



## Gale Virtual Reference Library Navigation Guide

*Gale Virtual Reference Library* is a database of eBook reference titles that allows libraries of any size — based on user needs and usage patterns — to develop collections at their own pace and within their own budget. With its continuously growing list of content and publishers, *Gale Virtual Reference Library* offers hundreds of titles that libraries can add to their collections as desired. The diversity of subjects that can be covered by available titles includes Arts, Biography, Business, Education, Environmental Studies, History, Law, Literature, Medicine, Multicultural Studies, Nation & World, Religion, Science and Social Sciences. In addition to titles available from Gale, you can also access content from other publishers, including Wiley, Sage, Cambridge and the *xreferplus* collection.

This new reference option also offers:

- 24/7 remote access
- Circulation of reference content
- A continuously growing selection of titles
- Cross searching
- No need for special hardware or an online reader
- Expanded searching for difficult-to-find material
- Shelf-space savings
- Back-up for print resources

Like other Gale electronic products, *Gale Virtual Reference Library* is easy to navigate. *Gale Virtual Reference Library* allows you to search through all eBooks in your library's collection, or you can limit your search to a specific publication title (e.g. *Encyclopedia of World Biography*, *The Gale Encyclopedia of Science*, etc.) in your collection. Besides the eBook's content, you will also be able to view its front matter and back matter — including the table of contents, indexes and appendices. If the book has illustrations, an electronically generated list is provided. The illustration titles/ captions are linked to the eBook articles with the image so you can view them with ease.

A link to "About this Publication" takes you to information about the book, including its ISBN, eBook ISBN, subject areas of the book and a brief description of the book. You can also search within the eBook you've chosen by using

The screenshot displays the Gale Virtual Reference Library interface. On the left, a yellow search box contains a search bar with a 'GO' button and a checked checkbox labeled 'within this publication'. Below the search box, a link for 'About this Publication' is visible. The main content area shows the title 'Encyclopedia of Food and Culture' by Solomon Katz, ed., published by Charles Scribner's Sons in 2003. It includes a small image of the book cover and a list of metadata: ISBN (978-0-684-80568-9), eBook ISBN (978-0-684-31416-7), Language (English), Audience (Academic), Format (Encyclopedia), Subject Category (History), and LC Subject(s) (Food habits-Encyclopedias, Food-Encyclopedias). A brief description follows, stating it is a three-volume survey of food and its place in human culture and society, presented through 600 alphabetically sorted entries. On the right, a 'Tools' box contains links for Print Preview, E-mail, Download, and Citation Tools. At the top right of the main content area, there is a checkbox labeled 'Mark this eBook'.

the Quick Search field and checking the Within This Publication box. This page is especially important to libraries, since it is the first screen presented when entering the database from your OPAC. With the links that Gale provides in the MARC 856 field, you get immediate access to the contents of the selected eBook. From that point, you can either continue to browse/search that particular book, or wander/search through the entire collection. This outstanding feature makes eBooks accessible directly in your OPAC.

## WHAT IS AN eBook?

Many publishers and vendors have defined electronic books differently. Gale defines its product as follows: An eBook is a book that has been captured electronically for use through a personal computer or a network computer from a library, school or home.

*Gale Virtual Reference Library* is a collection of eBooks that has been purchased by your library or school for your patrons or students to use. eBooks are purchased individually, by library, so what you see in one library's collection may differ from what you see in another library. What this means for the user is that search results obtained from a school library may be totally different from those obtained from a public library, even though the same search was performed. It all depends on which books were purchased for your collection.

The screenshot shows the Gale Virtual Reference Library search page. At the top, there is a blue header with the Thomson Gale logo and the text 'Trial Site Database'. Below the header, there is a navigation bar with links for 'Bookmark', 'Dictionary', 'Title List', and 'Help'. The main content area features a search box with the text 'Find:' and a 'Search' button. Below the search box, there are radio buttons for 'document title', 'keyword' (which is selected), and 'entire document'. A list of subject categories is displayed below, including Arts, Biography, Business, Education, Environment, General Reference, History, Information and Publishing, Law, Library Science, Literature, Medicine, Multicultural Studies, Nation and World, Religion, and Science.

## BASIC SEARCH OPTIONS

*Gale Virtual Reference Library* allows you three basic options for performing a search: Search for words in

- Document title
- Keyword (default option)
- Entire Document

Here is an example for a Keyword search on the term "jellyfish."  
Enter the term in the search box and click "search."

### Basic Search

Find:

Search for words in:  document title  keyword  entire document

The Keyword search is the default search option, and searches on

significant fields in documents, including titles, introductory text, and authors. It also searches the first 50 words in the article as well as back-of-the-book index terms on topics that have been assigned to articles. This option searches a broader range of fields than more specific, individual fields such as the document title.

