

Biography Resource Center

User's Guide

GaleNet



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Chapter 1

Welcome to Biography Resource Center

This chapter provides a brief introduction to Biography Resource Center, including:

- Highlights and features of Biography Resource Center
- How to use this manual
- Gale contact information
- Key concepts – standard product features, special tools to assist in your retrieval of Biography Resource Center information, and general search tips

Chapter 2 will build on this introduction to provide you with step-by-step instructions for using Biography Resource Center.

Please see the *Getting Started with GaleNet User's Guide* for general information on GaleNet products, including how to access Biography Resource Center, navigate screens, work with Mark Lists and InfoMarks, use advanced search techniques, contact Gale Customer Support, and more. This guide is available from your Gale Representative or from the Gale web site at www.gale.com/userguides.

Getting the Most from your Biography Research

Biography is the fascinating and intriguing story of human life. It enriches our understanding of ourselves and others, the forces that make history, and the bonds that all of us share.

Maybe you have just seen a classic movie like *The Grapes of Wrath* and want to find out more about John Steinbeck or Henry Fonda. Perhaps you have read stories by Toni Morrison and want to know what inspires her to write the way that she does. Or, perhaps you have just heard a National Public Radio presentation on explorers of the Amazon River and want to know why they devoted their lives to such a risky undertaking. Biography Resource Center can help you find the answers to questions like these and many more.

Launch biographical searches from the most comprehensive site on the Internet today

The Biography Resource Center is a comprehensive online biographical reference database. This remarkable research tool has been designed to meet the needs of public and academic library patrons in the areas of literature, science, multicultural studies, business, entertainment, politics, sports, music, government, history, current events, and the arts.

By combining nearly 80 of the most frequently consulted Gale biographical sources, such as *Contemporary Authors*; *Encyclopedia of World Biography*; *Newsmakers*; *Contemporary Theatre, Film, and Television*; *Contemporary Musicians*; *Historic World Leaders*; *Notable Twentieth-Century Scientists*; *Contemporary Black Biography*; *Religious Leaders of America*; *International Dictionary of Art and Artists*; and *Writers Directory* with more than 250 full-text periodicals, Biography Resource Center delivers in-depth, full-text answers to a wide range of questions. Your patrons can learn about the lives and accomplishments of past and present noteworthy figures all within one easy-to-navigate platform.

An added feature in Biography Resource Center is *The Complete Marquis Who's Who*,[®] available as an optional add-on module. *The Complete Marquis Who's Who*[®] comprises every person – active, retired, or deceased – who has appeared in any of 20 *Marquis Who's Who*[®] titles from the past decade. The more than 950,000 thumbnail biographies are fully integrated within

Biography Resource Center, allowing researchers easy, single-search access to all of the information described here.

Applications

Students and patrons will appreciate the following features in conducting their research:

- View thumbnail biographies or read extensive biographical profiles collected from series and encyclopedias such as the *Encyclopedia of World Biography* and its supplements.
- Search the full-text of magazine and newspaper articles – selected articles from publications such as *Time*, *Newsweek* and *U.S. News and World Report* that amplify and update the narrative biographies and *Who's Who* entries that provide information on individuals who may or may not be profiled in the Biography Resource Center.
- Find tips and helpful instructions on biographical research that lead patrons to the most effective results.
- Read about the Spotlight On... personality – an individual currently in the news or of historical significance – profiled on the Biography Resource Center main page, with links to related biographies and periodical articles.

Benefits

The Biography Resource Center search interface provides powerful capabilities for both novice and experienced searchers. Full Boolean search capabilities, as well as standard and custom search modes, deliver concise results. Help screens are context-sensitive, meaning users get the help they need no matter where they are in the search process.

Coverage

- Over 300,000 biographical entries from nearly 80 Gale sources, covering more than 220,000 people
- Full-text articles from more than 250 periodicals
- More than 950,000 “thumbnail” biographies from *The Complete Marquis Who's Who*,® fully integrated with Biography Resource Center
- Tips on biographical research
- Recent Update links on an individual's Biography Resource Page to summaries of recent news events
- Links to nearly 7,000 relevant web sites

- 13,000 portraits of high-profile people
- Users can e-mail biographies to selected computers
- *Merriam-Webster's Collegiate Dictionary*

Building Biography Resource Center

Biography Resource Center contains a vast collection of full-text biographies and magazine articles on thousands of people from throughout history. In coming months, Biography Resource Center will continue to grow, adding thousands of new biographies, ongoing updates to existing biographies, and new features that will increase the scope and value of this already powerful product.

