

Quick Guide to Gale Virtual Reference Library

Overview

A collection of full-text reference books covering a range of subjects, from business to science to arts. Features include:

- Access to over 65 reference works.
 - Machine translation of articles into 12 languages.
 - ReadSpeaker, which provides audio versions of the articles.
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Details

Browsing

1. To browse a publication, click the cover image of the title that interests you. To browse all the titles in one subject area, simply click **View All** (to the right of each subject area) or click a subject in the navigation menu on the left side of the homepage.
 2. You can browse the publication by clicking on a section in the **Table of Contents**.
 3. Within some publications, you can also look for a more specific subject by clicking on **Index** in the **Table of Contents**.
 4. To search within the publication, enter a keyword into the **Search** box to the left of the page.
 5. You can return to the Gale Virtual Reference Library homepage at any time by clicking the Home icon in the top left corner.
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Searching

1. **Basic Search** lets you search by keywords or by subject. You can search for content within documents or for document titles.
2. **Advanced Search** provides a number of different fields to enter search terms, including keyword, subject, publisher, and ISBN. Click the **+** button to **Add Row** and search up to ten fields at once.
3. You can limit your search by date, subject, language, and target audience. You can also search only for documents with images.
4. To search within a publication title or across a number of publications, type the title into the box underneath **by publication title**. A new box will automatically appear below so that you can enter additional titles if needed. You can select up to 10 titles to search through simultaneously.
5. Click **Subject Guide Search** at the top of the page to find subject guides. Enter keywords into the search box and click **Search**. The search can be limited by date, by publication title,



and by document type. You can select a subject guide from your results list and access documents related to that subject.

Tools

1. Each article has a variety of helpful tools in a bar along the top of the page. These tools include a PDF version of the document, and email, print, and download options.
2. To move to another section in the document, use the **Table of Contents** buttons above the tool bar. Click the left arrow to move backwards in the document. Click the right arrow to move forwards in the document. Click **Table of Contents** to return to the table of contents and select a section.
3. From the Tools bar, you can access **Citation Tools**, which generates a citation in MLA or APA format. These can be exported to four brands of third-party citation software.
4. You can also **Translate** the article by selecting Arabic, simplified Chinese, traditional Chinese, French, German, Italian, Japanese, Korean, Polish, Portuguese, Russian, or Spanish from the dropdown menu.

ReadSpeaker

1. To use the **ReadSpeaker** function, click on **Listen** at the top of an article to hear it read in an American accent.
2. To hear just a section of the article, highlight the section you would like to hear, then click **Listen**.
3. An MP3 file of the article can be downloaded either from the ReadSpeaker bar or from the Tools bar at the top of the page.

Additional Features You Might Like

- You can also search *Merriam-Webster's Collegiate Dictionary* by clicking the **Dictionary** link.

More Information

- Gale Virtual Reference Library
 - <http://www.gale.cengage.com/servlet/GvrlMS?msg=ma>
- Gale Re:sources Blog
 - <http://blog.gale.com/resources/>