The Document title option searches for words in the title/ headline of a document. The title of a document will generally be the topic of an essay (e.g. person name, name of an organization, etc.). So this is generally a good search to use if you are looking for a particular subject. This is also a good search to use if you know only part of the title you are looking for.

The Entire Document option searches for any word or words within the entire text of all documents in the collection you are searching, as well as the fields of information included in the Keyword search. This is a good search to use if you are looking for a particular line of text or an unusual phrase.

## Browsing eBooks in your Collection

You can browse eBooks directly from the Basic Search page (the home page), without first performing

a search. Below the yellow Basic Search page box you'll see one or more subject areas corresponding to the content of the eBooks in your library's collection. Use the plus signs before each Subject to show the publications assigned to that subject area. Click the "Show All" link to see all the available titles. Click "Hide All" to display only the subject headings again.

Or select a publication below

Show All | Hide All

- Arts
- Biography
- Business
- Education
- Environment

- [Beacham's Guide to the Endangered Species of North America](#), 6v, 2001
- [Encyclopedia of Aquaculture](#), 2000
- [Encyclopedia of Global Environmental Change](#), 5v, 2002
- [Endangered Species](#), 2<sup>nd</sup> ed., 3v, 2004
- [Environment: A Revolution in Attitudes](#), 2006 ed., 2006
- [Environmental Encyclopedia](#), 3<sup>rd</sup> ed., 2v, 2003
- [Grzimek's Animal Life Encyclopedia](#), 2<sup>nd</sup> ed., 17v, 2003
- [Grzimek's Student Animal Life Resource](#), 21v, 2005
- [Our Living World: Earth's Biomes](#), 7v, 2005
- [Pollution A to Z](#), 2v, 2004
- [UXL Encyclopedia of Biomes](#), 3v, 2000
- [UXL Encyclopedia of Landforms and Other Geologic Features](#), 3v, 2004
- [UXL Encyclopedia of Water Science](#), 3v, 2005
- [Water: Science and Issues](#), 4v, 2003
- [Weather Almanac](#), 11<sup>th</sup> ed., 2003

- General Reference
- History

- [Admitting the Holocaust: Collected Essays](#), 1996
- [Africa: An Encyclopedia for Students](#), 4v, 2002
- [American Civil War Reference Library](#), 5v, 2000
- [American Decades](#), 10v, 2001
- [American Decades Primary Sources](#), 10v, 2004
- [American History Through Literature 1820-1870](#), 3v, 2006
- [American History Through Literature 1870-1920](#), 3v, 2006
- [American Home Front in World War II](#), 4v, 2005
- [American Inaugurals: The Speeches, The Presidents, and Their Times](#), 2002
- [American Revolution Reference Library](#), 5v, 2000
- [American Social Reform Movements Reference Library](#), 5v, 2007
- [Americans at War](#), 4v, 2005

Within each subject area viewed, you'll find an alphabetical listing of available publications. For each eBook displayed, you'll see its title, publication year, edition, and volume range. If there are multiple editions with the same title, the newest edition will display first (then sorted in descending order by edition number).

Having selected an eBook from the list, you are able to immediately see the "About This Publication" page with access to the eBook's eTable of Contents, eBook Index,

and List of Illustrations (for illustrated titles).

## RESULTS LIST

Once you have conducted a search, you will receive a list of results matching your search criteria sorted by relevance. In addition to sorting documents by relevance you can also sort by Document Title or Publication Title by choosing from the pull-down menu directly above the results list in the tab of the results folder.

If you subscribe to *xreferplus* you can link directly to your *xreferplus* content directly below the tab.

You'll find a handy Search box in the left-hand sidebar of the results list (also available at the document display page, and the About this Publication page). From the results list, you can use the Search sidebar to search within your results and/or refine your current search results. Or the Search sidebar lets you perform a new search without having to first return to a search page.

The screenshot shows the Gale Virtual Reference Library interface. At the top, it says 'THOMSON GALE Trial Site Database'. Below that is the 'Gale Virtual Reference Library' logo and navigation links like 'Preferences', 'Change Databases', and 'Logout'. There are tabs for 'Basic Search' and 'Advanced Search'. A search box on the left contains 'jellyfish' and a 'GO' button. Below the search box are options to narrow results, such as 'within these results' and 'to document with images'. The main results area shows 'Books (74)' and a list of two items: '1. Scyphozoa (Jellyfish)' and '2. Ecology'. Each item includes the author, title, and publication information. A 'Tools' box on the right of the second item offers options like 'View 16 PDF pages', 'Print Preview', 'Email', 'Download', 'Citation Tools', and 'Translate'.