What you'll find

Search options

- **NAME** – search on a complete name or any word or combination of words known to be part of a person's name; variant names and pseudonyms used by an individual are also searchable
- **NATIONALITY** – find individuals based on their birth or citizenship in a particular nation or country; for individuals who were born in one country and later became citizens of another, multiple nationalities have been identified
- **BIRTH YEAR** and **DEATH YEAR** – search for individuals based on a specific year of their birth or death or a range of years
- **GENDER** – find individuals based on their gender
- **OCCUPATION** – search for individuals based on their occupation including various job titles.
- **ETHNICITY** – find individuals based on their membership in a group that shares a common language, culture, customs, or background
- **BIRTH PLACE** and **DEATH PLACE** – search for individuals based on the city, state or country where they were born or died

Resource types

As available, the following resources can be found for individuals in Biography Resource Center:

- **Recent Update** links to a window that displays a brief summary of recent news events about the individual

- **Narrative Biographies** returns a results list of available lengthy biographies on the individual
- **Magazine and Newspaper Articles** returns a results list of full-length articles written by or about the individual
- **Thumbnail Biographies** returns a results list of available brief biographies on the individual
- **Websites List** returns a pre-selected web site list highlighting the individual's life and works
- **Additional Resources** returns a results list of available brief entries that provide citations for additional biographical resources about the individual

About this Manual

This manual is your guide to all aspects of using Biography Resource Center. The “Key Concepts” section in this chapter outlines basic functions such as navigation, using special tool buttons, how to save and print the information you find, and improving your searches.

Product features and functions that are used throughout GaleNet are described in detail in the *Getting Started with GaleNet User's Guide*. This guide is available from your Gale Representative or from the Gale web site at www.gale.com/userguides.

Chapter 2 provides an in-depth look at performing searches and viewing search results. It starts with the easiest way to search Biography Resource Center, providing a step-by-step example that takes you through a sample search, working with Current Search Results and the Biography Resource Page, and viewing biographical documents. Later sections build on this example by presenting additional ways to search Biography Resource Center with a full explanation of all the search boxes available.

In addition to the instructions found in this manual, you can also consult Biography Resource Center's online help files by clicking the **Help** button.

Contacting Us

Gale is pleased to offer Biography Resource Center to you and your library. If you have any additional questions about Biography Resource Center please contact Gale at:

1-800-877-4253

This number will connect you with all the departments with which you may need to speak. To expedite your call, please have your customer number on hand. You can also e-mail comments via the **Contact Gale** button found in the navigational sidebar at the left of the Biography Resource Center main page.

Additional contact information, hours of operations, and a list of departments are provided in Chapter 3.

Key Concepts of Biography Resource Center

Moving Around in Biography Resource Center

The navigational sidebar at the left of Biography Resource Center screens provides buttons to help you move around in Biography Resource Center. These buttons are also available at the bottom of each screen. See the *Getting Started with GaleNet User's Guide* for information on navigating menus, search screens, and results lists.

In addition to the standard GaleNet navigation buttons, Biography Resource Center offers these additional buttons:

Spotlight On...Archive Takes you to a list of individuals who have previously been featured in the "Spotlight On..." section of Biography Resource Center.

Bio Resource Page Returns you to the listing of biographical resources available for a specific person.

Adjusting the Number of Results per Page

If you want your Current Search Results list to display more or less names on a page, select the **Revise Search** button. Then change the **Number of results per page** option to 10, 20, or 50.

The more results you choose view, the longer it will take the computer to display the page.

Using the Mark List

Biography Resource Center uses a Mark List to allow you to create and manage a personalized list of documents that you wish to reference again during your Biography Resource Center session. See the *Getting Started with GaleNet User's Guide* for a complete description of how to create and use a Mark List.

Special Tools for Biographical Research

Biography Resource Center provides some special tool buttons to make your biographical research easier:

Tips on Bio Research

Provides a quick summary of the different types of biography research resources available (many of which are included in Biography Resource Center) as well as suggestions on how to use those resources to conduct a successful search for the information you need.

Citation Generator

Click this button while viewing a biographical document to generate a customized citation for the currently displayed biography. Biography Resource Center will automatically provide the standard format. Citations may also be found at the top or bottom of a biographical document.

Sources in BioRC

Displays a list of Gale titles and other sources used in Biography Resource Center.

Saving Searches with InfoMarks

InfoMarks are available in Biography Resource Center to let you save and relaunch searches and embed them in web pages, e-mail, word processing documents, and other applications. See the *Getting Started with GaleNet User's Guide* for a complete description of how to create and execute InfoMarks.

Printing in Biography Resource Center

You can print any document or article from any content area in Biography Resource Center using the **Format for Printing** button on the left side of the page. This allows you to print the text portion only of the document and not the surrounding icons and title bar. See the *Getting Started with GaleNet User's Guide* on using the **Format for Printing** button.

If you wish to print data from screens other than those described above, you must use your browser's print function. See the *Getting Started with GaleNet User's Guide* for more information.

Emailing Biographical Data Home

You can e-mail yourself any document or article in Biography Resource Center using the **Email Document** button on the left side of the page. You may choose to e-mail the retrieved document in HTML or Plain Text format. See the *Getting Started with GaleNet User's Guide* for more information on the e-mail feature.

Research Tips: Getting the Best Search Results

To get started on your biographical search, the three steps below will help you identify which information resources to target and how you can use the information you already know to get the best results from searching those resources.

Step 1: Identify *why* you need the biographical information:

- Are you looking for information to use in a speech, introduction, or oral report?
- Are you looking for information for a school assignment?
- Are you looking for quick reference information?
- Or, are you just curious and want to read more about someone?

Step 2: Identify *what kind* of biographical information you need:

- Do you just need someone's birth or death dates?
- Do you want an address so you can contact someone?
- Do you need to know the major accomplishments in someone's life, such as a list of career achievements, publications, compositions, etc.?
- Do you need a picture of the person?

