



## Gale Virtual Reference Universe (GVRL)

This database contains the full-text of over 2,500 encyclopedias & reference works on a wide range of disciplines & topics.

\*\*Note: The Library has more reference books on your topic that are not in Gale Virtual Reference Universe, so please ask the Librarians as well when wanting to find reference books.

### Accessing the Database

Go to the Library Homepage [css.edu/Library](http://css.edu/Library)

Click on the Encyclopedias tab at the top and then select the *Gale Virtual Reference Library* link.

If you are off campus, when you click on the title of the database, this window will automatically pop up:

### Database Access via The College of St. Scholastica Library

Please enter your username:

Please enter your password:

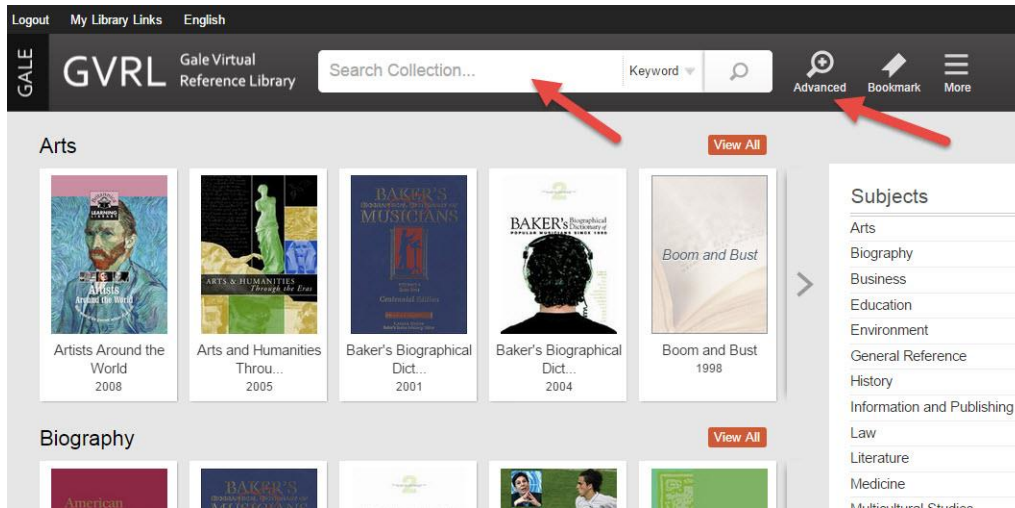
Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

Enter your Novell username and password (what you use to log in to Blackboard, COR, your CSS email, or any computer in a lab on campus).

**\*\*Note:** If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).

## Gale Virtual Reference Library Homepage

Enter your topic in the box after *Search Collection...* and click on the magnifying glass to begin your search. Click on the Advanced icon for more search options.



Advanced Search - Click on *Advanced* to combine multiple ideas of your topic and also search by keyword, document title, etc. You can also limit your search to just documents that contain images, by publication date, etc.

### Advanced Search

Your library's GVRL holdings offer a combined 602,305 documents. Select index(es) and enter term(s) to search.

Search for  in

And  in

And  in

### More Options

Document Contains Images

by publication year(s):

All  Before  Within  After  Between

Click on the dropdown arrow to the left to string your terms together. Choose AND, OR, NOT to broaden or narrow your search.

AND – narrows searches by combining terms. Citations must have all your terms to be included in results list. Ex. Shellfish AND allergy AND precautions.

OR – broadens searches by searching for all terms separately. Citations will have either term. Ex. Higher Education OR College

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but NOT the second term. Ex. Dogs NOT Poodles, Management Styles NOT TQM

## Results Page

The screenshot displays two search results under the heading "TOPIC OVERVIEW".

The first result is for "Duck-Billed Platypus: Ornithorhynchidae" from Grzimek's Student Animal Life Resource. It includes a small image, the title, page count (15-23), word count (2498), and a brief description: "A platypus, at first glance, resembles an otter with a duck's bill on its face and a beaver's tail in back. An adult platypus, about the size of a house cat, weighs from 3 to 5 pounds (1.5 to 2.5 kilograms), its adult...". Below the text are "View eBook" and "Save" buttons. A red arrow points to the title, another to the "View eBook" button, and a third to the "Limit Search by" sidebar.

The second result is for "Platypus" from The Gale Encyclopedia of Science. It includes a small image, the title, page count (3399-3401), word count (1168), and a brief description: "The platypus is an egg laying mammal that is well adapted to the water. Physically, it looks like a mole or otter, with a beaver's flattened tail and a duck's bill. It also has short, powerful legs and webbed feet. While...". Below the text are "View eBook" and "Save" buttons.

