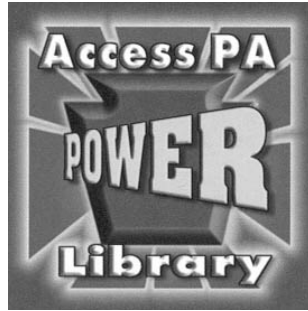


BIOGRAPHY REFERENCE BANK



What it is:

- Biographical information for 500,000 people from antiquity to the present
- Photos of people
- Many brief and some in-depth articles and obituaries from many reference sources
- Mix of abstracts and full-text articles from magazines, newspapers and reference books
- Searchable by name, profession, place of origin, gender, race/ethnicity, titles of works, date of birth, date of death, keyword and the presence of photos

How to access it:

- Change your pop-up blocker(s) to allow pop-ups.
- Go to www.ccls.org.
- Click the **POWER Library** icon.
- Enter your valid 14-digit Chester County Library System library card barcode.
- Under Biography, click **Biography Reference Bank**.
- Because this database is the only Wilson Database to which we subscribe, ignore any instructions that refer to other databases.

Customize Display (of results)

Although this button appears at the bottom of the page, **click** it before you begin searching to choose how to view the results. You may increase the number of results shown on each page, sort the results in various ways, add fields to search and more. It isn't necessary to change the default settings, but you might prefer other ones.

Records per Page:

Choose 50, the most records you can see.

Display Field Name As:

Example of a *long* label, which is more descriptive – "Publication Year"

Example of a *short* label – PY

Default Display Format:

A **Brief Display** shows Name, Date of Birth/Death, Profession and an Icon for a photo.

A **Full Display** shows Name, Pronunciation of Name, Date of Birth/Death, Photo (and possibly a link to additional photos), profession, books written by the subject and links to articles by type: reference books, magazines and books.

You can easily toggle between the two kinds of display.

Select Fields to Include In: Biography Records

The box with the plus (+) sign next to Biography Records is an icon for a drop-down menu. **Click** it to see the long labels of fields you may want to search, such as "Works Created by Subject."

Apply these custom settings to:

Displayed, Printed, Emailed, or Saved results, or any one of these four.

Summary of the Four Search Types

Basic or All-Smart Search searches the most fields and returns the most results, many of which will be irrelevant.

Advanced Search is more focused than Basic Search or All-Smart Search.

Browse is an **Index** to the database. You search it by name or subject.

Thesaurus shows the *hierarchy of subject headings, synonyms and related terms* in the database.

Advanced Search

This screen comes up first because it helps you construct your search. Use the drop-down menus to show the search field labels. Search by any combination of name, profession/activity, keyword, place of origin, gender, ethnicity and more.

- For the best search, do not choose *All-Smart Search* as a field label. You will get too many irrelevant results.
- Use *quotation marks* around phrases.
- Use Boolean searching, if desired. Ex. "Lynne Cheney" not "Richard Cheney"
- Use *Browse* (button to the left) if you aren't having luck finding a person.

Basic Search, also called All-Smart Search

This is the *most extensive* type of search. It searches the fields for person's name, profession, place of birth, date of birth, date of death, gender, race/ethnicity, works by the person, subject headings of magazine articles about the person and texts of biographies (but not the texts of articles).

All-Smart Search looks for variations of your term. Ex. actor, act, acting, etc. It searches your terms in any order, as well.

All-Smart Search results are sorted by relevancy, i.e. by ranking them. The rankings are:

- 100%=All your search terms were found in any of the following fields: *person, profession, place of origin, gender, race, birth date or death date.*
- 90%=Your search terms were found in the *note* that appears beside the names in the result set.
- 80%=Your search terms were found in the *Works by* section at the end of a biography or in the *subject headings* list on the *Articles with Subject* screen.
- 70%=Your search terms were found near each other in the text of biographical entries. *The person/subject that you are researching may be mentioned, but they are not the primary focus of these results.*
- Lower=Most likely, *only one of your search terms* was found.

Enter a *name*, either first name first or last name first. Ex. Oprah Winfrey (or) Winfrey, Oprah If you cannot find a person and think you may be spelling their name incorrectly, go to *Browse*, select *Person* from the drop-down menu, type the first few letters of the last name and scan the list. Finally, try using *quotation marks* to keep first and last name together.

Browse

This is a person, subject, date, document type (and more) *Index* to the database.

