

Biography Resource Center Search Tips

Access over 435,000 biographies on more than 340,000 people from throughout history, around the world and across all disciplines and subject areas with this comprehensive online database. The following information will help you easily access biographies, full-text articles and more in the *Biography Resource Center*.

HOW TO USE BIOGRAPHY RESOURCE CENTER

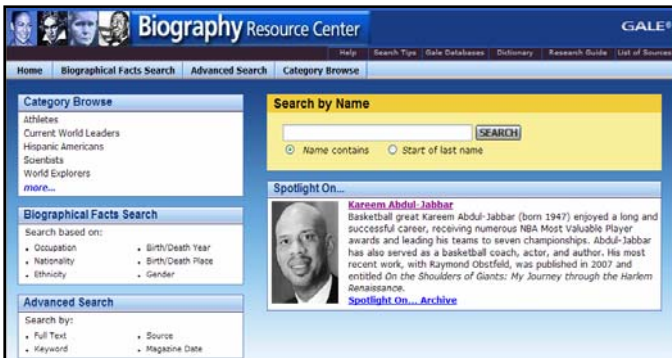
Use your library's Internet browser to go to the *Biography Resource Center* URL. At the home page, you may access any of these search options:

- **Search by Name**
- **Category Browse**
- **Biographical Facts Search**
- **Advanced Search**

These search options will always be available from the search modes toolbar located below the *Biography Resource Center* banner no matter where you are in the database.

SEARCH BY NAME

On the home page, enter any combination — in any order — of first, middle or last name of the person you want to research. If you only know a portion of the last name, enter it. Click on *Search*.



CATEGORY BROWSE

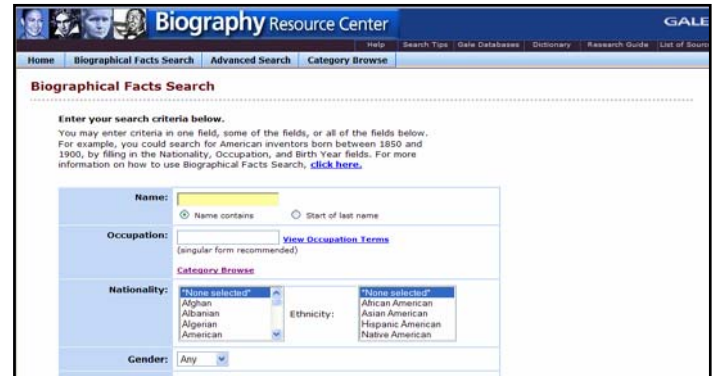
Use this search option to quickly access information about a select group of notable individuals that comprise a specific category.



Click on any of the categories featured on the homepage to be taken to a list of notable individuals, or, click on the *more...* link to peruse the complete list of 20 categories.

BIOGRAPHICAL FACTS SEARCH

Searches for people based on one or more personal facts such as birth and death years and places, nationality, ethnicity, occupation, or gender. This is a good search to use if you are looking for highly targeted searches to identify individuals who match a certain criteria.



ADVANCED SEARCH

Use **Advanced Search** for:

- Finding a specific article, when you already know the title, publication name or author
- Searching on terms related to historical events, literary movements, etc. to find associated individuals
- Combining your terms with Boolean operators and index fields



Enter the term(s) in an index field. Boolean operators, **and**, **or** and **not** let you connect up to three terms or you may limit your search even further by selecting one or more of the search limiters provided.

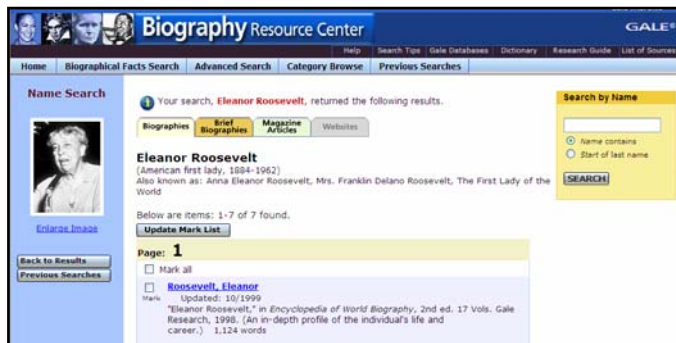
VIEWING YOUR RESULTS

Once you execute a successful search, a list of names that match your search will appear in alphabetical order. Click on the name of the



person that you want to research.

Scan the list of titles to locate documents to fit your research needs. To read the full text of any of your results click on the hyperlinked text in the citations.



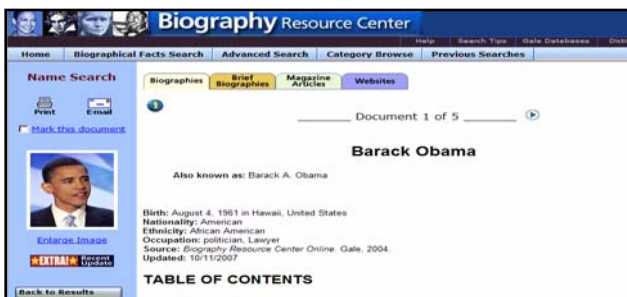
You may also view **Biographies**, **Brief Biographies**, **Magazine and News articles** and **Websites** by clicking on the tabs at the top of the search results list. Tabs with no results are "grayed out" and will not work.

When available click on the **Extra Recent Update** link to find current updates. A window will open that contains the latest news about the person. You may execute a search on another notable individual from your results page by utilizing the *floating Search by Name* box that appears in the top right hand corner of the database.



MANAGING YOUR RESULTS

All documents are displayed in the same basic format.



Documents can be **printed**, **e-mailed**, or bookmarked using the **InfoMark** icon at the top of the screen. The **Mark List** feature allows users to **mark** up to 50 documents that they may find especially helpful in the future during their session to create a reading list or bibliography. For more detailed information about these tools please consult the database's **Help** file.

SPOTLIGHT ON...

Available from the home page, the spotlight highlights an individual of current or historical importance. Clicking on the name returns information immediately. Previous spotlighted biographies are placed in the **Spotlight On...Archive**.



ADDITIONAL RESOURCES

Help, **Toolbox**, **Dictionary** and **List of Sources** links are available as buttons at the top of each page and plain-text links in the tool bar at the bottom of the screen. The **Toolbox** contains links to resources designed to help librarians, students, teachers, and the general researcher make the most effective use of *Biography Resource Center*. Included are links to the in-product **Research Guide**, as well as a navigation guide, sample searches, lesson plans, and more. **Back to Results**, **Previous Searches**, and **Return to Results** buttons are available (variously, throughout your search) in the left side bar.

If you require further assistance with *Biography Resource Center*, please contact your librarian.