



Gale Virtual Reference Library Search Tips

USING GALE VIRTUAL REFERENCE LIBRARY

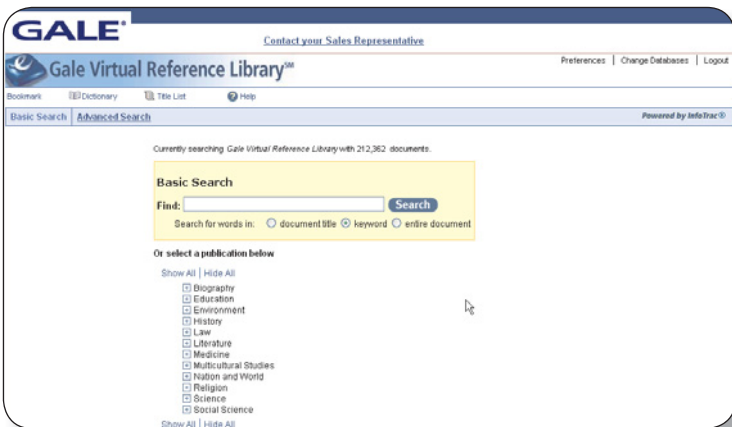
Go to the *Gale Virtual Reference Library* URL via your Internet browser. On the homepage, you will find the following three options for beginning your research:

- Basic Search
- Advanced Search
- Viewing a Publication List

Please note that search results will vary depending on the number and titles of eBooks your library owns

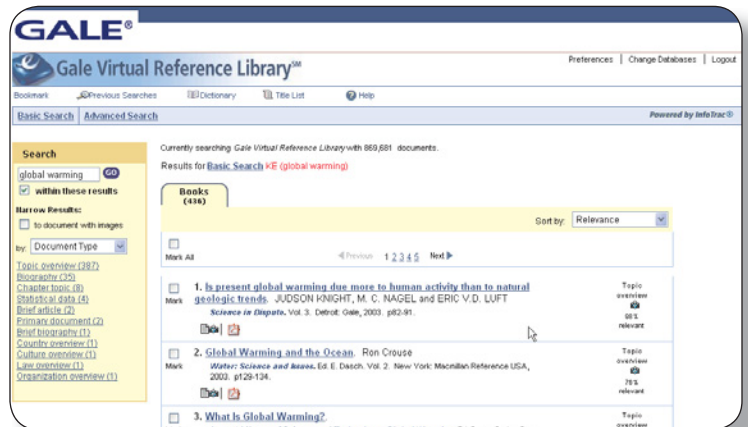
BASIC SEARCH

The Basic Search is simple to use. You can find terms through a keyword search, a document title search, or by searching the entire document. The Document Title search looks for the entered search term only in the title of a document, Keyword Search looks in multiple parts of a record, including titles, introductory text, authors and subject terms; the Entire Document search looks for any word or words within the entire text of all documents in the titles you are searching, as well as in the fields of information included in the Keyword search.

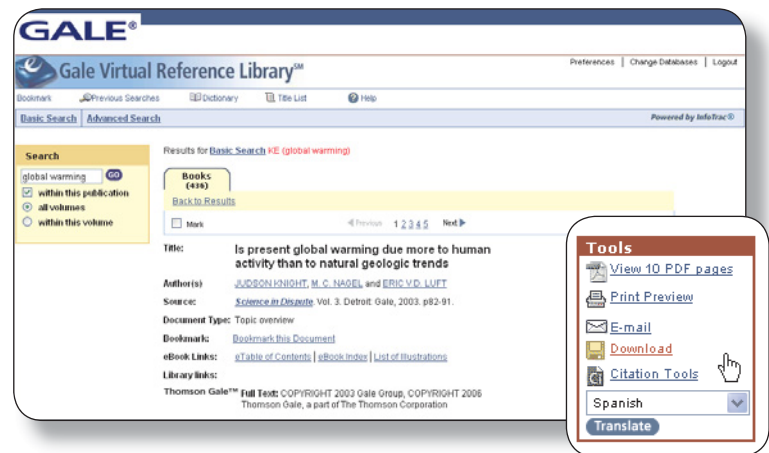


Your eBook search results can be sorted by document title, publication date, publication title, or by relevance. Simply choose one of the three options from the pull-down menu directly above the results list. Once you have chosen your sorting option, the screen refreshes to your sort preference. Note the yellow search box on the left side of the search results page, which allows you to narrow your search by document type or publication title.

