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Gale Virtual Reference Library (GVRL) is an online library of full-text ebooks with authoritative reference sources including subject encyclopedias, almanacs, and specialized reference works. GVRL is a trustworthy and reliable resource.

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**Navigating to GVRL**

To get to GVRL go to the library homepage. Click the “Databases A-Z” or “Databases by Subject” links.

On the next page, find Gale Virtual Reference Library on the list.

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At the end of each session, you should export your saved records. To do so via email, navigate to your Saved Articles and click the “E-mail” icon in the tools sidebar.

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At the end of each session, you should export your saved records. To do so via citation list, navigate to your Saved Articles and click the “Citation Tools” icon in the tools sidebar. Here you can select your citation format and either download the list or click “Select” to copy and paste it into another document.
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When you hit save, the dialog box will disappear. To edit, delete, or view a note, simply click on the highlighted text and hit “Notes”.

Generating Citations for Annotations

A great way to keep track of which sources your information comes from as you do your research is to generate a citation for the individual annotations you make. This means when your instructor asks you to back up your claims and cite your source, you can quickly find your way back to the correct source.

To do this, click the highlighted text you wish to generate a citation for and click the “Cite” button. This will generate a citation for the exact page that you are on. If you click “Add Snippet” the highlighted text will also appear in this box.

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Viewing & Exporting Annotations in Batches

If you would rather wait until you’ve finished marking up a section to export all of your annotations, you can certainly do so. When you’ve finished making your annotations, scroll to the top and click the “Highlights and Notes” icon in the Tools sidebar.
This will bring you to a summary page with all of the highlighting and notes you applied to this section. From here you can simply view your mark up or you can generate a citation, email, download, or print your annotations. These tools will export your notes along with the corresponding citations. If you wish to export the entire record, do so from the Saved Articles list (see instructions above).

*(NOTE: you can also find this section by clicking the “More” icon in the upper right corner and selecting “Highlights & Notes” from the menu that drops down)*

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