- Do you need information on a special group of people such as African American poets, women novelists, German army generals, or British rock musicians?
- Do you want to know more about people whose lives were part of important historical time periods such as World War II, the French Revolution, or the construction of the Panama Canal?

Step 3: Ask yourself *what information you already know about your subject:*

- Do you know the person's full name, initials, or just the last name?
- Do you know if the person is still alive?
- Do you know when or where the person might have lived?
- Do you know the person's major field of accomplishment (entertainment, law, literature medicine, sports)?
- Do you know the person's ethnicity or nationality?

Choosing Resources

Using the descriptions above, you are now ready to use Biography Resource Center and your library's resources to find the information that best suits your needs.

How much and what kind of information do you need? Will a *thumbnail biography* (a brief biography about an individual) be enough, or would a *narrative biography* (an in-depth profile of an individual's life) be better? Are you looking for *magazine or newspaper length articles*? If the person is an author, do you need to learn how and why this author writes or find literary criticism information? Do you need a picture of the person?

Here is a quick guide to help you choose the biography resource that will best fit your needs:

- *Who's Who compilations* or *thumbnail biographies* usually list living persons and offer brief, basic biographical information that sometimes includes an address for contacting the person. These biographies are usually grouped by special categories, such as fields of work or geographical areas of the country or the world.
- *Narrative biographies* provide in-depth biographical information that includes more complete career, works, personal, and contact information.
- *Biographical dictionaries* usually provide essays, ranging from a few paragraphs to a few pages or more, on a person's life and accomplishments.

These sources usually cover specific kinds of people, such as contemporary writers, prominent scientists, historic world leaders, notable African Americans, etc.

- *Magazine and newspaper biography articles* are usually short, offer more condensed and up-to-date information about a person's life, and generally deal with living or recently deceased people. These sources frequently cover current events and may offer multiple articles from a variety of sources that present different points of view; they may also offer a better chance of finding a person's photograph.
- *Book-length biographies* tend to provide very detailed information about a person's life. Many books offer itemized lists of a person's accomplishments, give you information about other historical events that took place in a person's life, and frequently include pictures of the person. ***Check your library's catalog to locate these resources.***
- *Internet sites* vary greatly in the quality and quantity of biographical information they contain. Unless you know a specific biography site, you may have to spend some time carefully searching the Internet to find the exact type of biographical information you need. The Internet is a wonderful information resource, but when you need specific biographical information, you should go to established web sites that have been reviewed for their quality and content.

Citing Documents

There are a variety of citation style choices, including MLA (Modern Language Association), APA (American Psychological Association), or The Chicago Manual of Style. Submission guidelines or your professor's preference may govern your choice of citation style. Regardless of the particular style chosen the goal of citing electronic publications is to provide enough information so that the reader can locate the article, either electronically or from the original print. For information and examples on citing Gale sources, see the *Getting Started with GaleNet User's Guide* or go to www.gale.com/customer_service/citing.htm.

Citation information for a specific work is located at the end of every document.

Improving Your Search Results

See the *Getting Started with GaleNet User's Guide* for additional search tips and techniques. Search tips are also available online in Biography Resource Center by clicking the **Search Tips** button.

Use these guidelines to improve your Biography Resource Center search results:

- ***Be specific, especially when searching for people with common names.*** If you're looking for articles about Bessie Smith, enter both words in your search. If you enter just Smith, your search will return thousands of names.
- ***Use quotations for exact phrases.*** Generally speaking, each type of search will look for the presence of the word(s) you entered in any combination unless quotation marks are used. Enclosing your search terms in quotations causes Biography Resource Center to search for an exact match. For example, a Name search on John Adams (without quotations) returns a list where the names John and Adams can appear as the first, middle, or last names, in any order. A search on "John Adams" (with quotations) returns only individuals whose name contains John, followed by Adams, as in Christopher John Adams, John Adams, and John Adams Barrett.
- ***Use multiple search terms and criteria.*** If you find that your search is returning too many names, further narrow your search by using a Custom search, where you can enter multiple search terms (see page 22).
- ***Try a full-text search.*** For those instances in which a Name search or a Custom search yields zero results, use a Full Text search (see page 24).
- ***Use search operators and wild cards.*** Most search boxes allow the use of Boolean operators (AND, OR, NOT, etc.) and wild cards (*, ?, !) to target your search. See "Search Operators and Wild Cards" in the *Getting Started with GaleNet User's Guide* for additional information.

The * and ? may not be used in date fields (such as Birth or Death year).

- ***Watch the use of special characters.*** Follow these guidelines when using special characters:
 - A hyphen (-) used between two words is considered part of the term. If you are searching for a word or phrase that normally contains a hyphen, include the hyphen: "nineteen-thirties" or "self-doubt"
 - Apostrophes (') are not recognized by the search engine and should be deleted from search terms. Enter Salem Lot (instead of Salem's Lot).

- Ampersands (&) are not recognized by the search engine. Instead, use the W (Within) proximity operator. See “Search Operators and Wild Cards” in the *Getting Started with GaleNet User’s Guide* for additional information.
- A period (.) used between two words is considered part of the term. When searching for a name that contains initials, be sure to type a period after each initial, as in W. E. B. Du Bois (instead of WEB Du Bois).

