

How to Use DHS Library Databases

Table of Contents

ABC-CLIO (eBooks)	p. 1
eLibrary	p. 1
FactCite	p. 2
Find It Virginia – Explora High School	p. 2
Gale in Context-High School	p. 2
Gale Online Resources	p. 3
Gale Virtual Reference Library (eBooks).....	p. 3
Health and Wellness	p. 3
Infobase eBooks.....	p. 3
MackinVIA eBooks	p. 4
Salem Online (eBooks)	p. 5
SIRS Discoverer	p. 5
SIRS Issues Researcher	p. 5
Testing and Education Reference Center	p. 5

ABC-CLIO

1. Library > Databases > *ABC-CLIO*
2. If prompted: userid = 67201user password = 67201user
3. **To search:**
 - a. Click the black + **eBook Search** button attached to the left side of the screen
 - b. Type a few key words in the “Full Text” box > SEARCH (green)
 - c. Skim the excerpts in the Results List to identify the best section > click the title for that section
4. Scan the section to find relevant content. Keep a list of the page numbers, e.g., pp. 45-47 > Use the page gallery at the bottom to return to the page that will begin your printing range
5. **To print:**
 - a. Click the “Print Multiple Pages” button located in the gray band at the top of the article window
 - b. In the pop-up window, enter the number of consecutive pages you wish to print, including your starting page
 - c. Click the Print command button
6. **To cite:**
 - a. Click the “Document Details” button located in the gray band at the top of the article window
 - b. Click “Cite this eBook”
 - c. Right-click on the pop-up window > Print > click Print again > MLA format

ABDO

1. If prompted to log in: **username = generals, password = generals**
2. Scroll through the 36 book cover images to identify any relevant titles.
NOTE: These eBooks are not catalogued in Destiny because most are only available as an annual subscription and then they will expire.
3. Click "Open Now" under any book title to read the book.
4. Use the menu controls to zoom in or out, turn pages, select text, etc.

eLibrary

5. Library home page > Databases > *eLibrary*
6. Select your school > dropdown menu > Dinwiddie High School
7. **Username = generals Password = Generals1!**
8. Select *eLibrary*
9. Search using key terms for your topic
 - a. A major lead article that gives a broad overview of the topic may appear at the top of the results list > click MORE to expand the entire article
 - b. In the Pro/Con section or in the results list, click an article title to open and skim it
10. **To print:** Use the green toolbar menu on the right
 - a. PRINT to print the article
 - b. CITE to display the citation > Copy > Paste it into a doc and print separately
11. **To save to Google drive:** Save to Cloud > Google Drive > login to your school Gmail > Go back to *eLibrary* and select CITE. Copy > Paste at the end of the article doc

FactCite

1. Library home page > Databases > *FactCite*
2. If prompted: username=generals password=generals
3. Click the **Biography for Beginners** icon
4. Click the letter of the alphabet that matches the first letter of the person's last name
5. Scroll down the list of names and click the correct name for your topic
6. Scroll to the bottom of the article and click **View all on one page**
7. **To print:**
 - a. At the top of the article, click **Print View**
 - b. Right-click within the text > **Print**

Find It Virginia – Explora High School

1. Library home page > Databases > Find It Virginia > High School tab > *Explora High School (9-12)*
2. Search using key terms for your topic > Investigate some of the articles on the results list
3. **To print:** Use the printer icon in the toolbar column on the right side
 - a. Change citation format to MLA > PRINT > CTRL-P

- b. If the text of the article does not print with the above method, the article is a PDF. Go back to the article > click the printer icon in the top right corner of the PDF window > PRINT > staple the citation printout to the article printout
4. **To save to Google drive:** click the drive icon in the toolbar column on the right and login to your school Gmail. Make sure your citation is included.

Gale in Context-High School

1. Library > Databases > *Gale in Context-High School*
2. If prompted: password=library
3. **To search (use the table below):**

If you are searching a person's name...	If you are searching an event or a general topic...
A. Enter the person's name in reverse order [Lastname, Firstname] > [ENTER] B. CONTENT TYPES (across top) > click Biographies C. Recommend selecting the article published in <i>UXL Biographies</i>	A. Enter the event > [ENTER] B. CONTENT TYPES (across top) > click Reference C. Some topics have better results if you use a News or Magazine article, so try expanding one of these sections instead

4. Choosing a good article:
 - a. Do not choose "Brief article" or "Book Review"
 - b. Click the title link to display article; skim it to evaluate its usefulness
 5. **To print:**
 - a. TOOLS menu at top > Print
 - b. If 10 pages or less, print it. Citation is at the end.

