

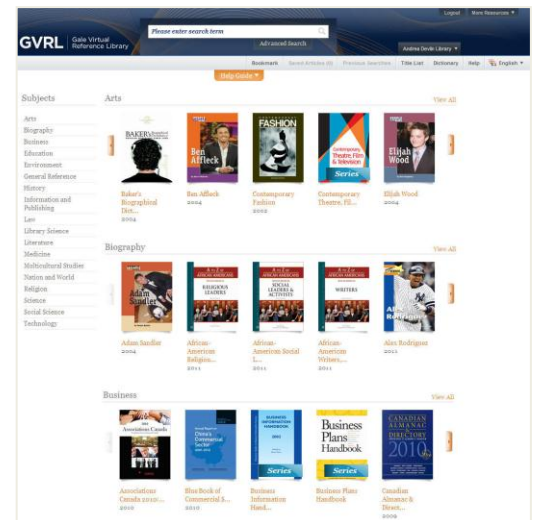
Gale Virtual Reference Library Search Tips

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- [Browse By Subject](#)
- [Basic Search](#)
- [Advanced Search & Subject Search](#)

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



BROWSE BY EBOOK

The eBooks available in your library are displayed by subject on the **Gale Virtual Reference Library** home page. Use the arrows on the right and left of each subject group to scroll through the entire collection of titles in that subject. Or select the **View All** option to view the covers of all titles available in that subject. To access the table of contents of the title you want, simply select the title cover.



Food: In Context, 2v, 2011

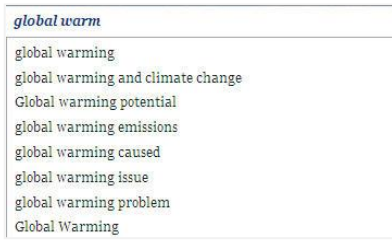
Examines food in relationship to nutrition, world health issues, agriculture, environmental concerns, current events and political decision-making.

BROWSE BY SUBJECT

On the left of the home page, you will see a list of subjects. Select a Subject to view all titles in that subject. You will be taken to an A-Z list of title in that subject. Within this list you can:

1. Select the title cover to access the table of contents of the title you want
- OR–
2. Enter your search term(s) in upper right ‘Search within ...’ box to search only within the titles displayed.

BASIC SEARCH with SEARCH ASSIST



Basic Search offers a straightforward way to search featuring a single search box. To search all eBooks in your library's collection, enter a word or phrase in the search box located in the banner at the top of the page. As you enter the first few letters or a word in the search box and Search Assist will suggest terms. Click on a term from the list and then hit Enter or click the magnifying glass icon to begin your search. When your library subscribes to non-English content, you can search in that language.

ADVANCED SEARCH & SUBJECT SEARCH

Gale Virtual Reference Library supports an Advanced Search that combines criteria such as keyword, document title, publication title, author, subject, image caption, or entire document. You can also limit the search results by publication date, publication title, subject area, target audience, or publication language.

From the advanced search, a **Subject Guide Search** is available in the grey banner bar. Searching a subject will take you to a list of subjects matching the term entered. This search will only be available when your library subscribes to at least one English-language eBook.

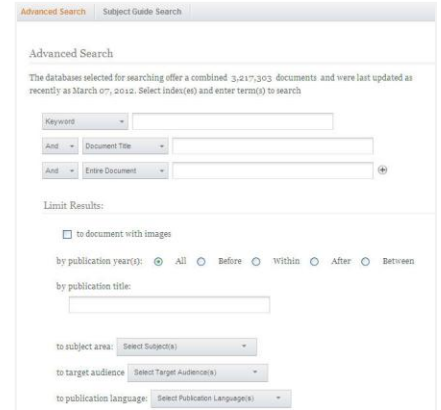
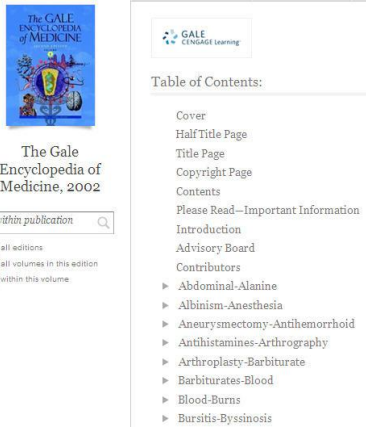


TABLE OF CONTENTS & EBOOK LINKS



When a title cover or link is selected, you are taken to the **Table of Contents** for the title. When an eBook that is part of a series is selected from the home page, the **About this Series** page will be displayed first; from there you must select a specific volume in order to access the **Table of Contents**. (The **Table of Contents** is also displayed when you first enter *Gale Virtual Reference Library* from your library's catalog.) Documents are organized the way the print version is organized.

Other links available for the eBook include:



- **About this Publication:** displays publication information for an eBook.
- **eBook Index:** Navigate within the eBook Index by clicking **Previous** or **Next**, using the browse box, or selecting a letter link. Then click on a hyperlinked page number below an index heading to go to the referenced page within the eBook article.
- **List of Illustrations:** Link directly to photographs, tables, maps, etc. within an eBook when available.