Chapter 2

Getting Started with Biography Resource Center

Chapter 2 begins with the Biography Resource Center main page and a description of the available search modes. Next you will see how to perform a sample Name search and how to link from the Current Search Results list to the Biography Resource Page and then to specific biographical documents.

The chapter then presents Custom and Full Text searches, with a description of all search boxes, plus relevant search tips.

Remember to refer to the *Getting Started with GaleNet User's Guide* for general information on navigation, searching, and working with results lists.

The Biography Resource Center Main Page

See the *Getting Started with GaleNet User's Guide* for information about accessing GaleNet and Biography Resource Center (BioRC).

When you start BioRC, the Biography Resource Center main page appears, providing three search

paths to help you find information:

[A] Name Search

Search for an individual whose name matches what you type in the search box. You may type a full surname, a first name and last name in any order, or just the beginning of a surname. See page 15.

[B] Custom Search

Perform highly targeted searches to identify individuals who match certain search criteria. BioRC provides flexible searching, allowing you to select one, multiple, or all categories on the page for searching. See page 21.



[C] Full Text Search

Search for the presence of any word or words within a biography's main essay text. For those instances in which a search using a particular search box is unsuccessful, you may want to use a Full Text search. See page 24.

Also on the Biography Resource Center main page you'll find:

[D] Spotlight On...

BioRC highlights an individual of current or historical importance on the Biography Resource Center main page. Follow the link to the Biography Resource Page for that individual for easy access to the person's biographies as well as magazine and newspaper articles by or about that person. Past profiles can be accessed via the **Spotlight On... Archive** link on the Biography Resource Center main page.

Performing a Name Search – A Sample Search

The quickest way to search for a biography in BioRC is to enter a name or part of a name in the search box on the Biography Resource Center main page.

The following sample search shows you step-by-step how to search BioRC for a specific individual. The steps described are similar to those used when performing other searches. These other searches are described in later sections.

1. Enter term(s) in the search box.

The screenshot shows the Biography Resource Center search page. At the top, there is a navigation bar with the Gale Group logo and a 'Spotlight On...' section featuring several portraits. Below the navigation bar, there are two columns of links: 'NAVIGATION' (GaleNet Menu) and 'TOOLS' (Help, Search Tips, Contact Gale Group, Tips on BioResearch, Dictionary, Sources in BioRC). The main search area is titled 'Enter a person's name:' and contains a search box with 'George Bush' entered. To the right of the search box is a red arrow labeled '1'. Below the search box are two radio buttons: 'Name contains' (selected) and 'Start of last name'. Below these are two lines of instructions: 'Name Contains: Enter any combination, in any order, of first, middle, and/or last name.' and 'Start of Last Name: Enter as much as you know of the last name only.' Below the instructions is a dropdown menu for 'Number of results per page:' set to '10', with a red arrow labeled '2' pointing to it. At the bottom of the search area are two buttons: 'Search' and 'Clear Form', with a red arrow labeled '3' pointing to the 'Search' button.

Performing a Name search will look for an individual whose name corresponds to whatever you key into the search box, whether you type the full

surname, the first name and last name in any order, or just the beginning portion of the surname. Variant names and pseudonyms used by an individual are also searchable.

You may search for a person by name in two ways:

- Select **Name contains** and type a full name or any word or combination of words known to be part of the person's name.
- Select **Start of last name** and type the beginning letters of the person's last name. This type of search will yield less precise results than searching by a first and last name. For example, searching on "bon" will return a results list that contains *Sonny Bono*, as well as *Bonaventure*, *Surya Bonaly*, *Bobby Bonilla*, and many others.

See page 11 (or click the **Search Tips** button) for tips on improving your search.

2. Specify the number of results to view per page.

You may specify how many names will appear on the resulting page by selecting from the **Number of results per page** pull-down menu. You may view 10, 20, or 50 citations per page, but keep in mind that the more you view, the longer it will take the computer to display the page.

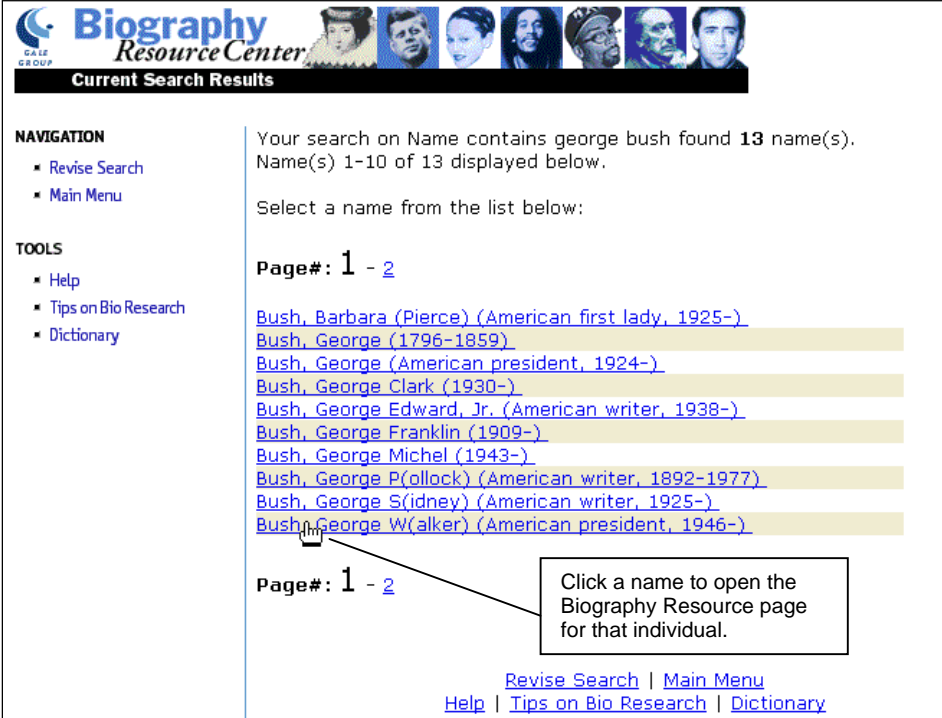
3. When you have made your search choices, click on the Search button.

