HOW TO ACCESS GALILEO
Be sure to always begin at www.point.edu, and not PointLearning!
Select **Library** from the drop down menu at the top of the page under “Academics”
You can access the online Resources by either selecting “Online Resources” from the fly-out menu...
...or from the left-hand menu on the Library webpage.
Select “Galileo”, which is the top link on the “Online Resources” page.
If you are using a computer **not** on the Point University network, you will be asked to login. Your username is your Point email username, and your password is your Point email password.

If you are on the Point University network, you will **not** be asked to login.

Do not use your PointLearning credentials to login!
HOW TO USE GALILEO EFFECTIVELY
Select Databases A-Z, and select “A”
ONLINE RESOURCES: HOW TO USE GALILEO

**Academic Search Complete** is the **largest** database in Galileo.

Academic Search Complete covers a wide variety of information in many fields.

Always start here and move on to other databases **only** if you do not find sufficient information in this database.
Limit your searches by checking the two boxes at left:

- **Full text** (This ensures that you will actually see the article, not just the abstract.)

- **Scholarly journals** (This limits your results to articles written by authorities in the field of research.)
• Search term “adult learners” yielded 879 results – too many to make search viable.

• Limit search by date: change dates to 2011-2013 by typing 2011 in left box dear Publication Date. Hit Update button.
• Limiting date to 2011 – 2013 pared down results to 111.

• This is still too many to successfully research a topic.

• Another way to limit search is to add a search term in search box near EBSCO HOST symbol.

• Terms may be added with **AND**, **OR**, **NOT**.
• Insert search topic

• This topic is so specific that it only returned 7 results, so no additional limiters are needed.

• The two entries below include all the information for the Resources page and other terms to search.
Choose PDF at the bottom of the record.

Wait for article to load – PDF is slightly slower than HTML – but always the best choice – easy to see on what page a quote was located in the original journal.

This the Abstract of article 3. Reading abstracts can inform your decision about using the article.
The right sidebar on a PDF screen gives you options to:

• Add (save) to a folder - enabling you to print or email all info at one time.
• Print
• E-mail
• Save to flash drive
• Cite (more information on the cite feature on the next slide)
Cite – yields the screen above for the chosen article. Choose the desired form.

Note the instruction at the top of the citations – check the form against the current format for the desired form. There may be discrepancies in spacing, capitalization, etc.