Title	Type
An innovative search strategy in the grass. Photograph by Eric & David Hooking, The National ...	Photograph
An amebic abscess caused by Tetrahymena ...	Photograph
The End Station: A experimental hall at the Stanford Linear Accelerator Center (SLAC) in California contains ...	Photograph
This particle beam fusion accelerator can direct up to 100 times of charged atomic particles at a single target ...	Photograph
Acid rain damage done to a place of architecture in Chicago, Illinois. Photograph by Richard ...	Photograph
Traces killed by acid rain in the Great Smoky Mountains of TN. Photograph by ...	Photograph

SEARCH RESULTS

Search results consist of individual documents from eBooks. You can filter your results in several ways using the left-hand sidebar, including by Document Type, Publication Title, Subject, and Publication Language. Terms within each filter are listed in descending order by number of results (the number in parentheses). Click a term to view only those results. A **View More** link is provided for longer lists.

The screenshot shows a search interface with a sidebar on the left for filtering results. The sidebar includes sections for 'Limit Search by', 'Document Type', 'Publication Title', 'Subject', and 'Publication Language'. The main area displays search results for the query 'Music'. The first result is from the 'Encyclopedia of Religion' with the title 'Music'. Below it are two more results from the 'Encyclopedia of Russia' and 'Encyclopedia of Religion and Spiritual Development'. Each result includes a small thumbnail image and a 'View Text' link.

DOCUMENT VIEW

Initially the document will be displayed as **TEXT**, but you may switch to **PDF** view on the right side of the article from the grey banner



The screenshot shows a document titled 'The Revolutionary War' from the 'Dictionary of American History'. The text is displayed in a clean, readable font. A small map is visible at the bottom of the page, showing the Eastern United States. The page number 'Page 22' is visible in the top right corner.

Text View - Displays the text of the article -- along with any images and sidebars -- as one continuous page. Use this view when you want to use article tools, such as print, e-mail, listen, and more.

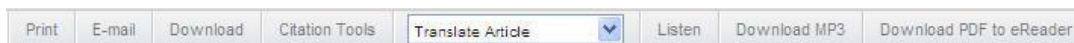
PDF View - Displays the article as it appears in the corresponding print publication using a built-in PDF viewer. The document viewer in PDF allows the following actions:

- **Next and Previous arrows:** Page through the article, jump to the first or last page, or go the next article.
- **Facing Pages:** display side-by-side pages, as in a book.
- **Full Screen:** Maximizes the viewing window.
- **Zoom in or out:** magnifies the PDF document
- **Print** the article using the tool provided.
- **Listen:** Listen to the document being read aloud.

The screenshot shows the same document as in the text view, but rendered in a PDF viewer. The document is titled 'THE REVOLUTIONARY WAR'. It features a large map of the Eastern United States, showing the locations of Boston and the surrounding area. The map is detailed, showing roads, rivers, and various landmarks. The text is overlaid on the map, providing a historical context for the events described.

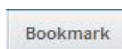
TOOLS

To help you manage the document you are currently viewing on the Document View page and make its contents more accessible, use the features listed in the grey bar directly above the article. Tools will differ between the text view and the PDF view. Tools available in the text version include:

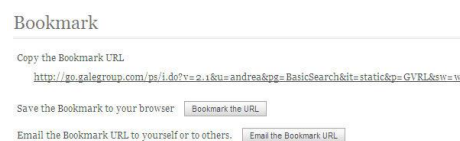


- **Bookmark:** Located directly below the Gale Virtual Reference Library banner, will generate a unique URL to the open document to paste in another location so others can revisit the specified document. (See BOOKMARK below to explore more uses)
- **Print:** Print the open document to a local printer.
- **Email:** Send the document via email; Customize the email by including the senders email address and a message.
- **Download:** Download and save the open document to a CD, zip drive, memory stick, etc.
- **Citation Tools:** Gale will generate the citation within the product, simply select the citation needed (i.e.: APA, MLA, etc.) to open an html version to copy and paste into a citation or bibliography page.
- **Translate:** Translate the open document into many different languages including Spanish, French, Chinese and many more.
- **Listen:** Listen to the document being read aloud.
- **Download MP3:** Download an MP3 file of the article that can be read aloud through the listen tool
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- **Save Article:** Located under the article title, move the open document into a folder, available during the session, to save documents needed for your research.

BOOKMARKS



By using the Bookmark feature, you and others can revisit practically any page you choose after you've ended your current session. The Bookmark feature is available for an individual article, search results, table of contents, saved article folder, etc. While viewing a page, simply click the Bookmark link in the grey banner. A separate window will open, allowing you to copy and paste the Bookmark into another document, web site or teaching tool, bookmark the URL into your favorites list and/or e-mail it.



READSPEAKER

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