After you click on the **Search** button, BioRC will display a Current Search Results list showing the names that match your search criteria, as described in the next section.

To revise your search from the Current Search Results list, click on **Revise Search** to return the BioRC main page. Use the **Clear Form** button to remove all information you have entered.

Viewing Search Results – The Current Search Results List

Continuing the example begun in the previous section, we will now view the results for the Name search for George Bush.



The screenshot shows the Biography Resource Center interface. At the top, there is a logo for Gale Group and a row of small portraits. Below the logo, the text reads "Current Search Results". On the left side, there are two sections: "NAVIGATION" with links for "Revise Search" and "Main Menu", and "TOOLS" with links for "Help", "Tips on Bio Research", and "Dictionary". The main content area displays the search results for "Name(s) 1-10 of 13 displayed below". It lists ten names with their birth and death dates in parentheses, such as "Bush, Barbara (Pierce) (American first lady, 1925-)", "Bush, George (1796-1859)", "Bush, George (American president, 1924-)", "Bush, George Clark (1930-)", "Bush, George Edward, Jr. (American writer, 1938-)", "Bush, George Franklin (1909-)", "Bush, George Michel (1943-)", "Bush, George P(ollock) (American writer, 1892-1977)", "Bush, George S(idney) (American writer, 1925-)", and "Bush, George W(alker) (American president, 1946-)". A "Page#: 1 - 2" indicator is shown above the list. A callout box points to the first name in the list with the text: "Click a name to open the Biography Resource page for that individual." At the bottom of the page, there are links for "Revise Search", "Main Menu", "Help", "Tips on Bio Research", and "Dictionary".

A Current Search Results list will show the biographies that fulfill your query. Similar Current Search Results lists will appear at other times as you are using BioRC.

At the top of the Current Search Results list, you can see the number of citations in the list and your location within the list. The number of citations listed corresponds to your selection in **Number of results per page** pull-down menu on the previous page. The results list opens on page one, and you click on the page numbers to move through the list of names.

The Current Search Results list will display the names alphabetically in reverse order (last name first), as well as birth and death date information, and the person's primary nationality and occupation as available to help guide your selection. When you select an individual, you will be taken to the Biography Resource Page for that person (see the next section). From there,

you can access biographies, journal articles, and other information on the person.

Searching on variant names and pseudonyms may return the person's given name in the Current Search Results list. If a name in the Current Search Results list does not appear to match your query, click on a name to access the person's Biography Resource Page and look for a matching variant name or pseudonym.

Using the Biography Resource Page

The Biography Resource Page shows the biographical resources available for the individual that you chose from your results list. The Biography Resource Page is the principal access point for information about



The screenshot shows the Biography Resource Center interface. At the top, there is a header with the logo and a row of small portraits. Below the header, there are two columns. The left column contains navigation and tool links: 'NAVIGATION' with links for 'Current Search Results', 'Revise Search', and 'Main Menu'; and 'TOOLS' with links for 'Help', 'Tips on Bio Research', and 'Dictionary'. The right column features a large heading: 'You have chosen George W(alker) Bush (American president, 1946-) Also known as George W Bush, George W. Bush'. Below this heading is a sub-heading: 'Select one of the options below to retrieve a list of documents.' A portrait of George W. Bush is displayed with an 'Enlarge Image' link. To the right of the portrait are several resource categories with descriptions: 'Recent Update' (Check recent updates on Bush.), 'Narrative Biographies' (Find one or more lengthy biographical profiles and learn about Bush's life and accomplishments.), 'Magazine and Newspaper Articles' (Find magazine and newspaper articles written about Bush and, as available, articles written by Bush.), 'Thumbnail Biographies' (Find one or more brief biographies and locate key facts about Bush, including, as available, an address.), 'Websites List' (View selected websites that survey Bush's life and works.), and 'Additional Resources' (Find citations for additional biographical resources on Bush your library may have.). At the bottom of the page, there is a footer with links: 'Current Search Results | Revise Search | Main Menu | Help | Tips on Bio Research | Dictionary'.

individuals in the Biography Resource Center. This screen displays the person's full name (which may or may not be his/her best known name); and as available, birth and death years; any variant names or pseudonyms; and the person's primary nationality and occupation. Where available, the Biography Resource Page will also display a portrait of the individual. Depending upon the information that is available for the specific person, the Biography Resource Page features links for **Recent Update**, **Narrative Biographies**,

Magazine and Newspaper Articles, Thumbnail Biographies, Websites List, and Additional Resources. Clicking on one of these links will take you to a listing of available documents in the particular category selected.