## FULL RECORD

From your list of results you can link directly to the full record of an article, which includes the full text of that article, by clicking on the Article Title or the full-text link/icon directly below each citation. Within the full record, you are presented with the full text of the article as well as several options such as your retrieval choices (located in the Tools box near the article details), marking options (directly below the tab), and the ability to search or browse the selected eBook. By default, you are presented with the HTML text version of the article as well as any graphics.

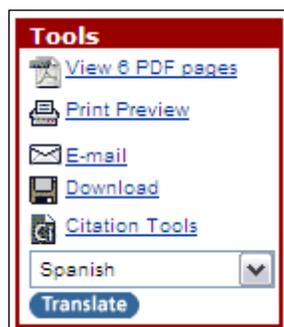
From the full record page you can link to a description of the book by clicking on the book title. The eTable of Contents link takes you to the table of contents for the selected publication title, allowing you to browse the

The screenshot shows the full record page for 'Scyphozoa (Jellyfish)'. At the top, it says 'Books (50)' and 'Back to Results'. Below that are navigation links like 'Previous', '1 2 3 4 5', and 'Next'. The main content area includes the title 'Scyphozoa (Jellyfish)', author 'Jennifer E. Purcell', and source 'Grzimek's Animal Life Encyclopedia'. It also lists document type, bookmark options, eBook links, and library links. A 'Tools' box on the right offers options like 'View 16 PDF pages', 'Print Preview', 'Email', 'Download', 'Citation Tools', and 'Translate'. At the bottom, there is a 'Thumbnail description' of the organism.

eBook. The eBook Index link also allows you to browse the selected title by taking you to the index of the eBook. The List of Illustrations link takes you to a full listing of illustrations from the selected publication sorted by volume and page number.

### Document Tools:

To help you manage this document and make its contents more accessible, use the features listed in the Document Tools box. You will be able to **View PDF pages**, **Print Preview**, **Email**, **Download**, use **Citation Tools**, and **Translate** the document.



**View PDF pages** — This link allows you to retrieve the full record (as it originally appeared in print) of your selected article in PDF format and informs you of how many pages you will see.

**Print Preview** – This link will cause the document to be reformatted in a separate browser window without the title banner, navigation bar, etc. Any images or related subjects that originally appeared will also appear. Use your browser's **Print** function to print the document then close the window when you're done.

**Email** – This link will allow you to e-mail the article to one or more e-mail addresses.

**Download** – You may download a document as a file to be saved on your computer or to a disk, jump drive, etc.

**Citation Tools** — This link gives you the ability to save the citation for the selected full record in MLA, APA or in Plain Text (Z39.80). You may also export the bibliographic content for the full record to EndNote, ProCite, Reference Manager or RefWorks.

**Translate** - If enabled by your library, you may be able to translate a document. Select a language from the drop-down menu and then click **Translate**. The system will generate a translation of the current document and display the translated text in a separate browser window. Lengthy documents may take slightly longer to translate.

### MORE ON THE EBOOK INDEX

With *Gale Virtual Reference Library*, you are able to see and navigate through the indexes of each book available in your collection. When you retrieve an article, you will notice that one of the links at the top of your page is a link to the eBook Index. Simply clicking on the link will retrieve your index pages for that specific eBook.

There are numerous ways to browse the index. You have the option of entering a browse term in the box and choosing the "go" button. This takes you to the page containing the exact term you entered, or it takes you to the closest term that matches it. Another way to navigate is to select one of the letter links at the top of the index list. This takes you to the first page with terms starting with that letter and allows you to page through the index using the next and

previous buttons. You can also enter the first few letters of a word to get to an appropriate page in the index.

In addition to browsing the main headings, cross-reference hyperlinking is available for any index that has cross references. Clicking on a cross-reference hyperlink takes you to view the appropriate section of the index. The links next to an index term have a couple of different functions. A cross-reference link takes you to another page of the index; a page link takes you directly to that article. If the page reference is not the first page of the article, the link jumps to the appropriate page of the article text.

## ADVANCED SEARCH

With Advanced Search, you can conduct a search on a particular field or combination of data types. Below are descriptions of the types of searches you may conduct. See Search Tips (below) to learn how to improve your search results. You can search using the following fields from the drop-down boxes:

**Keyword** — This allows you to search the entire collection to find documents that are about a particular subject or person. This keyword search encompasses article titles, the first 50 words of text, and the back-of-the-book index terms that have been assigned to an article.

**Document Title** — Use this option to search for words in the title/headline of

an article or document. The title of an article will generally be the topic of an essay (e.g. person name, name of an organization, etc.), so this is generally a good search to use if you are looking for a particular subject. This is also a good search to use if you only know part of the title you are looking for.

**Image Caption** — This search allows you to find documents with a particular photo or image.

**Entire Document** — Searches the entire text of a document. This is a good search to use if you are looking for a particular line of text or an unusual phrase.

