BIOGRAPHY AND GENEALOGY MASTER INDEX

Find Your Way to Thousands of Biographies

Biography and Genealogy Master Index helps you identify where to find biographical information. You will find millions of citations from thousands of indexed publications, and covering individuals from all time periods, disciplines, and geographies.

SEARCH FEATURES

Basic Search

Basic Search is a simple search by name.

You will find two options in the Basic Search box.
- Use **Name Contains** to search for any order of first, middle, and/or last name, in any combination.
- Select **Start of Last Name** when you want to search based on part or all of the last name. This is a good option when you are unsure of the spelling of a difficult last name.

Advanced Search

Advanced Search allows you to perform a customized search for entries.

Advanced Search offers search indexes that include:
- **Last Name:** Use this option to specify that the letters or names you enter should be contained somewhere within an individual's last name. This search is helpful when you are trying to find entries covering individuals with last names that are also common first names.
- **First name:** Pick this field to specify that the letters or names you enter should be contained somewhere within an individual's first name. This search is helpful when you are trying to find entries covering individuals with first names that are also common last names.
- **Source Title:** Select this index to search for entries with citations from specific biographical publications.
- **Free Text:** Choose this field if you want to run a broad search of the full text of entries.

Choose the desired fields to search from the drop boxes, and enter search terms in the corresponding search boxes. Use search operators to connect the fields. **AND** ensures your results mention both terms. **OR** broadens your search to results mentioning either term. **NOT** excludes a term or phrase that you do not want to appear in results.

Use the **Limit the results** area to narrow results based on an individual's birth or death year, as listed within entries.

Search Results

Search results display when you execute a successful search. Scan the list of results to locate individuals of interest. You can page through results using options at the top and bottom of the list. Simply click on a result's name to view an entry that consists of a list of source citations that you can consult for information about that individual.

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ENTRY FEATURES

Entry View

Clicking on a result name takes you to the entry. Each entry consists of a list of source citations that you can consult for information about that individual.

Tools

Entry Tools are available in the box to the right of a document.
- **Print** offers a printer-friendly version of the article.
- **Email** allows you to e-mail the article to yourself or others.
- **Download** allows you to save the entry to your computer or memory device as html.
- **How to Cite** allows you to save an MLA citation, or export it to the third party software of your choice.
- **Mark** allows you to add results to the **Marked Items** folder (available in the Toolbar). You can then print, e-mail, or cite them in a batch before closing the resource. For more on this feature, refer to Help in the Toolbar.

InfoMarking

By using the InfoMark feature, you and others can revisit practically any page you choose after you've ended your current session. An InfoMark is available for most pages including individual entries, search results, Marked Items folders, and more. While viewing a page, simply click InfoMark in the Toolbar. A separate window will open, allowing you to copy and paste the InfoMark link into another document, web site, or teaching tool. You may also add it to your browser's favorites list and/or e-mail it.

LEARN MORE If you require further assistance with *Biography and Genealogy Master Index,* please ask your librarian or visit **gale.com/training**.

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