Gale Online Resources

1. Library > Databases > Gale Online Resources > select a specific database
2. If prompted: password=library
3. Follow on-screen prompts to search and print

GVRL (Gale Virtual Reference Library)

1. Library > Databases > *Gale Virtual Reference Library (GVRL)*
2. If prompted: password=library
3. COLLECTIONS (column on left) > click the appropriate category, e.g., HISTORY
4. SEARCH WITHIN COLLECTION (search box on the right; NOT at the TOP!) > key in search words > [ENTER]
5. In the results list, click the title of the best article
6. **To print:**
 - a. "Sticky" TOOLS menu on top of article screen > Print
 - b. If 10 pages or less, click PRINT
 - c. Citation is at the end

Health and Wellness

1. Library > Databases > *Health and Wellness*
2. If prompted: password=library
3. In the SEARCH box, type the name of the disease > [ENTER] or click the magnifying glass symbol
4. "Content Types" column on right > Choose a category to see a specific type of article (recommend REFERENCE)
5. Look at the results list > click a title to display the article > Look at a few articles and choose the best one
6. **To print:**
 - a. TOOLS menu on right > Print
 - b. If 10 pages or less > PRINT

Infobase

1. Library Home Page > Databases > *Infobase*
 - a. **Username = Dinwiddie, Password = dinwiddie**
 - b. Click the appropriate book title
 - c. Use the hyperlinked Table of Contents on the right > Click the most relevant chapter ... **OR** ... click the search symbol to the left of the page display window > enter search term(s) > click a result to go to that page
 - d. **NOTE:** *The results list may be long because it includes every mention of your search term. For example, if your search term is "Stalingrad," choose an entry that appears on a page where "S" might appear alphabetically within the total 911 pages, e.g., p. 781 rather than p. 77.*
2. Page display window
 - a. Page forward or back using the > or < keys to visually choose the best range of pages
 - b. Page < or > until the first page you want to print appears in the window
 - i. Click the "Thumbnail View" cube symbol on the bottom left
 - ii. Page slider opens
 - iii. Note the blue page # that appears in the box to the right of the page slider
 - c. Now page forward until you see the last page you want to print
 - i. Click the "Thumbnail View" cube symbol on the bottom left
 - ii. Page slider opens
 - iii. Note the blue page # that appears in the box to the right of the page slider
3. Return to the toolbar at the top of the screen > click PRINT
 - a. In the PRINT PAGE(S) box, type the range you identified in section #2 above, e.g., 53-62
 - b. Click the blue PRINT PREVIEW button
 - c. Make sure the preview pages are correct (last page will include citation)
 - d. Click PRINT

MackinVIA eBooks

1. If you are a **first-time user**, you will need to register for a personal account to "check out" these eBooks

- a. Log in to the school account:
 - School: Dinwiddie High School
 - User ID: generals
 - Password: dhs23841
 - b. Click LOG IN the black bar across the top
 - c. Click REGISTER at the bottom of the screen
 - User ID: [use your school Gmail username]
 - Password: [use your school Gmail password]
 - Email: [use your school Gmail]
 - d. SAVE
2. If you have **already registered** for a personal account, use your personal User ID and Password on the opening login screen after you enter Dinwiddie High School

Salem Online

1. Library > Databases > *Salem Online*
2. If prompted: username=67201user password=67201user
3. Use the power search box at the top center of the screen OR Click a specific category or book title to search
4. Search > Use keywords only (3 words or less) > [ENTER] or click the SEARCH symbol
5. Choose the best article and click on the title. Scan the article to determine its usefulness.
6. **To print:**
 - a. Click "Print this article" (left navigation column).
 - b. If it is 10 pages or less, click Print.
 - c. Citation included at end

SIRS Discoverer

1. Library home page > Databases > *SIRS Discoverer*
2. Select your school > dropdown menu > Dinwiddie High School
3. **Username = generals Password = Generals1!**
4. Select *SIRS Discoverer*
5. Search using key terms for your topic > click an article title to open and skim it
6. **To print:** Use the green toolbar menu on the right
 - a. PRINT to print the article
 - b. CITE to display the citation > Copy > Paste it into a doc and print separately
7. **To save to Google drive:** Save to Cloud > Google Drive > login to your school Gmail > Go back to *SIRS Discoverer* and select CITE. Copy > Paste at the end of the article doc

SIRS Issues Researcher

1. Library home page > Databases > *SIRS Issues Researcher*
2. Select your school > dropdown menu > Dinwiddie High School
3. **Username = generals Password = Generals1!**
4. Select *SIRS Issues Researcher*
5. Search using key terms for your topic

- a. A Pro/Con two-column list of relevant articles may precede the results list
 - b. In the Pro/Con section or in the results list, click an article title to open and skim it
6. **To print:** Use the green toolbar menu on the right
- a. PRINT to print the article
 - b. CITE to display the citation > Copy > Paste it into a doc and print separately
7. **To save to Google drive:** Save to Cloud > Google Drive > login to your school Gmail > Go back to *SIRS Issues Researcher* and select CITE. Copy > Paste at the end of the article doc

Testing and Education Reference Center

1. Library > Databases > *Testing and Education Reference Center*
2. If prompted: password=library
3. On the Home Page, use the menu or select the type of student you are, e.g., High School > START
4. Select one of the choices for "I want to..." > NEXT > select the type of test, e.g., "College entrance exam" > NEXT > select the name of the test, e.g., SAT Prep
5. Choices:
 - a. **Practice test** Click the link > START NOW > either register for a FREE new account or log in to your existing account (A personal account is required to receive your practice test score.)
 - b. **Online Course** (offers a diagnostic pretest to identify your strengths and weaknesses)
 - c. **Online Books** (specific prep guides for various tests)