**Publication Title** — Searches by book title and limits your search to a particular book title in your collection. Use this especially for series titles, such as Contemporary Authors(r).

**ISBN** — ISBN is the International Standard Book Number given to every book by the Library of

The screenshot displays the 'Advanced Search' interface. At the top, it says 'Select index(es) and enter term(s) to search'. There are three search rows. The first row has a dropdown menu set to 'Keyword(ke)' and a text input field containing 'oceans'. The second row has a dropdown menu set to 'Entire Document(tx)' and a text input field containing 'moon'. The third row has a dropdown menu set to 'Entire Document(tx)' and an empty text input field. Below the search rows are buttons for 'Add a Row', 'Search', and 'Clear'. There are also links for 'Hide Search Options' and 'CCL Advanced Search'. Under the heading 'Limit results:', there is a checkbox for 'to document with images'. Below that, there are radio buttons for 'by publication date(s)' with options: 'All Dates' (selected), 'Before', 'On', 'After', and 'Between'. There are also dropdown menus for '\*Any\*' and '\*None\*' for each of the 'Before', 'On', 'After', and 'Between' options. Below this, there is a section for 'by publication title:' with a link 'Browse Publication Title' and an empty text input field. At the bottom, there are two dropdown menus: 'to subject area:' with options '\*None selected\*', 'Arts', 'Biography', and 'Business'; and 'to target audience:' with options '\*None selected\*', 'Academic', 'Children's', and 'General'.

Congress. Each book title and volume has its own unique ISBN. By choosing the ISBN, you are limiting your search to a particular title.

**Author of Document** — Searches names of authors of documents. Authors are indexed in surname/given name order; for example, nelan bruce w. A search in the author index for two names with no intervening operator will find occurrences of the names within two words of each other in either direction, but it's still best to search in surname-first order.

**Publisher** — The publisher index lets you search for references to a particular publisher of an eBook.

**Edition** — edition number, if used, references the sequential version of the book, such as the fourth edition. Edition numbers are formatted in the database as cardinal numerals (1, 2, 3, etc.) even if the publication originally used ordinal numbers. So to search for the 4th edition, enter the number 4.

**Volume Number** — The volume number, if used, references a collection of two or more books. Volume numbers are formatted in the database as cardinal numerals (1, 2, 3, etc.) even if the publication originally used Roman numerals.

**Start Page** — The page on which an article/entry begins. Note that some publishers do not provide pagination or may paginate the electronic version of a publication differently than the print version.

**Document Number** — Searches for a specific document based on the document's unique identifying number. You have to know the document's number to conduct this search. You can find the document number at the bottom of a document. Be sure to note this number if you think you'll need to access the document later. Note, this search supersedes all other search criteria you may have entered.

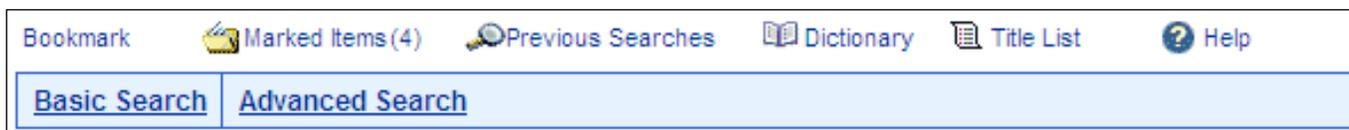
**Previous Searches** — Use one or more of your past searches, alone or in combination with other indexes, to create a new search. Previous searches are labeled with search result numbers: R1, R2, R3, etc., with the higher numbers first and indicating the most recent search. When you select this index, a Browse button will appear to the far right.

## ADVANCED SEARCH LIMITS

Limit options include publication date, publication title, subject area, audience type, and a limit to documents with images. To view these options you may need to select the More Search Options link.

## Toolbar

The toolbar, located between the title bar and the search path bar on the page banner, always offers the following tools: **Bookmark**, **Dictionary**, **Title List** and **Help**. Two additional links, **Marked**



**Items** and **Previous Searches**, dynamically appear when they contain items to be displayed. Find definitions of words (from Merriam Webster's Collegiate Dictionary) by selecting Dictionary for the Toolbar. View an alphabetical list of titles contained in your *Gale Virtual Reference Library* by selecting Title List for the Toolbar. To view a range of help topics, select Help from the Toolbar.

## Title Bar

Directly above and to the right of the Toolbar are three options: Preferences, Change Databases, and Logout. Preferences allows you to determine how many results/page will be listed, change the interface language, turn on/off search term highlighting, change the font color and style for search term highlighting.

