

Getting Started with GaleNet

User's Guide

GaleNet



Table of Contents

Chapter 1: Welcome to GaleNet.....	1
About GaleNet.....	2
About this Manual.....	2
Contacting Us.....	2
Chapter 2: Navigation and Tool Buttons.....	3
Moving Around in GaleNet Products.....	4
Using the Navigational Sidebar	4
Product-Specific Navigation Buttons	4
Using your web Browser Buttons	5
Using Tool Buttons	5
Product-Specific Tools.....	6
Managing the Information You Find with Mark Lists	6
Using a Mark List	7
Saving the Information You Find with InfoMarks.....	8
Using an InfoMark as a bookmark.....	8
Using an InfoMark by cutting and pasting the URL.....	8
Executing an InfoMark	9
Common Uses of InfoMarks.....	10
E-mailing Data Home.....	11
Formatting for Printing.....	11
Saving and Printing Using Your Browser.....	12
Citing Online Reference Works.....	12
Chapter 3: Getting the Best Search Results.....	15
General Guidelines.....	16
Using Search Operators and Wild Cards.....	16
Boolean Operators	16
Using Parentheses	17
Proximity Operators.....	18
Numeric Operators.....	18
Wild Cards	19

Chapter 4: Technical Recommendations	21
Web Browsers	22
Operating Systems.....	22
Chapter 5: Customer Support	23
Contacting Us	24
For U.S. and Canadian Customers.....	24
For International Customers... ..	25

Chapter 1

Welcome to GaleNet

This chapter provides a brief introduction to GaleNet, including:

- Highlights and features of GaleNet
- How to use this manual
- Gale contact information

About GaleNet

GaleNet provides unlimited searching and access to Gale databases via the World Wide Web. The dependable, reliable information and answers that you and your patrons associate with Gale is available in a convenient online format.

About this Manual

This manual addresses the functions, features and elements common to all GaleNet products and is to be used as a general reference. Consult the individual database User's Guides for detailed information.

www.gale.com/userguides.

Contacting Us

Gale is pleased to offer GaleNet products to you and your library. If you have any questions that aren't answered here, 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. Where available, many products provide a link so that you can also e-mail comments via the **Contact Gale Group** button.

For customers outside the U.S. and Canada, send an e-mail to *international@gale.com*.

Additional contact information, hours of operations, and a list of departments are provided in Chapter 5.

Chapter 2

Navigation and Tool Buttons

This chapter provides in-depth information on GaleNet navigation and tool buttons, including:

- Moving around in GaleNet products
- Using Tool Buttons
- Managing, saving, and printing the information you find

Moving Around in GaleNet Products

Using the Navigational Sidebar

The navigational sidebar at the left of most GaleNet screens provides buttons to help you move around in GaleNet products. The following is a list of common navigational buttons:

Gale Group Databases	Lists, and provides access to, all of the Gale databases to which you have subscribed.
Main Menu	Displays the product's main menu or main start-up page so that you can begin a new search. Any data previously entered into the search boxes is cleared out.

For some GaleNet products, this button is called **Home** or **New Search**.

Current Results	Displays those items or documents that match the criteria you entered in your search.
------------------------	---

For some GaleNet products, this button is called **Current Search Results**.

Home	See the description for Main Menu .
New Search	See the description for Main Menu .
Revise Search	Displays the initial search page for the current search type so that you can revise your search.

Many GaleNet products offer navigational buttons at the top or bottom of each page instead of, or in addition to, the sidebar at the left. With certain GaleNet products, the navigational buttons contain images instead of descriptive text. To determine the function of these buttons, let the mouse pointer rest over the button and a short description will appear.

Product-Specific Navigation Buttons

In addition to the above navigation buttons, many GaleNet products feature special navigation buttons designed for that specific product. These buttons are described in the User's Guide for that product.

Using your web Browser Buttons

In addition to the navigation sidebar buttons described above, you can use your browser's **Back** and **Forward** navigation buttons:

- To return to the last page you viewed, click the **Back** button on your browser.
- Once you have used the **Back** button at least once, you may also use the **Forward** button on your browser. Click the **Forward** button to return to the page you viewed before clicking the **Back** button.

