

# Gale Virtual Reference Library<sup>SM</sup>

## Search Tips

Gale Virtual Reference Library is a database of encyclopedias and specialized reference sources for multidisciplinary research. These materials once were accessible only in the library, but now you can access them online 24/7 from the library or from any remote location.



### HOW TO USE GALE VIRTUAL REFERENCE LIBRARY

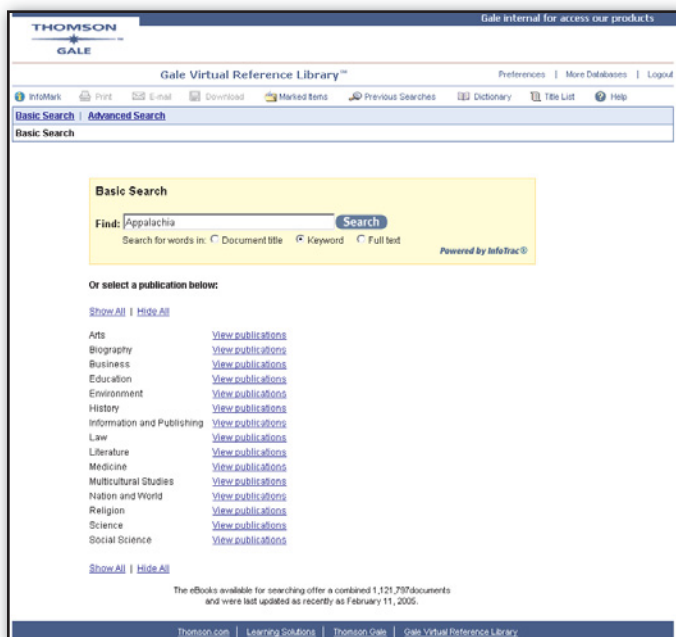
Go to the *Gale Virtual Reference Library* URL via your Internet browser. On the homepage, you will find the following three options for beginning your research:

- Basic Search
- Advanced Search
- Viewing a Publication List

Please note that search results will vary depending on the number and titles of eBooks currently available in your *Gale Virtual Reference Library*.

### BASIC SEARCH

The **Basic Search** is simple to use. You can find terms through a **keyword search**, **document title search** or **full text search**. Of course, using more search terms narrows your search and helps you locate essays that fit your information needs better.

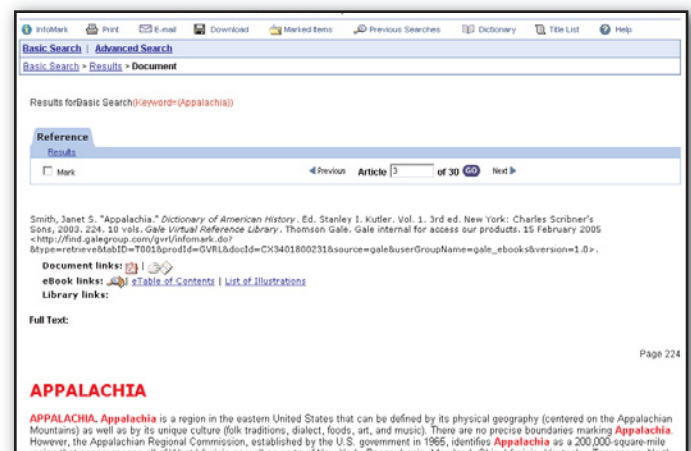


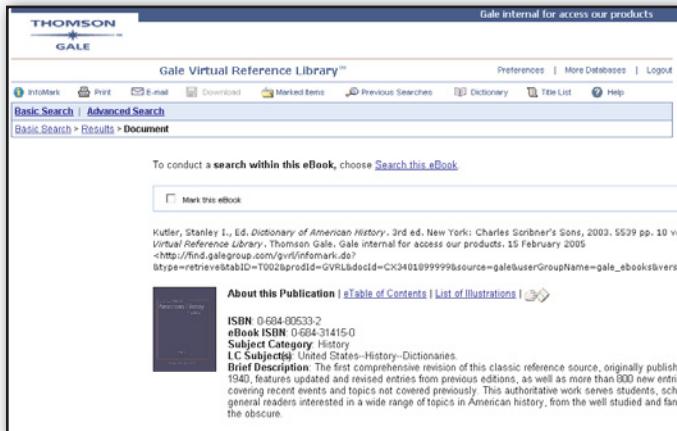
Your eBook search results may be sorted by document title, by publication or by relevance. Simply choose one of the three options from the pull-down menu directly above the **results list**. Once you have chosen your sorting option, the screen refreshes to your sort preference.