## MARKED ITEMS LIST

*Gale Virtual Reference Library* allows you to mark documents that you find especially helpful or interesting in order to create a personalized citation list. Documents may be selected from a results list by selecting the box to the left of the citation, or while viewing a document. You may select a single item from your results list or you may select all items on the page. A limit of 50 documents may be added to the Marked Items List; a message pops up if you exceed that limit. Once you have accessed the Marked Items List screen, *Gale Virtual Reference Library* offers you the ability to print and/or e-mail all the documents in your Mark List. You may also create a list of citations in MLA or APA style.

The screenshot shows the 'Marked Documents (4)' page in the Gale Virtual Reference Library. The page header includes the library logo, navigation links (Bookmark, Marked Items (4), Previous Searches, Dictionary, Title List, Help), and search options (Basic Search, Advanced Search). A 'Tools' sidebar on the left offers Print Preview, E-mail, and Citation Tools. The main content area lists four marked articles, each with a title, author, source information, and options for 'Full-text with Graphics', 'PDF page(s)', 'Topic overview', and 'Remove'. A 'Remove All' button is located at the top right of the list.

Marked Documents (4) [View Articles]		Remove All
Articles (4 saved item(s))		Download
1. <b>Oceans</b> <i>UXL Complete Life Science Resource</i> . Eds. Julie Carnegie and Leonard Bruno. Vol. 3. Detroit: UXL, 2001. p423-425. <a href="#">Full-text with Graphics</a>   <a href="#">3 PDF page(s)</a>	Topic overview	Remove
2. <b>Tides</b> Laurie Duncan <i>UXL Encyclopedia of Water Science</i> . Eds. Brenda Lerner, K. Lerner and Lawrence Baker. Vol. 1: Science. Detroit: UXL, 2005. p86-90. <a href="#">Full-text with Graphics</a>   <a href="#">5 PDF page(s)</a>	Topic overview	Remove
3. <b>How the Oceans Were Formed</b> <i>UXL Encyclopedia of Biomes</i> . Ed. Marlene Weigel. Vol. 2: <i>Grassland, Lake and Pond, Ocean, Rain Forest</i> . Detroit: UXL, 2000. p257-260. <a href="#">Full-text with Graphics</a>   <a href="#">4 PDF page(s)</a>	Topic overview	Remove
4. <b>Ocean Energy Systems</b> Stuart E. Baird <i>Macmillan Encyclopedia of Energy</i> . Ed. John Zumerchik. Vol. 2. New York: Macmillan Reference USA, 2001. p889-895. <a href="#">Full-text with Graphics</a>   <a href="#">7 PDF page(s)</a>	Topic overview	Remove

[Top of page](#)

## SEARCH HISTORY

To view the search history you can select Previous Searches from the Toolbar or go to Advanced Search. To view the results of a previous search from Previous Searches, simply select the link corresponding to a past search or select Revise to change the parameters of a past search. To cross-reference searches, combine the names of past searches (r1, r2, r3, etc.) with a logical operator. For example "r1 and r3" will execute a new search that delivers the common results of your first and third searches. (Note: to cross-reference previous searches from Advanced Search, select the Previous Searches index operator from the pull-down.) For more on this feature, visit Help within the product.

## SEARCH TIPS

This section covers the following topics:

- Stop Words
- Punctuation
- Lower and Uppercase Search Terms
- Wildcards
- Logical Operators
- Nesting Operators
- Proximity Operators
- Range Operators
- Quotation Marks
- More Examples of Searching for Phrases

## STOP WORDS

*Stop words* are small words that are not indexed. Stop words include such words as *a, and, etc., in, of, on* and *to*; the actual list varies depending on how you're searching.

Basically, you don't have to think about stop words at all. The system recognizes stop words and knows how to search as if they weren't there. This method allows the search facility to focus only on the important words in your search expression and allows you to enter any phrase you want without having to remember to leave out any stop words.

The important thing to remember is that if you search using a stop word, the result might contain a different word where the stop word is located. For example, the search **reaching the limit** would also match "reaching *its* limit."

## PUNCTUATION

### Hyphen

A hyphen (-) used between two words is ignored. However, if you are searching for a word or phrase that normally contains a hyphen, you may include it:

- "e-mail"
- "dot-com"

Note that hyphens are also range operators for dates.

### Apostrophe

Apostrophes should be used when searching contractions. For possessives, the apostrophe may be used in search phrases because the search engine will return results containing the words from the query. A wildcard (\*) may be used whenever you are doubtful about word endings.

- can't
- Evolution's Darling
- Bush's cabinet
- Evolution\* Darling
- Bush\* cabinet

### Ampersand

Ampersands may be used. For best results enclose the search term in quotes:

- "AT&T"
- "M&Ms"

### Period

A period (.) used between two words is ignored by the search engine. However, if you are searching for a word or phrase that normally contains a period, you may include the period, as in *gale.com*.