Using Tool Buttons

In addition to navigation buttons, you will also find tool buttons in the navigational sidebar at the left of most GaleNet screens to assist you in various aspects of searching and using the information you find. The following is an alphabetized list of tool buttons that may appear. Not all buttons are available for all products.

About	Displays descriptive information about the GaleNet product you are using.
Add to Mark List	Adds the item or document entry you are currently viewing to the Mark List. See page 7 for additional information on the Mark List function.
For some GaleNet products, this button is called Add to Keeper List .	
Comments	Lets you send comments and questions via e-mail to Gale.
Dictionary	Allows you to search a linked dictionary. Provides arrow buttons for browsing.
Help	Displays information similar to the User's Guide that will help answer your questions about the GaleNet product you are using.
E-mail Data Home	Allows you to e-mail the item or document entry to yourself in HTML or plain text format. See page 11.

For some GaleNet products, this button is called **E-mail**.

Format for Printing Formats the item or document entry to contain only text (without the surrounding icons and title bar) so that you may print it using your browser's Print command. See page 11.

For some GaleNet products, this button is called **Print**.

Remove from Mark List Removes the item or document entry you are currently viewing from the Mark List. See page 7.

For some GaleNet products, this button is called **Remove from Keeper List**.

Search Tips Displays general tips and techniques for optimizing your searches. See page 16.

View Mark List Displays the Mark List, which lists the item or document entries you have selected to "save" for later reference during the current session. Appears once you have marked at least one result for your Mark List. See page 7.

For some GaleNet products, this button is called **View Keeper List**.

Product-Specific Tools

In addition to the above tool buttons, some GaleNet products offer special tools designed for that specific product. Some examples include the **Citation Generator** found in Biography Resource Center or the **Currency Converter** button in Gale Business Resources. These buttons will be described in the specific User's Guide for that product.

Managing the Information You Find with Mark Lists

The GaleNet databases contain thousands and thousands of pieces of data from hundreds of sources. Your searches can easily yield a substantial number of results that you might find of interest. To help you make the most of that information, many of the GaleNet products let you mark records that you find especially helpful or interesting, creating a personalized citation list. Mark

Lists remain in effect only while you are using the GaleNet product. Once you quit the application, your Mark List is cleared out. To save information for use after you've ended a GaleNet session, see the section on InfoMarks below.

Using a Mark List

The screenshot displays the GaleNet interface for managing a Mark List. On the left sidebar, there are buttons for 'Update Mark List' and 'View Mark List'. Below these are 'Related Subjects' including 'George Washington Carver Foundation' and 'George Washington National Forest, Virginia and West Virginia'. The main content area is titled 'Reference Materials' and shows a list of items 1-7 of 7 found. Each item has a checkbox and a description. The items are:

Item	Description	Type
<input type="checkbox"/>	Cable, George Washington (1844-1925). <i>Encyclopedia of World Biography</i> , 2nd ed. 17 Vols. Gale Research, 1998.	Narrative Biography
<input type="checkbox"/>	Carver, George Washington (1864-1943). <i>Encyclopedia of World Biography</i> , 2nd ed. 17 Vols. Gale Research, 1998.	Narrative Biography
<input checked="" type="checkbox"/>	Goethals, George Washington (1858-1928). <i>Encyclopedia of World Biography</i> , 2nd ed. 17 Vols. Gale Research, 1998.	Narrative Biography
<input type="checkbox"/>	Adams, John Quincy (1767-1913). <i>Historic World Leaders</i> . Gale Research, 1994.	Narrative Biography
<input checked="" type="checkbox"/>	Melville, George Wallace (1841-1912). <i>Encyclopedia of World Biography</i> , 2nd ed. 17 Vols. Gale Research, 1998.	Narrative Biography
<input checked="" type="checkbox"/>	Patterson, Frederick Douglas (1901-1988). <i>Encyclopedia of World Biography</i> , 2nd ed. 17 Vols. Gale Research, 1998.	Narrative Biography
<input type="checkbox"/>	Pilsudski, Józef (1867-1935). <i>Historic World Leaders</i> . Gale Research, 1994.	Narrative Biography

You may select records for a Mark List in the following two ways:

- Method 1 – When viewing a results list, click on the check box to the left of one or more records. Then save your selections by clicking on **Update Mark List** before proceeding to another screen.
- Method 2 – When viewing a complete record or document (after linking to it from the results list), click on the **Add to Mark List** (wording and format may vary) button on the sidebar.

