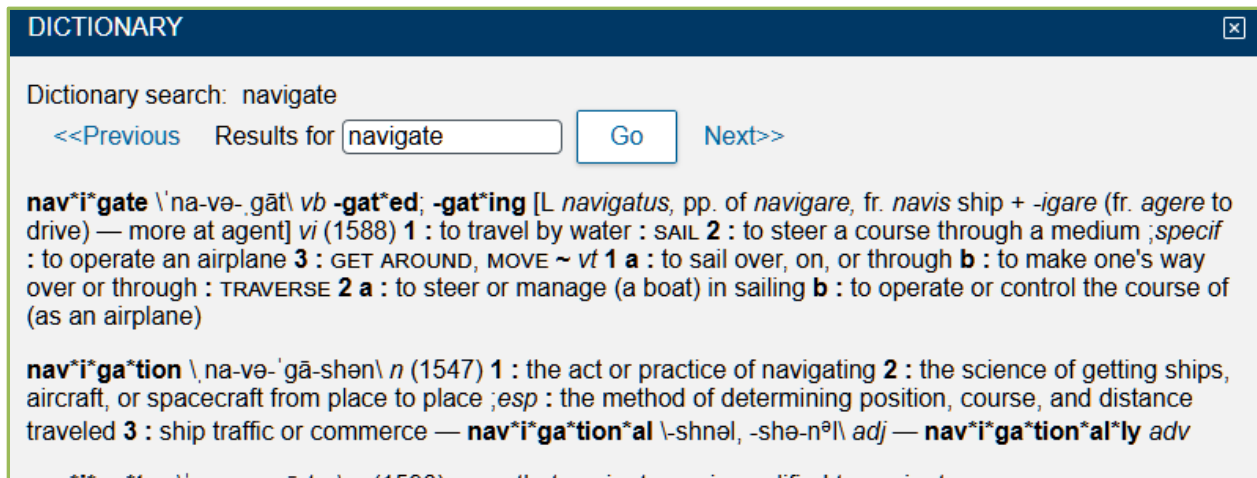
DICTIONARY

Dictionary Search

Enter a word or first letter

Searching In: Merriam-Webster's Collegiate Dictionary®

3. Click **Search**



DICTIONARY

Dictionary search: navigate

<<Previous Results for Next>>

nav*i*gate \ 'na-və- 'gāt\ *vb* -gat*ed; -gat*ing [L *navigatus*, pp. of *navigare*, fr. *navis* ship + *-igare* (fr. *agere* to drive) — more at agent] *vi* (1588) **1** : to travel by water : SAIL **2** : to steer a course through a medium ;*specif* : to operate an airplane **3** : GET AROUND, MOVE ~ *vt* **1 a** : to sail over, on, or through **b** : to make one's way over or through : TRAVERSE **2 a** : to steer or manage (a boat) in sailing **b** : to operate or control the course of (as an airplane)

nav*i*ga*tion \ ,na-və- 'gā-shən\ *n* (1547) **1** : the act or practice of navigating **2** : the science of getting ships, aircraft, or spacecraft from place to place ;*esp* : the method of determining position, course, and distance traveled **3** : ship traffic or commerce — **nav*i*ga*tion*al** \ -shnəl, -shə-nəl\ *adj* — **nav*i*ga*tion*al*ly** *adv*

Non-Academic Titles

Many of Gale's Titles are for academic purposes, but Gale has many other Titles that may be of interest.

1. Go to **Gale** (<https://www.galepages.com/divinewc/>)
2. Browse **All Titles**

Looking for a new recipe to cook? Check out **Culinary Arts**



Recipes, restaurant reviews, industry information, and more

Looking for a new book to read? Check out **Books and Authors**



Lively reviews and recommendations make book selection fun.

Want to learn how to garden? Check out **Gardening and Horticulture**



Articles on the practical aspects of gardening, horticulture, and more

Or how about fix your house? Check out **Home Improvement**



Articles on architectural techniques, zoning requirements, tools, and more

Need Help?

Use these options to find additional help.

Gale Help Page

1. Go to **Gale**
2. Click on the **Power Search** image
3. Click **Help** (bottom of page)

[ABOUT](#) | [HELP](#) | [DICTIONARY](#) | [CONTACT US](#) | [TERMS OF USE](#) | [PRIVACY POLICY](#) | [ACCESSIBILITY](#) | [END SESSION](#)

Help

Home Page

Explore magazines, journals, books, news, and media using powerful search methods.

Search Box

Type terms in the **search box** and then select one of the following options:

- **Basic:** A good all-purpose search
- **Subject:** Find content about a topic
- **Publication:** Find content by its source
- **Entire Document:** Search every word
- **Within:** Search within your results (appears only when viewing search results)

TIP Additional ways to search include **Advanced**, **Subject Guide**, and **Publication**. [Search Tips]

4. Explore **Help Contents**

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Library Help

Ask your librarians for help in-person, by email or by telephone.

Mr. Daniel Williams: dwilliams@dwci.edu or 563.876.3353 x207

Ms. Elizabeth Winter ewinter@dwci.edu or 314.497.0623