## LOWER AND UPPERCASE SEARCH TERMS

Generally speaking, you should type all your search terms in lowercase letters, unless you are specifically searching for words where capitalization matters.

### Examples using all lowercase letters

When all your terms are in lowercase, the search engine will find all case variations of the word (any combination of lower and/or uppercase letters).

A search for...

- **america** will find: *america*, *America*, *AMERICA*, *AmeRica* and so on
- **kid tv** will find: *kid tv*, *kid TV*, *Kid TV* and so on

### Examples of mixed lowercase and uppercase letters

When you use uppercase letters, the search engine looks for the exact combination of lower and/or uppercase letters you entered.

A search for...

- **America** finds only *America*
- **AMERICA** finds only *AMERICA*
- **AmeRica** finds only *AmeRica*

### Additional examples

Here are some more examples describing how the use of capital letters does affect your search results:

Some acronyms are also common words (such as AIM, NOW, SAT and VISA). When you are specifically searching for information on the American Indian Movement (AIM), then it is best to search on **AIM** rather than *aim*. Otherwise your search results could include documents where "aim" is used a noun or verb, as in, "The aim of such techniques is...".

Some acronyms, which do not spell out actual words, commonly occur in either all lowercase or all uppercase (such PDF and pdf, or ISO and iso). In this instance, you should search on the lowercase version: **pdf** or **iso** to ensure that you find all instances in the database.

Words that originated as acronyms and have become common in everyday speech (such as laser, radar, and scuba) should be entered in lowercase.

Note that if you are using a database that allows you to search for a specific ISBN or ISSN, remember to use Advanced Search and select the appropriate index from the drop-down list and then enter the code you are looking for. A Basic Search on *ISBN* will look for documents that actually contain the term, ISBN, rather than any specific code.

### WILDCARDS

Sometimes you might want to find more than just exact matches to a search term. *Wildcards* let you substitute symbols for one or more letters.

With wildcards, you can match

- both the singular and plural forms of a word
- words that begin with the same root
- words that can be spelled in different ways

You can even match words that you're not sure how to spell!

There are three wildcard operators:

- \* An **asterisk** (\*) stands for **any number of characters**, including none, and is especially useful when you want to find all words that share the same root. For example, **pigment\*** matches *pigment*, *pigments*, *pigmentation*, etc.

An asterisk can also be used within a word, but the other wildcards are more precise for this kind of use.

? A **question mark** (?) stands for **exactly one character** and is especially useful when you're uncertain of a spelling. For example, a search like **relev?nce** means you can match the word *relevance* even if, like many of us, you can't remember whether it's spelled with *ance* or *ence*.

A question mark is also useful for finding certain words with variant spellings. For example, **defen?e** finds both *defense* (American) and *defence* (British and Canadian). Multiple question marks in a row stand for the same number of characters as there are question marks. For example, **psych????y** matches either *psychology* or *psychiatry* but not *psychotherapy*.

! An **exclamation point** (!) stands for **one or no characters** and is especially useful when you want to match the singular and plural of a word but not other forms. For example, **product!** matches *product* and *products* but not *productive* or *productivity*. The exclamation point can also be used inside a word to match certain variant spellings. For example, **colo!r** matches both *color* (American) and *colour* (British).

## Logical Operators

Logical operators create relationships between search terms, between a term and a result set and between two result sets. They allow you to find the result of the intersection of two search terms or result sets, the combination of two terms or result sets, or the exclusion of a term or result set from a search.

There are three logical operators:

- and** The **and** operator specifies that *both* words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, **alcohol and pregnancy** finds only those records in which both the word *alcohol* and the word *pregnancy* occur.
- or** The **or** operator specifies that *one or the other or both* of the words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, **dreams or daydreams** finds records in which either the word *dreams* or the word *daydreams* or both occur.
- not** The **not** operator specifies that the word before the operator must occur but the word after the operator must *not* occur for a record to match. For example, **crime not murder** finds all records in which the word *crime* occurs *except* the ones in which the word *murder* also occurs.

Logical operators in a search expression are evaluated in a particular order:

1. **not** and **and**
2. **or**

If you want to change the order of evaluation, use the nesting operators.

**Note:** Generally speaking, entering two or more search terms without any logical operators between terms is the same as using the N4 proximity operator. So that a search on *cats dogs* is the same as entering *cats N4 dogs*. However, certain indexes, like the Document Title index, automatically use the N2 operator between words.

## Nesting Operators

The search system follows a particular order of evaluation when there are two or more operators in a search expression. First, wildcards are evaluated. Next come proximity operators, which are tightly

bound to the words on either side of them. Finally, the logical operators are evaluated: first **not** and **and**, followed by **or**.