After marking one or more records, you may view your Mark List by clicking on the **View Mark List** button on the sidebar. To remove an item from your list, simply deselect the check box to the left of the citation, or click on the **Remove from Mark List** sidebar button while viewing the complete record.

You may print or save your Mark List using your browser's commands to print or save the list. If your Mark List spans several pages, you must save or print individual pages separately. Information items in your Mark List will be cleared when you leave the GaleNet product. Use InfoMarks (where available) to save information for retrieval after you have exited the GaleNet database, which is covered in the following section.

You may encounter Keeper Lists while using certain GaleNet products, which function in essentially the same way as Mark Lists.

Saving the Information You Find with InfoMarks



InfoMarks let you save and relaunch entire searches, search result sets, or specific records and create links to these search results on web pages, e-mail, word processing documents, and more. With a click of the mouse, your users can then access the same search results that you have previously retrieved. InfoMarks are the premier tool for creating: reading lists, course packs, study guides, content services, guidelines for special projects, bibliographies, training sites, or electronic “reserve” readings.



The InfoMark icon at the top of any page indicates that page can be Infomarked. The resulting URL (the web site address) *remains valid and active* even when the session is over. Visit www.gale.com/infomarks for further details.

InfoMarks are only available in GaleNet and InfoTrac products with the InfoMark logo.

Using an InfoMark as a bookmark

1. **From any page with the InfoMark icon that you wish save, click the right mouse button.**

The cursor may be on any part of the page. A pop-up window will appear when you right click the mouse.

2. **Use the appropriate function in your browser to save a bookmark.**

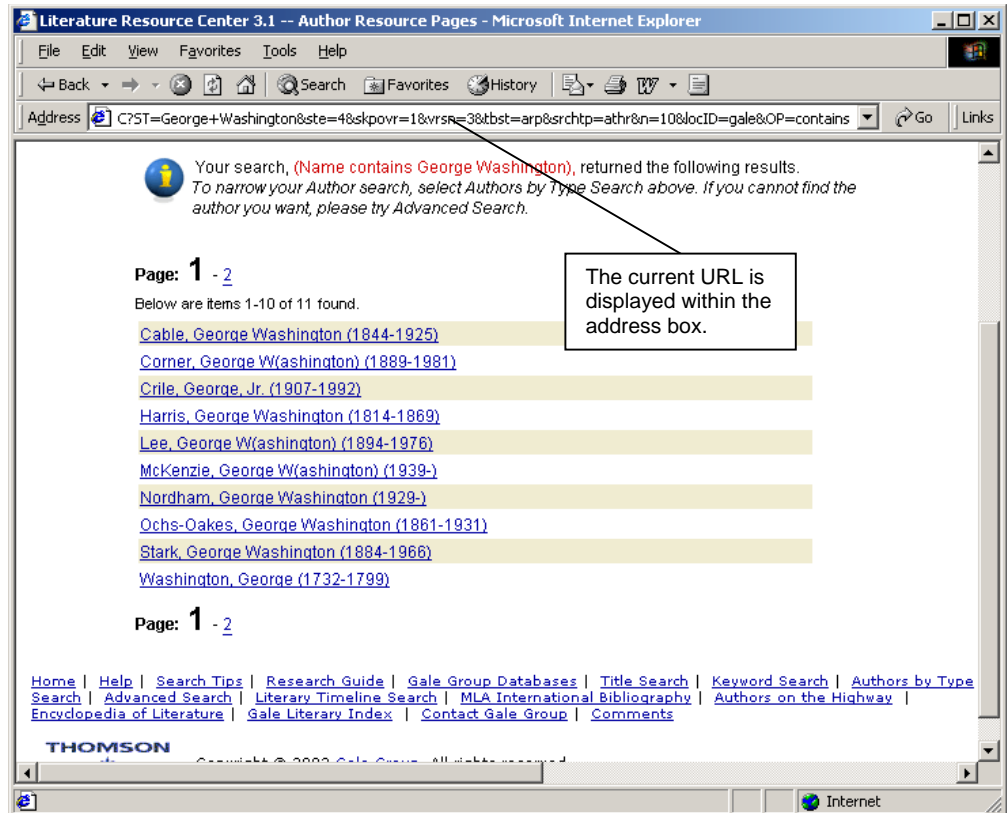
If you are using Netscape, select “Add Bookmark.” If you are using Internet Explorer, select “Add to Favorites.”