To see a description of the resource types, see page 4.

Use the **Current Search Results** button in the sidebar or on the bottom menu to return to the Current Search Results list for the current search.

The Infomark symbol at the top of an individual’s Biography Resource Page means that the page is stable and could likely be accessed again after you end your BioRC session. You may use your browser to bookmark the page or you may copy the page’s URL into a web page, e-mail, or other electronic document. Returning to the page would, of course, require access to BioRC. Information from all BioRC resource types may be InfoMarked, with the exception of **Recent Updates**. See the *Getting Started with GaleNet User’s Guide* for more information on creating and executing InfoMarks.

A Sample Documents List: The Narrative Biographies List

The Narrative Biographies list shows the narrative biographies that are available for the individual. Similar lists would be shown for **Thumbnail Biographies, Magazine and Newspaper Articles, and Additional Resources.**

The screenshot shows the Biography Resource Center interface. At the top, there's a header with the logo and a row of small portraits. Below that, the page title is "Narrative Biographies". On the left, there's a sidebar with "NAVIGATION" (Bio Resource Page, Revise Search, Main Menu) and "TOOLS" (Help, Tips on Bio Research, Dictionary). The main content area shows a search result for "Bush, George W(alker)". The result includes a checkbox, a link to the title, and a brief description. A callout box highlights the link with the instruction "Click the linked title to display the resource document". There are "Update Mark List" buttons above and below the result. At the bottom, there are links for "Bio Resource Page", "Revise Search", "Main Menu", "Help", "Tips on Bio Research", and "Dictionary".

To see a description of the resource types, see page 4.

To view a resource document, click on the linked title to go to the corresponding biographical entry, essay, or periodical article (see the next section).

You may also mark a citation for later use during your current BioRC session by clicking on the check box next to the title so that it is filled, then clicking on the **Update Mark List** button at the top or bottom of the page. For more information about the Mark List, see the *Getting Started with GaleNet User's Guide*.

The page may also be saved as an InfoMark, allowing you re-display it after you end your BioRC session. See the *Getting Started with GaleNet User's Guide* for information on creating and executing InfoMarks.

Use the **Bio Resource Page** button to return to the listing of biographical resources that are available for the person (see page 18).

Viewing Biographical Entries, Essays, and Articles

Selecting a resource from a documents list takes you to the full-text of the entry, essay, or periodical article you chose. Here you can see a sample Narrative Biography essay.

The screenshot shows the Biography Resource Center interface for George W. Bush. At the top, there is a header with the logo and a row of portraits. Below this is a 'NAVIGATION' section with links: Current Search Results, Bio Resource Page, Revise Search, and Main Menu. A 'TOOLS' section includes: Help, E-mail Data Home, Format for Printing, Tips on Bio Research, Dictionary, Add to Mark List, and Citation Generator. The main content area features the name 'George W. Bush' and 'Also known as: George W(alker) Bush, George W Bush'. It lists 'Born: July 6, 1946 in New Haven, Connecticut, United States', 'Nationality: American', and 'Occupation: politician'. The source is cited as 'Encyclopedia of World Biography Supplement, Vol. 21. Gale Group, 2001.' Below this is a 'Table of Contents' section with links for 'Biographical Essay' and 'Further Readings'. The 'BIOGRAPHICAL ESSAY' section begins with the text 'When George W. Bush (born 1946) won a disputed election to become'.

Many resource documents have internal Table of Contents sections that will make it easy for you to jump directly to the information in which you are interested. Clicking these links will move you down the page to the appropriate heading. Alternately, you can use the scroll bars (not shown) to read through the biography sequentially.

Clicking the **Current Search Results** button will return you the documents list for the current resource type (see page 17). To view documents from another resource type, click the **Bio Resource Page** button to return to the

listing of biographical resources that are available for the person (see page 18).

