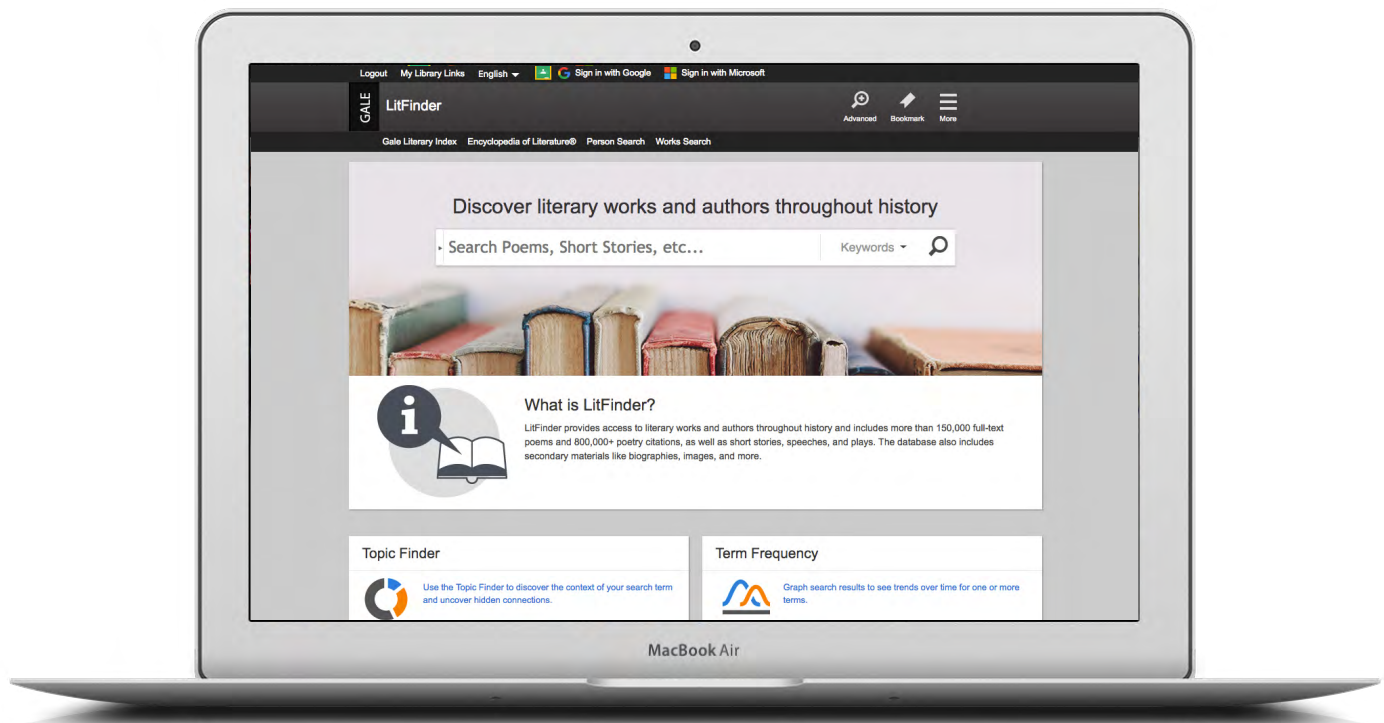# LITFINDER

ACCESS FULL-TEXT POEMS, STORIES, ESSAYS, AND MORE

LitFinder provides thousands of full-text written works ranging from plays by William Shakespeare and poems by Maya Angelou to essays by Ben Franklin and speeches given by U.S. Presidents and world leaders. You'll also find a set of biographies, work summaries, and photographs to provide background on key titles and individuals. Experience the written works of authors throughout history with *LitFinder*.

DISCOVER

Find relevant works from all time periods, all around the world with targeted options like **Advanced Search, Person Search,** and **Works Search**.

READ

Explore thousands of poems, plays, essays, speeches, stories, and more. Enhance your reading experience with tools like **Highlights and Notes**.

SIGN IN

Log in and send documents to a Google or Microsoft account to save over multiple sessions. Access items anytime from Google Drive or OneDrive.

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SEARCHING

Basic Search

Locate relevant results based on your search term(s). Basic search is a good place to start your research.

Advanced Search

Customize your search with more limiting options to target relevant results.

You can combine search fields like those below to create a complex search for specific results.

- Select **Keyword** to search "hot spots" of documents, including citations, subject headings, and the beginning text. This is a good general option to start your search.
- Pick **Name of Work** to find poems, essays, novels, or other written works by title.
- Use **Author - Items By** to discover items by a specific writer.
- Pick **All Text** to search within the entire text of documents for any mention of your terms. Find precise phrases within results, or locate works that touch on specific concepts.
- Select drop-down **search operators** to connect your search terms. **AND** ensures your results mention both terms. **OR** broadens your search to results mentioning either term. **NOT** excludes a term.

Use **More Options** in combination with search terms, or on their own for a broad view of available content.

- Click to limit results to **Full Text Documents**.
- Select **Content Type(s)** to specify broad categories of results, like multimedia or biographies.
- Choose **Type of Work** to focus on specific types of results, like novels or plays.