Using an InfoMark by cutting and pasting the URL

1. **From any page with the InfoMark icon that you wish save, copy the URL shown in the address box of your browser.**

For Netscape 4.x and Internet Explorer: Using the mouse, right click on the address box inside the browser. A pop-up menu appears. Choose “Copy.”

For Netscape 6.x: Double-click the URL in the address box to select it so that it is highlighted. Select the “Copy” command off the Edit drop-down menu, or simply hit CTRL-C on your keyboard.



2. Paste the URL into another application.

The URL is now in the Windows Clipboard and can be copied to another application (an e-mail message, a web page, or another document, such as MS Word) using the “Paste” function. For most applications, you may paste the URL simply by hitting CTRL-V on your keyboard. Some applications also allow you to relate or embed the URL using a hyperlink. Visit www.gale.com/infomarks/how.htm for further details.

Please note that in some cases the URL may be too long to copy and paste.

Executing an InfoMark

Important: Anyone who uses an InfoMark must have access to GaleNet and to the specific product from which the bookmarked or saved page came. Users

who have access to GaleNet but not the product from which the bookmarked or saved page came will see the following message: “This InfoMark specifies a database that is not on your current subscription list.”

Using an InfoMark link automatically starts a GaleNet session. Even if the link simply goes to an individual article, all resources of the corresponding GaleNet product are then available to the user.

InfoMarks are reasonably stable, however the sources in a GaleNet database 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.

For InfoMarks to work, your browser must be set to accept cookies.

Using a Bookmarked InfoMark

To use an InfoMark you have bookmarked, from your browser select the InfoMark from the list you’ve saved in your bookmark file.

Linking to an InfoMark URL

To link to an InfoMark URL that you have added to an e-mail message or to a web page, simply click the link (your system’s default web browser should open the page for you).

Common Uses of InfoMarks

Use either of the methods outlined above to create and execute an InfoMark for the following scenarios:

Saving the results list of a predefined search

Any combination of searching and limiting that produces results can be saved, as long as the InfoMark icon appears at the top of the page. A predefined search can be derived from any search strategy. Each time the saved link is selected, the search is re-executed. Relevant results, including those recently added to the database, are automatically retrieved.

To create a predefined search, save the URL at the results list page – the page with a list of information items matching your search.

Saving a shortcut to a search setup page

To link to the currently selected database and search method, you can save a search page as an InfoMark. The link can then be used as a shortcut to a

specific search entry box, ready for input. This technique can be useful in providing instruction on using the database for patrons or students.

Saving a predefined browse

Just as you can define a search and save it, so you can perform a browse operation and save the browse list page InfoMark. This predefined browse will be re-executed to produce the current browse list, with current article counts.

Saving a link to a specific article

Another use for InfoMarks is to create a linked reference to a specific article. To create a reference link, save the article page InfoMark.

Saving a Mark List

You can create a “reading list” or similar application by performing a search, using the Mark List function to select specific records, and saving the Mark List page as an InfoMark. The link will provide a shortcut back to a list of the selected citations. From there, articles can be retrieved.

E-mailing Data Home

Most GaleNet products allow you to e-mail search results to yourself. To use this feature, select the **E-mail Data Home** button on the left side of the page (see page 5 for variant names of this button). In the “Mail to:” field, enter your e-mail address. In the “Subject:” field (if available), enter what you would like to appear in the subject line of the e-mail. Under “Options” select if you would like to e-mail the document as HTML or Plain Text. If you select HTML the document will be e-mailed as an HTML attachment. Then select the Send button to send the document. You will then get a message that will inform you if the document has been sent successfully. The message will also state the address that the document has been sent to and the subject of the e-mail (if available). To return to the document or record you were viewing, select the **Back** button on your browser.

Formatting for Printing

All GaleNet products allow you to print a document or record using your browser. If you wish to print only the text portion of an entry and not the surrounding icons and title bar, select the **Format for Printing** button on the left side of the page. This will format the record to contain only text. Then

select the print option on your browser to print the document. Once the document is printed, select the **Back** button on your browser in order to return to the document or record you were viewing.