You can then use your results to create a marked list of results, or to link directly to an article.

From within the full record you are presented with the full text of the entry. With a single click, you can display a PDF of the eBook pages or print or e-mail any article. (By default you are presented with the HTML version of the article as well as any graphics.)





The link **About this Publication**, found on the full record page, will display publishing information about the source (table of contents, index, list of illustrations) as well as the option to **Search this eBook** for your topic.

## BROWSING AN eBook

You can view an eBook directly from the **Basic Search** page (the home page) without first performing a search.

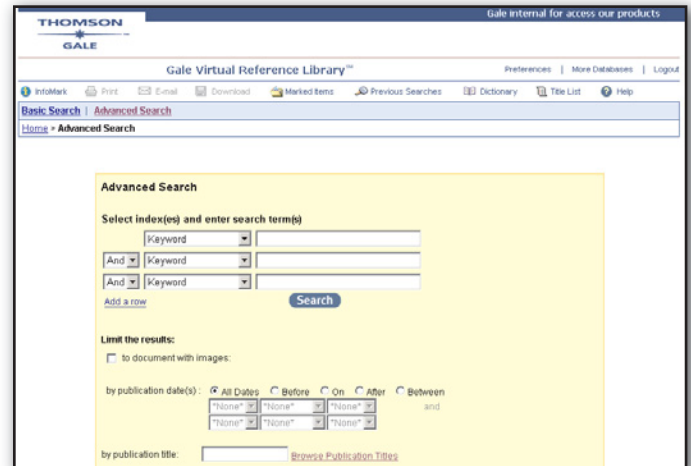
Below the **Search** box, you'll see one or more subject areas corresponding to the content of the eBooks in your library's collection. Click the **View Publications** link to see the available titles for a specific subject area (the **Hide Publications** link will appear allowing you to undo the view command). Or click **Show All** to see all titles for all subjects (click **Hide All** to display only the subject headings again).

Within each subject area, you'll find an alphabetical list of available publications. For each eBook, you'll see its title, publication year, edition and volume range (if applicable). If there are multiple editions with the same title, the newest edition will display first (then sorted in descending order by edition number). Clicking on a publication takes you to the **About this Publication** page for the selected publication.

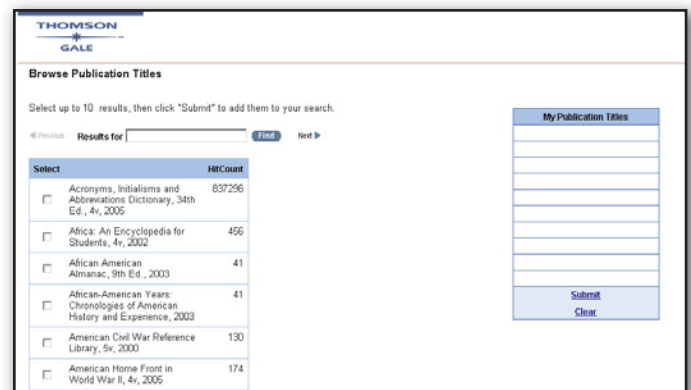


## ADVANCED SEARCH

*Gale Virtual Reference Library* supports an **Advanced Search** that combines criteria such as keyword, image captions, full text, title or ISBN. This option allows you to conduct a search on a particular field. You can also limit search results by publication title or publication date, by subject areas or by audience type.



Using **Browse Publication Titles** through **Advanced Search**, you may mark as many as 10 eBook sources you find especially helpful in order to create a personalized, focused resource list. **Sources** may be selected by clicking the check box to the left of the title, then submitting your selections.



## INFOMARKS

By using the **InfoMarks** 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 **InfoMark** link in the toolbar (found in the banner area at the top of the page) and a separate window will open, allowing you to copy and paste the **InfoMark** into another document, bookmark the **InfoMark** and/or e-mail it.

If you require further assistance with *Gale Virtual Reference Library*, please contact your librarian.