Person Search and Works Search

Specify characteristics like century, author nationality, and author gender, or enter a name or title to generate a list of matching writers or works within *LitFinder*. Then click to access results. These search options can help you identify authors and titles of interest.
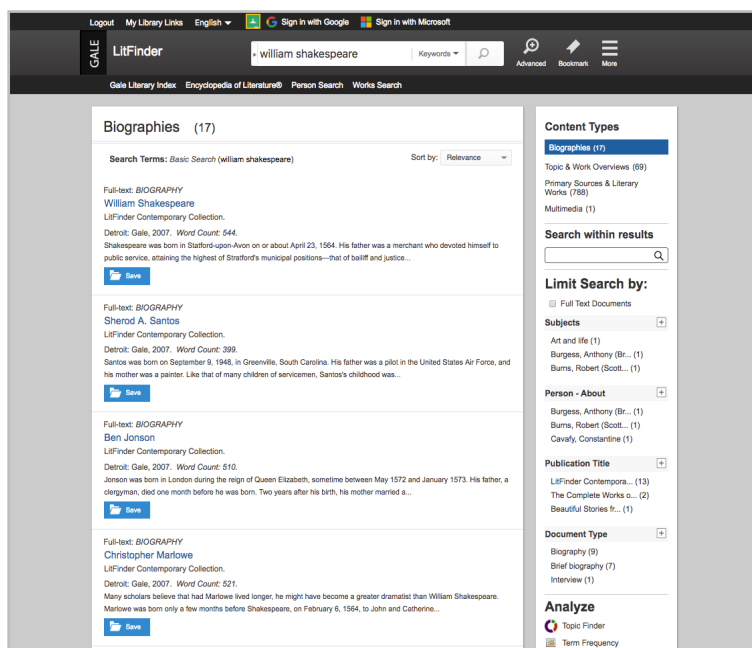
Topic Finder

Generate a visual representation of your search results by topic and subtopic. Topic Finder organizes results based on the frequency of occurring terms, allowing you to hone in on targeted keywords, envision connections between topics, and create new research paths. Use Topic Finder if you're having trouble coming up with a research topic, when you have an idea for a topic and want to investigate related topics, or when you want to narrow your search results.

As you click around in the Topic Finder, results on the right update dynamically, allowing for one-click access into relevant content. Simply click on a document to view it.

WORKING WITH RESULTS

Click the **Primary Sources & Literary Works** Content Type to view full-text writings, or choose **Biographies**, **Topic & Work Overviews**, or **Multimedia** to enhance your understanding with background information. Use sorting and limiting options to pinpoint specific results.
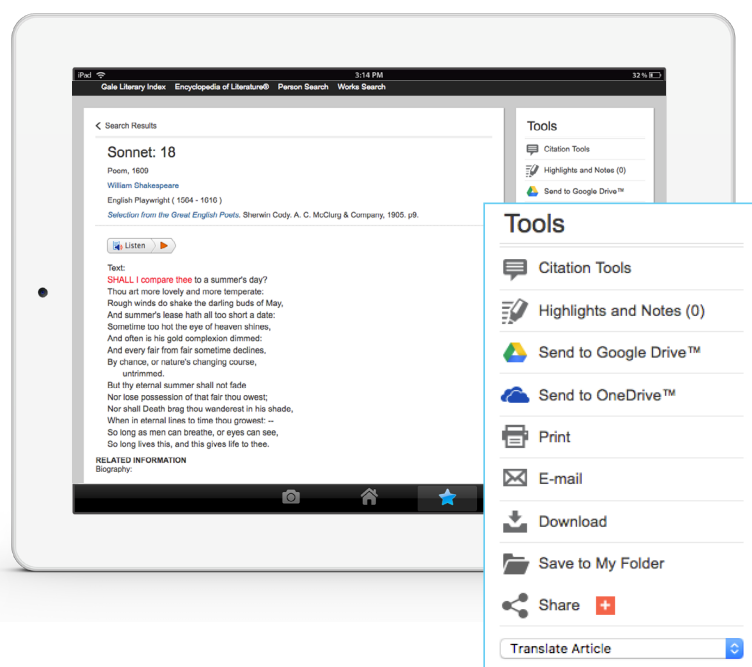
- **Sort By:** Use this drop-down to explore results with the highest relevance to your search terms, to order documents alphabetically by title, or to view the newest writings added to *LitFinder*.
- **Search Within:** Enter additional terms to quickly focus on results that mention those terms.
- **Limit Search By:** In one click, limit your search to full-text documents, or filter by subject, name of work, and more. Use these options to narrow your search when you have a large number of results.
- **Analyze:** Click Topic Finder to visually analyze your results, or use Term Frequency to enter a word or phrase and graph its occurrence within your search results over time.

WORKING WITH DOCUMENTS

Click the title of a result to manage your experience with document tools and features.

- Click **Citation Tools** to generate a citation using MLA, APA or Chicago style.
- Use **Highlights and Notes** to annotate important text. Click and drag to select the text, choose your highlighter color, and add notes to the selection. Print, email, download, or send the result to Google or Microsoft to retain your highlights and notes with the result. You can also click the **More** button in the database banner, and select Highlights and Notes to access a summary. *Once you leave the database, any content that you have saved is erased to protect your privacy*
- **Send to Google Drive/OneDrive** to export a result to an existing Google or Microsoft account. A *LitFinder* folder is automatically created to make it easy to find exported documents and access them indefinitely.
- **Print, Email**, or **Download** to keep a copy of the result.
- Use **Save to My Folder** to add the item to a temporary session folder available under the **More** button in the banner. Gather several articles and then cite, print, e-mail, download, or send to Google Drive or OneDrive all at once. *Once you leave the database, My Folder is erased to protect your privacy.*
- Click the **Listen** tool to have the document read aloud to you. After clicking play, you can download the audio .mp3.
- Select **Translate** to view a machine translation of the document in the language of your choice.
- Click **Bookmark** in the banner to create a link back to practically any page within *LitFinder*. You can copy and paste the link anywhere you'd normally share a URL, making this tool a great way to share individual documents, searches, results in My Folder, and more.
- If available, view **Related Information** at the bottom of the document. These options link you from full-text works to corresponding explanations or biographies and vice versa.

LEARN MORE

If you require further assistance with *LitFinder,* please ask your librarian or visit **support.gale.com/training**.

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