Saving and Printing Using Your Browser

When InfoMarks and the **Format for Printing** button are unavailable, saving and printing in a GaleNet product is limited to your browser's capabilities. If your browser contains a print and/or a save option, you can print or save anything that you see on any screen in any GaleNet product. The browser will print or save any information being displayed on the screen, as well as any information that is not showing on the screen, but can be viewed by scrolling up or down using the scroll bar at the right side of the screen. The browser will not print or save any information contained in screens that are linked to from the screen you are viewing.

For more information on printing and saving using your browser, access your browser's online help files.

Citing Online Reference Works

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 on citing Gale sources or examples using MLA style, go to www.gale.com/customer_service/citing.htm.

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

Publication Manual of the American Psychological Association, Fifth Edition:

Eisinger, Chester E. (1994) Herzog: Overview. *Reference Guide to American Literature*, 3rd edition. Retrieved 1 March 2002 from Literature Resource Center database.

MLA Handbook for Writers of Research Papers, Fifth Edition:

Eisinger, Chester E. "Herzog: Overview."
Reference Guide to American Literature, 3rd ed.
1994. Literature Resource Center. GaleNet.
Hunter College Library, New York. 1 March 2002.
<<http://www.infotrac.gale.com>>.

Note that page numbers are not required for online sources.

Chapter 3

Getting the Best Search Results

This chapter provides in-depth information on using search operators and wildcards, including:

- Using Boolean operators
- Using proximity operators
- Using parentheses
- Using numeric operators
- Using wild cards

General Guidelines

Each database in GaleNet features its own search options. For a detailed description of the extensive search capabilities available for a specific GaleNet product, see its corresponding User's Guide. Most of the databases also offer detailed hints and techniques for improving your searches in online help files (usually found by clicking the **Search Tips** button).

- Upper- and lowercase letters – Most searches in GaleNet are not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following keyword searches are considered the same:

japanese maple OR decorative trees

Japanese Maple or Decorative Trees
- Field length – The length of any given field is not limited to the window you see on the screen. As a search term or terms is keyed, the text will continue to scroll to the left, so that you can see the search expression as it is being keyed.
- Check your spelling! Many GaleNet products offer a quick link to an online dictionary via the **Dictionary** button.

Using Search Operators and Wild Cards

For advanced searches, GaleNet supports the use of Boolean search operators, proximity operators, and wild cards. Many GaleNet products also support some numeric search operators.

See the User's Guide for each GaleNet product for specific information on which types of searches allow the use of Boolean and proximity search operators, numeric search operators, and wild cards.

Boolean Operators

The Boolean search operators—AND, OR, NOT—may be used to refine your search. Whether the operators are typed in uppercase or lowercase does not affect the search. Please note, however, that if an operator appears in a phrase or title you are searching for, such as *imports and exports* or *Gale Encyclopedia for Children and Adolescence*, it will still be interpreted as a

search operator. This may lead to irrelevant results. If you are searching for a phrase or title that contains a search operator, enclose the phrase in quotation marks.

AND	Use the AND search operator to retrieve documents that contain both of the specified search terms. This operator places no condition on where the terms are found in relation to one another; however, both terms have to appear somewhere in the record. For example, a free-text search for Apples AND Bananas will find any record that contains mention of both apples and bananas.
OR	Use the OR search operator to retrieve documents that contain one or both specified search terms. This operator places no condition on where the terms are found in relation to one another; however, one or both terms must appear somewhere in the record. For example, a free-text search for Apples OR Bananas will find entries that mention only apples, entries that mention only bananas, and entries that mention both apples and bananas.
NOT	Use the NOT search operator to retrieve documents that do not contain the specified term. For example, a free-text search for Apples NOT Bananas will find entries that mention apples but not bananas.

Logical operators are processed the following order: NOT, AND, OR.

Using Parentheses

Using parentheses allows you to specify a different order of execution. Place parentheses around the group of terms that must be processed first, if the normal order of processing does not provide the desired sequence. Parentheses are most often used to specify system processing order when more than one logical operator is included in a search statement.

Wild Cards

You may use wild card characters in GaleNet searches to search for words or numbers sharing a similar pattern. The following list describes the available wild card characters.

