



# Biography in Context Search Tips

**Biography in Context**, part of Gales family of In Context knowledge portals, delivers outstanding research support with nearly a million biographical entries spanning history and geography. It provides an engaging online experience to help researchers from every course of study learn about the challenges, motivations, successes and failures of historical and contemporary persons.

On the homepage, you will find the following options for beginning your research:

- Spotlighted People
- Browse People
- Featured Video & News
- Basic Search
- Person Search
- Advanced Search

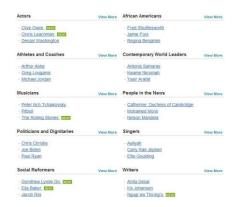


#### SPOTLIGHTED PEOPLE

There are five (5) spotlighted topics within the image carousel that rotate continually. Use the dots to move through the featured spotlights. To get more information on a specific topic, select the VIEW MORE link in the image caption

# **BROWSE CATEGORIES & PEOPLE**

The categories and people featured in *Biography in Context* are arranged into nine (9) categories (individuals may appear in more than one category). Select view all next to the category to display an alphabetical list of all people within that category. From there you can click on a specific person.



# **FEATURED VIDEO & NEWS**

The featured video allows you to view the video by selecting the caption. To view all articles from the featured newspaper section, select the publication title and browse the articles. Recent articles are available with one click from the Home Screen.



# **BASIC SEARCH with SEARCH ASSIST**

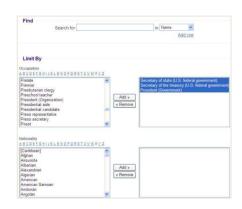
Basic Search offers a straightforward way to search featuring a single search box. To search persons with a



similar demographic, use the links above the search box. Search options include by: Name, Occupation, Nationality, Birth Place, and Death Place. Search Assist will help suggest a person(s). This search is ideal when the person(s) cannot be found in the Browse Person. The system will look for people that match your search criteria and will display a list of person(s) meeting the criteria. If no results can be found, you will get a message asking you to revise your search.

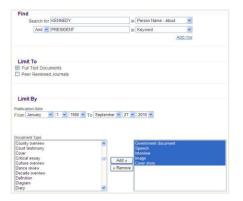
#### **PERSON SEARCH**

Person Search is best used when the person's name is known or when characteristics of the person(s) are known. Here you may combine multiple biographical facts together such as a person's name, occupation, gender, nationality, ethnicity, and birth and/or death date and place. From this search, a list of person(s) meeting the criteria will display.



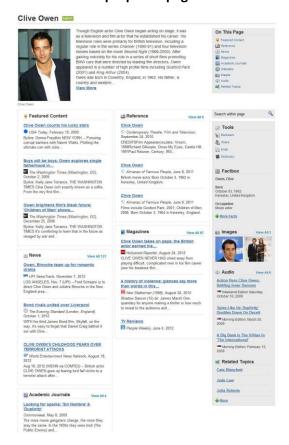
#### **ADVANCED SEARCH**

**Biography in Context** supports an Advanced Search that combines criteria such as keyword, document title, publication title, author, subject, entire document, person name, place name, named work, or company name. This option allows you to conduct a search on a particular field. You can also limit search results by document type, publication date, content type, and more.



# **WORKING WITH PORTALS**

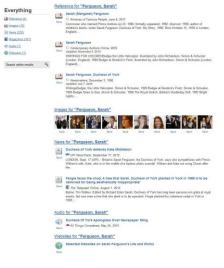
### Each issue and topic portal page includes:



- Overview: Biography providing an intellectual framework for understanding the person: Who they are, what they have contributed, and how they have influenced others.
- **Featured Content:** Resources hand-picked by Gale's expert editorial team to help discovery or related content.
- Images, and Audio: Images, and audio files from reputable research sources.
- Reference: Resources including topic overviews, event overviews, biographies to provide background information on relevant topics and issues.
- News, Magazines, Academic Journals: Articles from over 450 full-text English-language international sources.
- Primary Sources: Excerpts from transcripts of interviews, legislative acts, resolutions, speeches, testimonials, treaties and more.
- Websites: Overviews of what is included in each website and direct links to the site itself.

# **SEARCH RESULTS**

In some cases your search will not find a matching Portal, but the system will still display people matching your search terms. Your results will be grouped by the same categories found in portal pages.



#### **DOCUMENT VIEW**

Clicking on a document title takes you to the full content of the record, be it a magazine article, a Video, a

reference book, Primary source, and so on.



#### **TOOLS BOX**

To help you manage the document you are currently viewing on the Document View page and make its contents more accessible, use the features listed in the document Tools box. Featured tools include:

- Bookmark: Generate a unique URL to the open document to paste in another location so others can revisit the specified document. (See BOOKMARK below to explore more uses)
- Download: Download and save the open document to a CD, zip drive, memory stick, etc.
- **Share:** Share the document using many different sharing technologies such as Facebook, Twitter, and MANY more.
- **Citation Tools:** Gale will generate the citation within the product, simply select the citation needed (ie: APA, MLA, etc.) to open an html version to copy and paste into a citation or bibliography page.
- **Email:** Send the document via email; Customize the email by including the senders email address and a message.
- **Print:** Print the open document to a local printer.
- Translate: Translate the open document into many different languages including Spanish, French, Chinese and many more.
- **Save:** Move the open document into a folder, available during the session, to save documents needed for your research.

#### **BOOKMARKS**

Bookmark

By using the Bookmark feature, you and others can revisit practically any page you choose after you've ended your current session. The Bookmark feature is available for an

individual article, portal pages, search results, my activities, etc. While viewing a page, simply click the Bookmark link on the page or in the Tools section of document-view pages. A separate window will open,

allowing you to copy and paste the Bookmark into another document, web site or teaching tool, bookmark the URL into your favorites list and/or e-mail it.



**Tools** 

Bookmark

Download

Citation Tools

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#### READSPEAKER



An audio player appears below the title of each document. Listen to all, or part of a document, read aloud by a computer-generated voice. If you want to hear the audio version of the whole document, click the play button. Note that if you have any part of the document selected on the page, you will hear just that highlighted text. To see the read

portion of the document highlighted and to change the speed of the audio, use the setting link. You can also download an audio version of the document as an MP3 file by selecting download.

If you require further assistance with *Biography In Context*, please contact your librarian.