The "Limit Search by" sidebar on the right contains the following sections:

- Limit Search by:**  with images
- Content Level:**  Basic,  Intermediate,  Advanced
- Document Type:**  Topic overview (20), Article (3), Biography (3)
- Publication Title:**  The Gale Encyclopedi... (7), American Men & Women... (3), Grzimek's Animal Lif... (3)
- Subjects:**

To the right of the screen, click on ways to limit your results such as by document type, publication title, subjects or more. Click on the title of the encyclopedia article to view the full-text. Below the first lines of the article, click on the *View eBook* or *Save* buttons for those actions.

## View Sample Article

The screenshot shows a search results page for 'Platypus' in the Gale Encyclopedia of Science. At the top left, there is a 'Search Results' link and a 'Table of Contents' button. A red arrow points to a 'View eBook' button in the top right. Below the title 'Platypus', there is a 'Listen' button with a play icon, also indicated by a red arrow. A list of sub-topics is shown: 'Physical characteristics', 'Feeding', 'Burrows and breeding', and 'Resources'. A red arrow points to the 'Feeding' link. The main text begins with 'The platypus is an egg laying mammal that is well adapted to the water...'. On the right side, a 'Tools' sidebar contains various options: 'Citation Tools' (indicated by a red arrow), 'E-mail', 'Download', 'Print', 'Highlights and Notes (0)', 'Save', 'Download MP3', 'Share', 'Translate Article' (a pull-down menu), a search box with 'within publication' and a magnifying glass icon, radio buttons for 'all editions', 'all volumes in this edition', and 'within this volume', and a '+ Related Subjects' button (indicated by a red arrow).

Click on *View eBook* in the upper right-hand corner to view the PDF of the article in the encyclopedia. This is helpful for viewing pictures as well as having page numbers for citing.

You can listen to these articles by clicking on the *Listen* button.

To the right of the screen are various tools for citing, email, download, print, highlight, save, or download the audio MP3 file. You can also translate the article to other languages by selecting from the pull-down menu.

Click on the *Related Subjects* button at the bottom of the right-hand column to view other encyclopedia articles on similar topics.