See the corresponding User's Guide for each GaleNet product for specific information on which wild cards are supported.

* (asterisk)

Used to replace *any number* of alphabetical and numerical characters. The * is placed at the end of the term's root. The search retrieves all words sharing the same root. For example, a search on the term faith* retrieves entries that contain the words faith, faiths, or faithful.

\$ (dollar sign)

GaleNet products that do not support the use of * use \$ instead. The \$ is used to replace any number of alphabetical and numerical characters. The \$ is placed at the start or end of the term's root. The search retrieves all words sharing the same root. For example, a search on the term faith\$ retrieves entries that contain the words faith, faiths, or faithful.

? (question mark)

Used to replace a *single* alphabetical or numerical character. The ? is used to replace a character within a word to retrieve various forms of that word. For example, a search on the term wom?n retrieves entries that contain either woman or women. You may use multiple ?'s in a search term, as in psych????y, which matches either psychology or psychiatry but not psychotherapy.

! (exclamation point)

The ! mark stands for *one or no characters*. For example, analog! matches analog, and analogs, but not analogue or analogous.

Chapter 4

Technical Recommendations

This chapter recommends software and configurations for using GaleNet products, covering:

- Web Browsers
- Cookies
- Operating Systems

Accessing GaleNet

Web Browsers

Gale supports the following browsers, which means that GaleNet products should be accessed using them, though other browsers may provide some access.

Netscape Version 4.08 or higher

Microsoft Internet Explorer Version 4.01 or higher

Microsoft Internet Explorer Version 5.x or higher

Gale does not support beta versions of browsers.

Cookies

It should be noted that your system must be configured to accept temporary cookies in order to log onto the system. To fully take advantage of InfoMarks, persistent cookies must also be allowed.

Operating Systems

The following operating systems having been tested, in all necessary combinations, in conjunction with the browsers listed above and have proven capable of accessing GaleNet:

Windows 95

Windows 98

Windows NT

Windows 2000

Macintosh 8.x

For additional technical information on accessing Gale products, visit www.gale.com/browser_faqs.

Chapter 5

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

For U.S. and Canadian Customers...

**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**.

Search Assistance

**24 Hours A Day, 7 Days A Week
FAX 650-378-5442**

Gale
Content Support
362 Lakeside Drive
Foster City
CA 94404

- Recommending Gale products that best meet your needs
- Consulting on search strategies
- Offering tips on maximizing the use of Gale databases
- Answering questions regarding content and editorial issues

Technical Services

**24 Hours A Day, 7 Days A Week
FAX 800-676-2345 OR 650-358-4639**

Gale
Technical Support
362 Lakeside Drive
Foster City
CA 94404

- Troubleshooting software, Internet, platforms, hardware problems
- Issuing usage reports
- Advertising web product access issues
- Answering password questions

Customer Services

**8:00 a.m. - 7:00 p.m. M-F (EST)
FAX 248-699-8093**

Gale
Customer Support
27500 Drake Road
Farmington Hills
MI 48331

- Billing inquiries and invoice requests
- Fulfillment claims - lost or damaged product
- Identifying orders - subscription information
- Shipment of point-of-use materials

web Installations

8:00 a.m. - 5:00 p.m. M-F (EST)

Gale
web Installations
27500 Drake Road
Farmington Hills
MI 48331

- Contact this group for new installations only

For International Customers...

Asia	Australia & New Zealand
Gale 49, Jalan USJ 9/3A UEP Subang Jaya 47620 Petaling Jaya Selangor Darul Ehsan Malaysia <i>TEL + 60-3-731-6391</i> <i>FAX + 60-3-731-1772</i>	Gale Suite 607, Princess Tower 1 Princess Street Kew VIC 3101 Australia <i>TEL + 61-3-9205-9691</i> <i>FAX + 61-3-9205-9694</i>
Europe, Africa & Middle East	Latin America
Gale 110 St. Martin's Lane London, WC2N 4BA United Kingdom <i>TEL + 44-20-7257-2930</i> <i>FAX + 44-20-7257-2940</i>	Gale 3900 NW 79th Ave. Suite 511 Miami, FL 33166 USA <i>TEL + 1-305-477-0059</i> <i>FAX + 1-305-477-0855</i>