

Quick Tips—Biography Databases

Choose **Basic Search** • **Advanced Search** • **Browse** • or **Thesaurus**

Basic Search

Just enter a name or your search term and press **Start**. An “All-Smart Search” is launched, retrieving results ranked by the significance of the field in which your term is found (e.g. person, subject, profession, place of origin). You can also choose to search the full text of profiles for mention of your term in any context, for additional results.

Advanced Search

Offers a wide range of options for easy searching. Specify as many or as few parameters as you wish. You don't have to fill in every line.

To find a person by name, just enter the name in the **Find** box and click **Start**.

Cross-search by entering other words in the second **Find** box.

For more focus, use this menu to specify which parts of the database to search, e.g. date of birth, gender, or profession.

Select **And**, **Or**, or **Not** from the drop-down boxes for more precision.

Click **Start** to launch.

Narrow broad searches by birth or death date, place of origin, profession/activity, or gender.

Browse

Presents an alphabetized list of names or terms, making hard-to-spell subjects easy to find. Also helps pinpoint more specific topics of interest.

Enter your term and click **Start** to retrieve browse lists.

Use the dropdown box to browse lists other than names: ethnicities, places, or professions for instance.

Click the link to search a single name or subject.

Click **Selected Entries** to search multiple names or subjects you've marked using the checkboxes.

Use the checkboxes to select subjects to search in combination.

Thesaurus

Great for finding related terms so you can easily narrow or broaden your search.

Use the checkboxes to select topics to search.

Click **Search Marked Subjects** to launch a search of multiple topics you've selected using the checkboxes.

Click the link to focus on that topic and its narrower terms.

Click the **records** link to retrieve biographical records.

Brief Display

To search related subjects:
Click on any of the suggestions.

To gather selected entries for later viewing:
Use the checkboxes, and click **Get Marked** when you're done.

To view the full-size image:
Click on the image.

To view the full record:
Click on the subject's name.

To view just original profiles and obituaries (skipping articles from periodicals), or just profiles with images:
Select the appropriate tab.

To see more results: Click **Next**. To go to a specific page of results, click the page number.

To launch another search: Enter a name or term in the **Find** box. Choose "New Search," or, to narrow a current search, "Search Within Results."

Full Record

Full Display delivers full records in complete detail. **Brief Display** delivers records in an abbreviated form, to facilitate easy skimming.

Print, Email or Save Results

Click the appropriate tab for Print, Email, or Save.

Records: Choose which group of records you wish to Print, Email, or Save.

Fields: Choose whether you want all citation fields (Full Display—see explanation above) or only listings of citations (Brief Display). Check **Include HTML Full Text** to include the text of articles (if available).

Format: Choose from a variety of format options for emailing or saving the data—plain text or rich text, HTML, XML, and more.