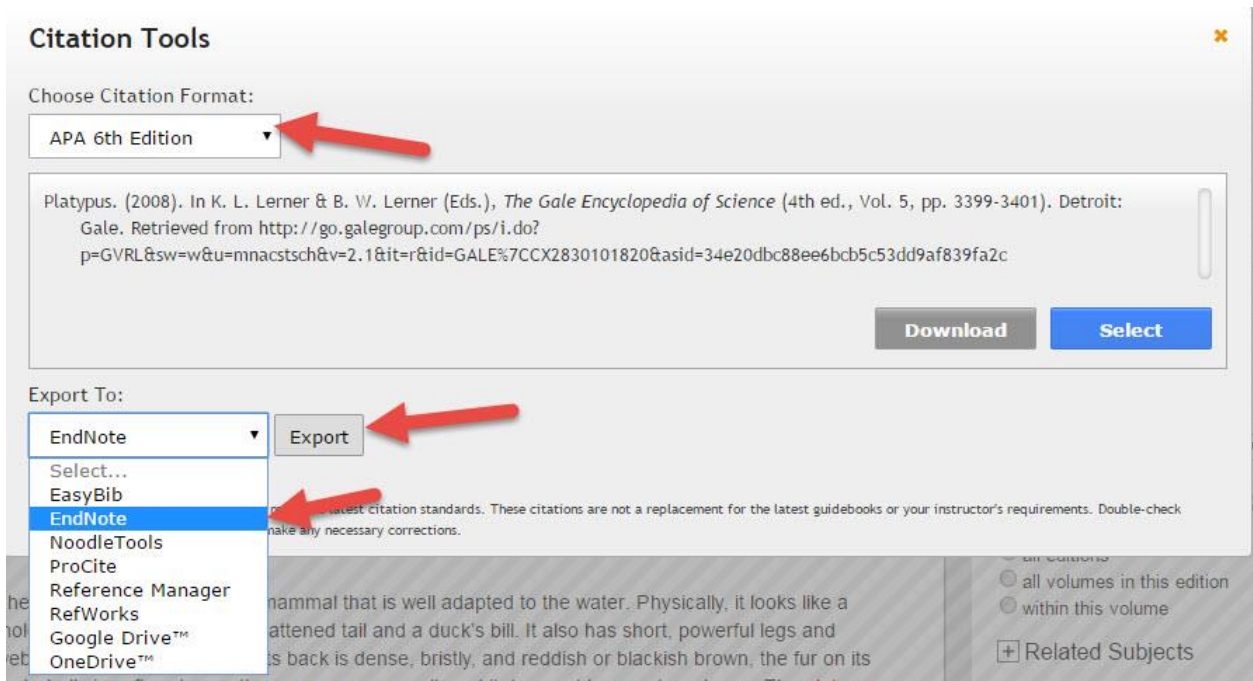
## Exporting Citations to EndNote

(see [instructions for EndNote](#) for information on how to use this program)

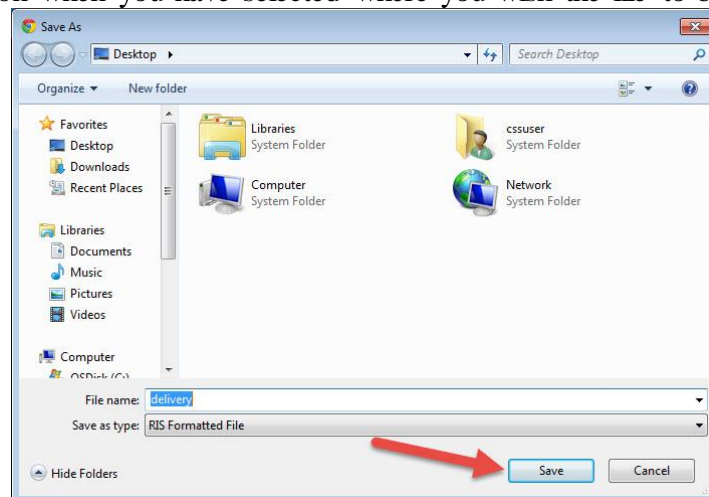
Select *Citation Tools*.

Select which citation style you would like by selecting it from the pull-down menu.

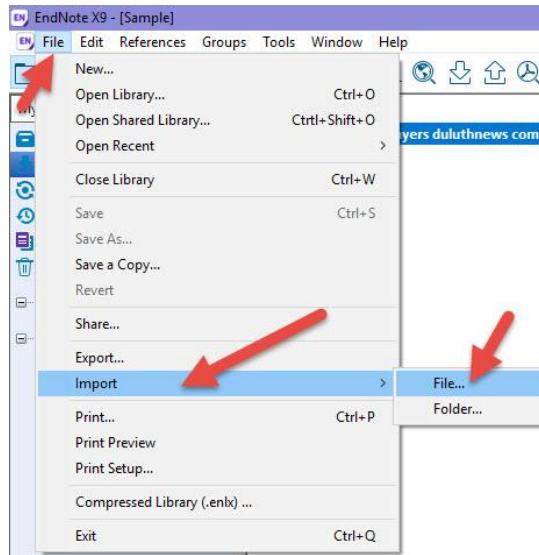
Select *EndNote* from the pull-down menu below *Export To:* and then click on the *Export* button.



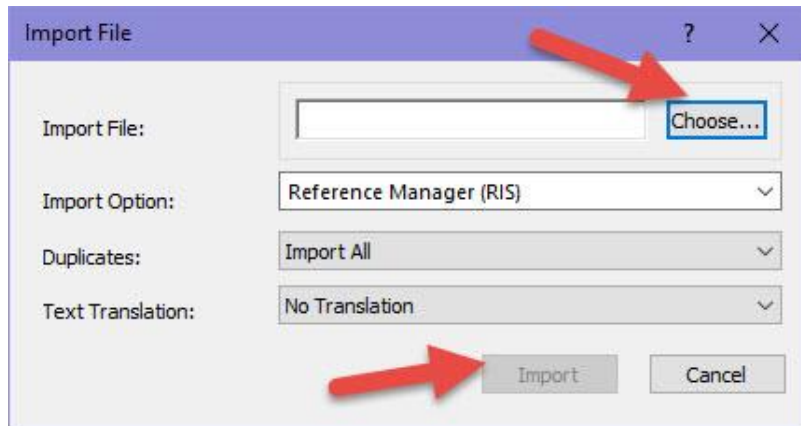
Click on the *Save* button when you have selected where you wish the file to be saved.



Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import* and *File...*



Click on *Choose...* to select the file you just saved and click on *Import*.



Your citations will now automatically be added to your EndNote library.