You can change the evaluation order of the logical operators by using *nesting operators* (parentheses). When you nest entries, the search system performs the operation within parentheses first, then merges the result with the part of the entry outside the parentheses.

## Examples

The search expression **race or color and discrimination** specifies that you want to find records that contain either the word *race* or both the words *color* and *discrimination*. This expression is equivalent to the expression **race or (color and discrimination)**.

The search expression **(race or color) and discrimination** specifies that you want to find records that contain either or both of the words *race* or *color* and that also contain the word *discrimination*.

## Proximity Operators

Proximity operators are used between two search terms to indicate that the terms must occur in a record within a specified distance of each other for that record to match. Words that are close to each other are more likely to be related than words that are far apart.

A proximity operator has two components:

- A **letter** that indicates the *direction*
- A **number** that indicates the *distance* in words

There are two proximity operators:

- Wn** The **W** (within) operator specifies that the word that follows the operator must occur within *n* words *after* the word that precedes the operator for a record to match. For example, the search expression **shared w3 values** matches any records in which the word *values* occurs three or fewer words after the word *shared*.
- Nn** The **N** (near) operator specifies that the words on either side of the operator must occur within *n* words of each other *in either direction* for a record to match. For example, the search expression **memory n5 repressed** matches any records in which the words *memory* and *repressed* occur within five or fewer words of each other in either direction.

You can use proximity operators only when searching indexes made up of individual words, such as a title index. They are most useful in indexes of large areas of text, such as keyword and full-text indexes.

Note that proximity operators can be used only between two words, not between a word and an expression within nesting operators (parentheses):

Invalid expression: **fleas n10 (dogs or cats)**

Valid alternative: **fleas n10 dogs or fleas n10 cats**

## Range Operators

You can use range operators to restrict numeric searches (such as publication dates) to a desired range.

<b>since, after, gt, &gt;</b>	These operators are equivalent and specify that matching articles must have been published <b>more recently</b> than the date that follows the operator. Example: <b>since 28</b>
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	<b>feb 1999</b> (published after February 28, 1999).
<b>ge</b>	This operator specifies that matching articles must have been published <b>on or after</b> the search date
<b>before, lt, &lt;</b>	These operators are equivalent and specify that matching articles must have been published <b>earlier than</b> the date that follows the operator. Example: <b>before 5/8/1998</b> (published before May 8, 1998).
<b>le</b>	This operator specifies that matching articles must have been published <b>on or before</b> the search date
<b>to, - (hyphen)</b>	These operators are equivalent and are used between numeric search terms that specify the lower and upper bounds of the search. Example: <b>da jan 10 - jan 17</b> (published between January 10 and January 17 of the current year).

**Note:** Publication dates are stored as *yyyymmdd*. Monthlies and bimonthlies have a publication "day" of *00* (e.g., *19990300*). For annuals, both the month and day are zero (e.g., *19980000*).

### Quotation Marks

Enclosing your search terms in quotation marks yields results in which the words appear in the specified order adjacent to one another. This may be helpful for keyword and full text (entire document) searches, especially when you are searching for an exact phrase. For example, a search on "*Wild Bill*" is the same as searching *wild W1 bill* (using the W proximity operator). That is, the word *wild* must be followed by the word *bill*, in that order, with no other words in between.

If the phrase contains the word *or* or *not*, and you want those words used literally, not as logical operators, then you must enclose your phrase in quotation marks. For example, if you typed *sink or swim*, the word *or* would be treated as a logical operator. However, enclose the phrase in quotation marks as: "*sink or swim*" and the system will search for those three words together, in the order listed.

A note regarding database collections that contain Subject Guide and/or Publication Searches: these search types ignore quotation marks.

### More Examples of Searching for Phrases

Notice how the system handles these variations, which reflect hypothetical results counts (the examples below apply to Keyword and Entire Document searches):

A search on "***perscription drugs***" yields 28 results

The system interprets the phrase enclosed in quotation marks as *perscription W1 drugs* so in this case the system would only find the phrase, *perscription drugs* and **not** find the phrase, *drugs without a perscription* or others like that where the words *perscription* and *drugs* are found in any order and/or appear separately

A search on ***perscription drugs*** yields 34 results

The system interprets this phrase as *perscription N4 drugs* so that it would find documents with the phrase, *perscription drugs*, as well as the phrase, *drugs without a perscription*

A search on ***perscription AND drugs*** yields 95 results

In this case, the use of the logical operator AND directs the system to search for documents that contain both words, regardless of order or location within the document (so the search terms may actually appear in two different paragraphs)

See proximity operators and logical operators for more examples.