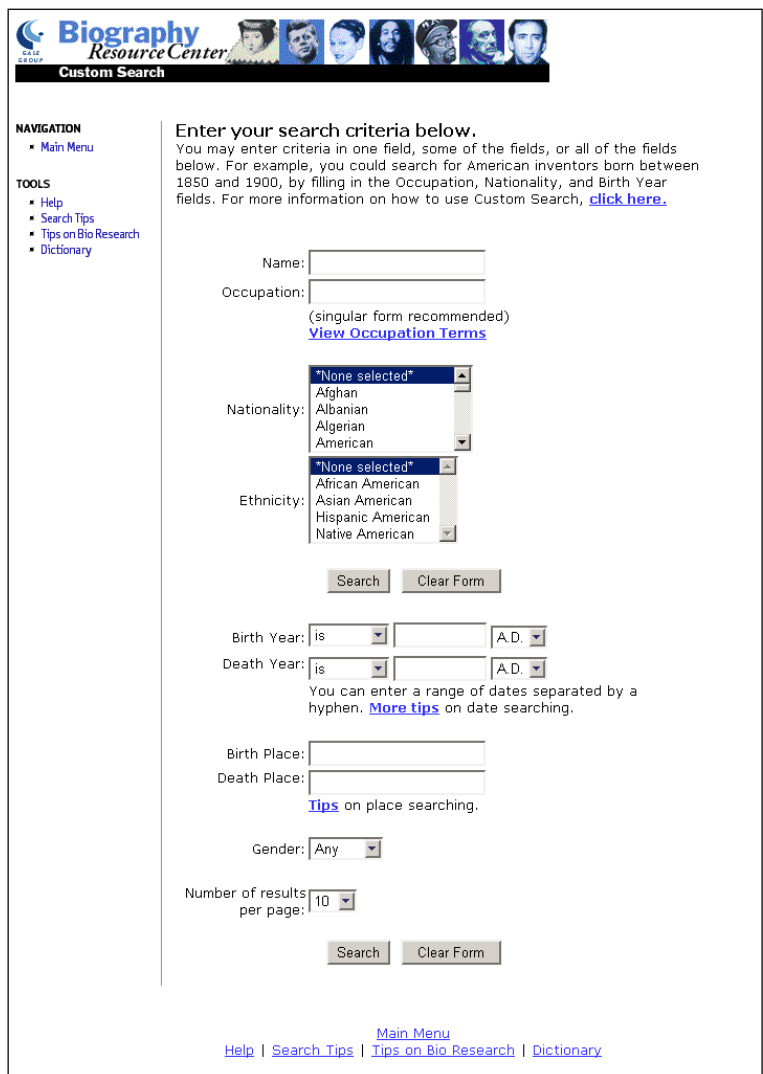
See “Special Tools for Biographical Research,” beginning on page 7 for information on using the **Tips on BioResearch** and **Citation Generator** buttons when viewing resource documents.

Refer to the *Getting Started with GaleNet User’s Guide* for detailed instructions on e-mailing biographical information home, formatting a page for printing, and using a Mark List and InfoMarks.

Performing a Custom Search

See the sample search on page 15 for how to set the number of results per page and revise your search.

Follow the link on the Biography Resource Center main page to the Custom Search screen to perform more targeted searches to identify individuals who match certain criteria. BioRC provides for flexible searching, allowing you to select one,



Biography Resource Center
Custom Search

NAVIGATION

- Main Menu

TOOLS

- Help
- Search Tips
- Tips on Bio Research
- Dictionary

Enter your search criteria below.
You may enter criteria in one field, some of the fields, or all of the fields below. For example, you could search for American inventors born between 1850 and 1900, by filling in the Occupation, Nationality, and Birth Year fields. For more information on how to use Custom Search, [click here](#).

Name:

Occupation:
(singular form recommended)
[View Occupation Terms](#)

Nationality:

- *None selected*
- Afghan
- Albanian
- Algerian
- American

Ethnicity:

- *None selected*
- African American
- Asian American
- Hispanic American
- Native American

Birth Year: is A.D.

Death Year: is A.D.

You can enter a range of dates separated by a hyphen. [More tips](#) on date searching.

Birth Place:

Death Place:
[Tips](#) on place searching.

Gender: Any

Number of results per page: 10

[Main Menu](#)
[Help](#) | [Search Tips](#) | [Tips on Bio Research](#) | [Dictionary](#)

multiple, or all categories on the page for searching, as described below.

Custom Search Categories

Name

Type a complete name or any word or combination of words known to be part of a person's name. Variant names and pseudonyms used by an individual are also searchable.

Occupation

Type a word or combination of words that specify a particular job title, field of endeavor, or a related concept. Examples: professor, accountant, lecturer.

Occupation information appears at the top of the entry and in the career section of the biography and typically contains information on the person's various job titles, employers, places of employment, and other details.

Click **View Occupation Terms** to display a list containing most of the searchable occupation vocabulary terms in BioRC. Use the **Back** button on your browser to return to Custom Search and enter the term in the search box.

Nationality

Use the pull-down menu to select where a person was born or their citizenship in a particular nation or country. For individuals who were born in one country and later became citizens of another, BioRC tracks multiple nationalities. You may make several selections from the Nationality list by pressing and holding the Ctrl (Control) key and clicking on multiple items.

Ethnicity

Use the pull-down menu to select an ethnicity: an individual's membership in a group that shares a common language, culture, customs, or background. You may make more than one selection from the list of the four major American ethnicities by pressing and holding the Ctrl (Control) key and clicking on multiple items.

Birth Year and Death Year

Type a birth or death year to search for individuals based on the year of their birth or death in A.D. or B.C. You may search for birth and death dates:

- in a specific year by selecting "is" from the pull-down menu and typing a year in the field to the right.
- between a range of years by selecting "is between" from the pull-down menu and typing two years separated by a hyphen in the field to the right.
- before a certain year by selecting "is before" from the pull-down menu and typing a year in the field to the right.

- after a certain year by selecting “is after” from the pull-down menu and typing a year in the field to the right.

Click **More tips** to access the online help files for information on date range searches.

Birth Place and Death Place

Type a word or phrase for a city, state, or country where the individual was born or died. For a state, enter the full name of the state for best results. Click **Tips** to access the online help files for information on place searches.

Gender

Use the pull-down menu to specify the gender of the individual: Male or Female. The default of Any will find citations for either gender.

Custom Search Tips

- For help with Custom searches, use the link at the top of the Custom Search page.
- If you enter more than one word in a search box, BioRC assumes the AND search operator unless you specify another search operator. You may also use wild cards, except in the **Birth Year** and **Death Year** boxes. See “Search Operators and Wild Cards” in the *Getting Started with GaleNet User’s Guide* for more information.
- If a search with the pre-defined categories yields no results, you might try a Full Text search. See page 24 for more information.
- Refer to page 11 for additional search tips and techniques, or click the **Search Tips** button.