On the search results page, you can create a list of articles you are interested in reading later or you can link directly to an article. The check box next to each article allows you to save, revisit, and share search results and/or specific articles of interest as you conduct research. In essence you are building a shopping cart of articles/search results. You add to the marked items folder simply by clicking the checkbox located next to each article in the search result list. The marked items folder is located near the top of the screen just under the large 'Gale Virtual Reference Library' banner. The folder is updated the moment you select or deselect the checkbox and you can view the folder's contents at any time.

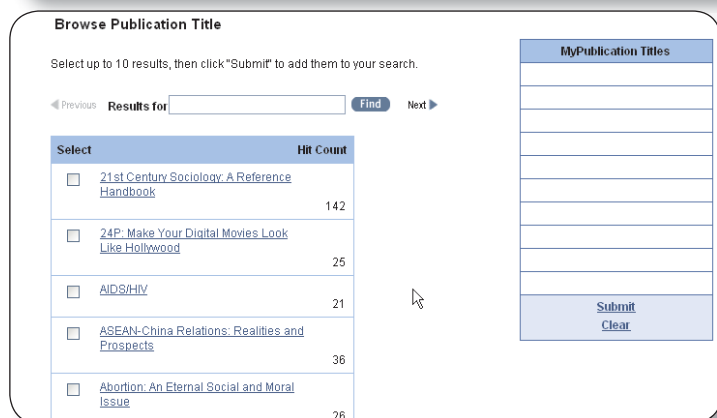
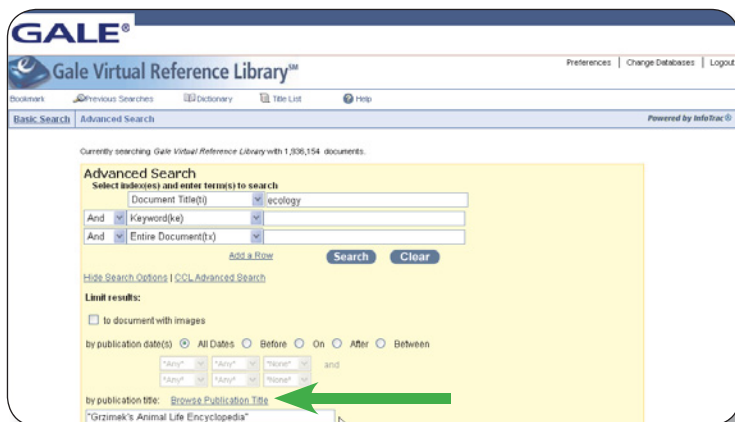


From within the full record you are presented with the entire article and a document tools box on the right side. Using the tools you can view the article in PDF format, print it, email it, download it to your computer, iPod, or other device, create an article citation, or translate it into one of eight languages.



ADVANCED SEARCH

Gale Virtual Reference Library also supports an advanced search that combines criteria such as keyword, image captions, full text, title or ISBN. Using Browse Publication Title, you may choose up to 10 eBooks to search at one time. Titles/eBooks may be selected by clicking the check box to the left of the title, then clicking the submit button.



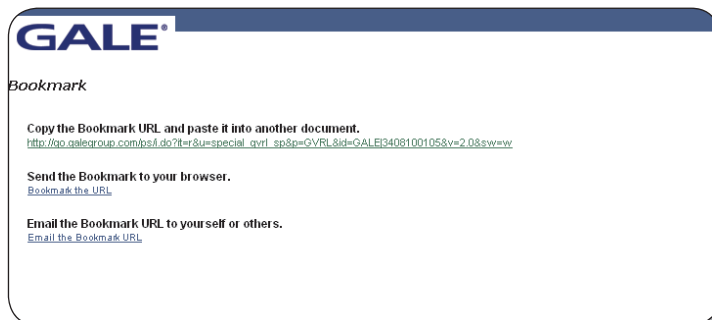
BROWSING AN eBook

You can access an eBook directly from the Basic Search page (the home page) without actually performing a search. Below the Search box, you will see one or more subject areas corresponding to the content of the eBooks in your library's collection. Click the **Show All** link to see all the available titles for a specific subject area – the **Hide All** link will allow you to undo the Show All command. Click the '+' sign to see available titles within a specific subject area.



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BOOKMARKING



By using the bookmark feature, you and others can revisit practically any page you choose after you've ended your current session. While viewing a page, simply click the Bookmark link in the toolbar located at the top left of every page. A separate window will open, allowing you to copy and paste the URL into another document or email it to yourself or others. The bookmark(s) you create is a persistent URL that you can return to anytime in the future.

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