## BOOKMARKS

By using the Gale Bookmark feature (formerly known as InfoMarks), you and others can re-visit practically any page you choose after you've ended your current session. You can Bookmark most kinds of pages. Depending on the Gale collection you are currently using, this may include, where available, search input screens, entire result lists, specific documents (full-text as well as PDF versions), and your Marked Items list. While displaying a page, just click the **Bookmark** link in the toolbar (found in the banner area at the top of the page) and a separate browser window will open, allowing you to copy and paste the Bookmark into another document, add the Bookmark to your browser bookmarks, and/or e-mail it. Your Marked Items list may also be saved as an HTML page.

### What is a Gale Bookmark?

A Bookmark is the "Web address" (or URL, which stands for "universal resource locator") of the specific page of the Gale collection you are viewing. What is special about this Web address is that you can come back directly to this same page, even when your current search session is over. This allows you to easily refer back to and share with others the information you found in a Gale collection.

**Important!** Anyone who uses a Gale Bookmark *must have access to the product from which the Bookmark came*. Users who have access to some Gale products but not the product from which the Bookmark came will see a message indicating that the Bookmark specifies a database that is not on their current subscription list.

### How to Copy and Paste a Bookmark

Navigate to the page you wish to Bookmark then click the **Bookmark** link in the toolbar. In the Bookmark window that appears, you'll see the actual Bookmark URL, beginning with http://. Simply copy the URL and paste it where needed into an electronic application (word processing editor, e-mail message, HTML editor, etc.).

### How to Add a Gale Bookmark to Your Browser's Bookmarks/Favorites/Shortcuts List

#### Method 1: Drag and Drop a Bookmark

If supported by your browser, you may drag the Bookmark URL to your browser's Bookmark/Favorites pull-down menu or sidebar. Simply position your cursor over the URL in the Bookmark window, and drag it up to your browser's "Favorites" folder and drop it in.

#### Method 2: Direct the System to Add Your Bookmark

Navigate to the page you wish to Bookmark then click the **Bookmark** link in the toolbar. In the Bookmark window that appears, click the **Bookmark the Persistent URL** link to add the Bookmark to your browser's Bookmark, Favorites, or Shortcuts list, depending on your operating system and browser user. Note that some browsers do not support bookmarks, so this option may not appear.

### How to E-mail a Bookmark

Navigate to the page you wish to Bookmark then click the **Bookmark** link in the toolbar. In the Bookmark window that appears, click the **Email the Persistent URL** link.

A separate window will open for you to enter one more recipient e-mail addresses (type a semicolon between multiple addresses), keep or type over the default subject line, and enter an optional

message. Then enter your e-mail address as the sender's e-mail address. Click the **Send** button when you are ready to send the e-mail. Clicking **Cancel** will exit the window without making any changes.

**Note:** If the system cannot deliver the e-mail to your recipient(s), you'll receive an e-mail informing you of this error if you have provided your e-mail address as the sender's address.

### **How to Save All Your Marked Items as an HTML Page**

While viewing your Marked Items list, then click the **Bookmark** link in the toolbar. In the Bookmark window that appears, click the **Save Marklist as HTML** link. You'll see a preview of the Marked Items List page. You can then select the **Save As** option on the menu of the preview page and save the Marked Items as an HTML page.

### **How to Bookmark Individual Items in Your Marked Items List**

While viewing your Marked Items list, you'll see the Bookmark icon appear before each citation. Click the icon to Bookmark that specific document. You will have the choice to copy and paste, bookmark, and/or e-mail the Bookmark, as described above.

### **How Do I Use a Bookmark?**

If you created a Bookmark as a browser bookmark or shortcut, simply click the link from your browser's list of bookmarks/favorites/shortcuts.

When you or someone else visits your Bookmarked search results, your search is run anew against the current contents of the database. You may get additional or updated information than when you originally performed the search.

**Note:** Databases that contain content that is filtered by Gale based on attributes of your user group (such as region, educational grade level, etc.) do generally allow you to share Bookmarks with users in a different attribute group; however, there are some restrictions. For example, *ClassTrac*, which contains educational curriculum standards for a given geographic state, allows you to send Bookmarks to users in a different state. After viewing the Bookmarked page, recipients of such Bookmarks will have to log out of *ClassTrac* and log back in to resume access to the content for their own user group. *ClassTrac* users should refer to the "Product Overview" section of the Help for further details.

Keep in mind that successfully using a link starts a search session in a Gale database. Even if the link simply goes to a document, all resources of that database are available to the user.

Documents that are Bookmarked should be reasonably stable, but the list of sources and negotiated rights (for text and/or full content display) in a collection can change without notice. It's a good idea to verify your saved links from time to time.

***Gale Virtual Reference Library* is also available for cross-searching using Gale's PowerSearch tool. To cross-search GVRL with other Gale databases visit your Gale Common Menu.**

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