If you don't know how to spell someone's name, enter the first letter or letters of the last name: choose *Person* from the drop-down menu, then scan the result list. To search a century, use one of the following formats. For B.C. centuries, use B.C. and the number of the century. Ex. *B.C. 5* for the fifth century B.C. For A.D. centuries, use just the number. Ex. *20* for twentieth century

For date searches, use the format: three letters of the month, two digits for the day, a comma and four digits for the year. Ex. *May 26, 1949*

Thesaurus

Besides synonyms, you can find the hierarchy of *subject headings* and *related terms* in the database. Ex. costume designers

Navigating

Use the *buttons at the bottom of the screen* to go back to a screen, to see brief of full entries, to revise your search, to retrieve marked items, to clear marks or to customize the display. To return to the results list, **click** the ^ button. While reading articles from magazines, go to the next article by **clicking** >; go back to the previous article by **clicking** <. To go back to the first article, **click** <<; to go forward to the last article, **click** >>. To go to a specific page, highlight the number in the box at the bottom of the screen, type the page number you want and **press Enter**.

Results

This database does not lead you directly to records where your search term is found. It leads to a ranked list of names or to a list of subjects.

Brief Display and Full Display

The Results List has a **Brief Display** and a **Full Display**. Once you have clicked a person's name and clicked *Articles with (person) as Subject*, there is another choice of **Brief Display** and **Full Display**.

Results List – Brief Display

This shows a list of relevant records with a ranking, name and a note about the person. There are icons for articles that are just biographies or obituaries and an icon for a photo.

Results List – Full Display

This shows a *photo* of the person and a link to more photos, name, photographic credit, date of birth, brief biographies, longer biographies, articles with (person) as subject, books with (person) as subject, books by (person) and profession.

In Articles with (person) as a Subject – Brief Display

This shows *Author, Title, Journal and Publication Date*. **Click** the corresponding **icon** to see an *Image, Bios/Obits, Full-text or PDF (looks like the original source document)*.

In Articles with (person) as a Subject – Full Display

There is an *abstract* in addition to the information shown in the **Brief Display**. At the top of a page **click icons** and **links** for Full-text, PDF or Peer Reviewed.

There is also an icon labeled **Wilson Link**. It links to other magazine databases and launches your search within those. **EBSCOhost MasterFILE Premier** is the database to which we subscribe.

Marking Records

After reading a record and deciding you want it, close the pop-up window and **click** the **box next to the result** on the results page. You must **click the box next to each record** you want in order to get the full-text of the article or the citation. You cannot mark the category of magazine articles and get the contents of individual records. **Click Get Marked** in the bottom taskbar.

If you change your mind about a record, **click** the **box next to the record** again to **uncheck** it. To clear all checkboxes, **click Clear Marks** on the bottom taskbar.

Saving Results for Future Sessions

Click the **Search History** button, create an ID and **click Sign On**. Mark the searches you want to save and enter a name for them in the **Save As** box and **click Save**. Your search will be saved for up to six months.

When you return, **click** the **Search History** button, type your ID and **click Sign On**. Your saved searches appear. Select a search from the ones you've saved and **click Load**. Select the records you want. **Click Start** to retrieve records. You may **click New Results** to retrieve only new records since your last session.

Print, E-Mail or Save

After marking your records *individually*, **click** the **Print Email Save** button on the left of the search results screen. If you have trouble retaining marks for records in different categories – biography, articles, books by (person), books about (person) – play it safe, and print, e-mail or save after marking records within each category.

Click + next to **Print, Email or Save** to see your options. **Click** the **–** to conceal your options. You may choose which records to print/e-mail/save and in how much detail:

Full-text & images included:

You will get all the text and all the photos for records you have selected.

All Citation Fields/Custom Display:

You may choose which elements of the Full Display you would like to print, e-mail or save. (See above **Customize Display (of results) Full Display**.)

Brief Citation Display:

You will print, e-mail or save Results List – Brief Display, not the full-text of the biographies.

Format Options are HTML, For Exporting to Bibliographic Software, Plain Text, HML, Rich Text (Word Processing) or Comma Separated (Spreadsheet).

You may include Search History, Highlighted Search Words or Record Numbers. There's also a button to click for an estimate of the number of pages you'll be printing.

If you need further help, **click Print Instructions, Email Instructions or Save Instructions**.