After you click on the **Search** button, BioRC will display a Current Search Results list showing the names that match your search criteria (see page 17 for a sample Current Search Results list).

Performing a Full Text Search

See the sample search on page 15 for how to set the number of results per page and revise your search.

Follow the link on the Biography Resource Center main page to use Full Text Search to search for the presence of any word or words within all biographies in BioRC.

The screenshot shows the Biography Resource Center's Full Text Search page. At the top, there is a logo for 'Biography Resource Center' with a 'Gale Group' logo to the left and a row of seven small portrait photos to the right. Below the logo is a black bar with the text 'Full Text Search' in white. The main content area is divided into two columns. The left column contains a 'NAVIGATION' section with a link to 'Main Menu' and a 'TOOLS' section with links to 'Help', 'Search Tips', 'Tips on Bio Research', and 'Dictionary'. The right column is titled 'Enter a word or phrase:' and contains a search box labeled 'Full Text Search:'. Below the search box is a 'Look For:' dropdown menu currently set to 'all the words'. A note below the dropdown says: 'You can also do powerful searches using Boolean expressions. Click here for instructions on word or phrase searching.' Below this is a 'Number of results per page:' dropdown menu set to '10'. At the bottom of the right column are two buttons: 'Search' and 'Clear Form'. At the very bottom of the page are several links: 'Help', 'Search Tips', 'Main Menu', 'Tips on Bio Research', and 'Dictionary'.

This search will return a combined list of thumbnail biographies, narrative biographies, and additional resources that contain a match of the search term(s). The Current Search Results lists will display the name of the subject of the biography, followed by a bibliographic citation for the biography, and will be arranged alphabetically by the person's last name.

Full Text Search Options

Select one of the following options from the **Look For** pull-down menu to control how Biography Resource Center searches for the word(s) you entered in the **Full Text Search** search box:

All the words

Searches for documents containing all of the words that you type in the search box. The words may be in any order and may not be in close proximity to each other.

Any of the words

Searches for documents containing any of the words that you type in the search box. Results will contain at least one of the words entered.

Exact phrase

Searches for documents containing all of the words that you type in the search box, in the exact order entered.

Boolean phrase

Searches for documents based on the text entered and the Boolean operators included. You may use more sophisticated searching operators with this option, such as AND, or OR operators or wild cards. For more information, see “Using Search Operators and Wild Cards” in the *Getting Started with GaleNet User’s Guide*. Boolean operators can be keyed in upper case or lower case.

Full Text Search Tips

- For help with Full Text searches, use the link provided on the Full Text Search page.
- Mix phrases and single search terms in the search box. For example, in the search box enter “ancient Rome” AND Caesar. Then select “Boolean phrase” in the **Look For** pull-down menu.
- Broaden your search by using OR. For example, in the search box enter racism OR prejudice. Unless you tell the search engine otherwise, it finds only those biographic essays containing all of the words that you specify. By selecting “Boolean phrase” in the **Look For** pull-down menu and inserting OR between your search words, you’ll find documents that contain as few as one of your requested words. Using OR will increase the number of essays that are found; use OR if your search isn’t finding enough essays. (Note: You may also select “Any of the words” in the **Look For** pull-down menu and enter multiple words without the OR operator.)
- Use plural or other word endings. For example, if you are looking for discussions of murder, select “Boolean phrase” in the **Look For** pull-down menu and search for various forms of the word using the OR operator as the connector. For example: murder or murders or murderer or murderous. (Note: You may also select “Any of the words” in the **Look For** pull-down menu and enter multiple words without the OR operator.) It is also possible, depending on the desired search term, to use the truncation (or wild card) feature to retrieve both singular and plural forms of a word, as in murder*.

- Try using synonyms for your original words. For example, select “Boolean phrase” in the **Look For** pull-down menu and enter “nervous breakdown” or “mental breakdown” or “nervous disorder” or “mental instability”.
- Refer to page 11 for additional search tips and techniques, or click the **Search Tips** button.

After you click on the **Search** button, BioRC will display a Current Search Results list showing the names and related documents (thumbnail biographies, narrative biographies, and additional resources) that match your search criteria (see page 17 for information about the Current Search Results list).

Chapter 3

Customer Support

Gale is committed to supporting its customers throughout the lifetime of their GaleNet subscriptions. Our staff of customer and technical support specialists, including our all MLS-degreed Content Support (Search Assistance) team, are ready to answer all your questions.

The [gale.com](http://www.gale.com) website, especially the Customer Service and Education pages (www.gale.com/customer_service/), contains product education materials such as User's Guides, Fact Sheets, Navigation Guides, sample searches, Technical Bulletins, Titles Lists, FAQs, plus information on email lists and discussion groups to meet your internal training requirements.

Contacting Us

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1 - 800 - 877 - GALE
248 - 699 - 4253

To e-mail all Customer Resource Center departments, please go to www.gale.com and click on **Customer Service**.

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FAX 650-378-5442

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Farmington Hills
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- Identifying orders - subscription information
- Shipment of point-of-use materials

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MI 48331

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