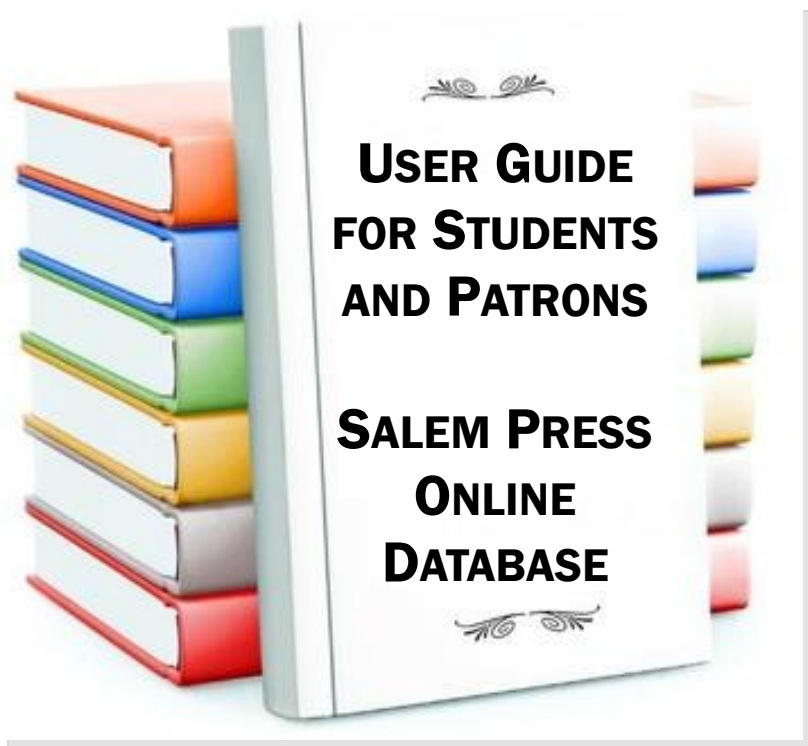


User Guide



A step-by-step
guide on how to
access the
Salem Press
Online
Database



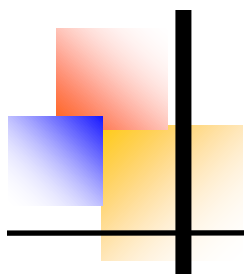
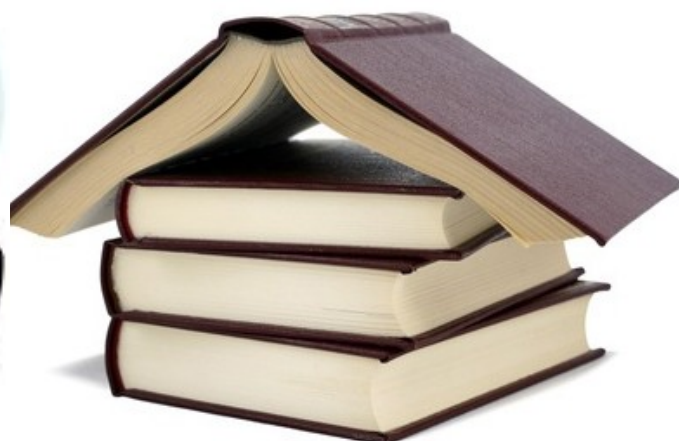


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Overview

The Salem Press Online Database can be accessed directly at <http://online.salempress.com> and is a perfect tool for research, reference, homework, studying, and entertainment. As a user you can read, print, E-mail, and search articles. You can also create a folder to save articles, citations, and searches for later use.

Before accessing the database please check with your librarian to see if a login is required for your institution.

If your institution uses a login, see below:

A– Remote Password. A one word login.

B– Library Card Number. A login using your library card number.

C– Username and Password. A login to your institution using a username & password.

Please be aware our login is case sensitive.

Above displays what your database will look like once logged in. The red box indicates where your institutions name will display. This is a good way to check that you are logged in. In this case *Salem Database Trial 2015* is the institution name.



My Folder

My Folder is where you can save citations, articles, searches, and save notes. Once you are logged into your institution's account you can access your folder. To create a folder you must register using your full name, E-Mail, and password. Your folder can be accessed from anywhere at anytime by logging in.



To register my folder:

- 1) Click 'My Folder'
- 2) Click register
- 3) Enter requested fields *as shown to the right*
- 4) Click register button

To login to my folder:

- 1) Click 'My Folder'
- 2) Enter E-mail & password
- 3) Click login

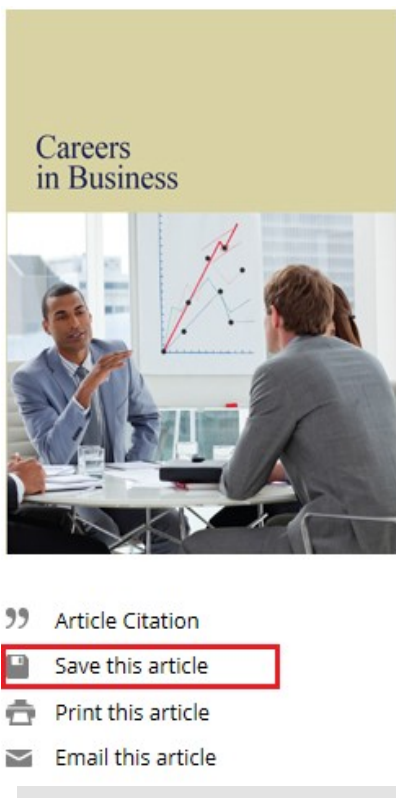
Register Now !

Registered users can save articles, take notes, save searches and citations for easy access in the library or from home. Your saved materials can be accessed by clicking on the MY Folder link.

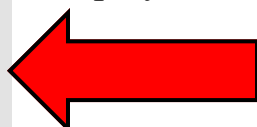
FIRST NAME	LAST NAME
Email	
Password	Confirm Password
REGISTER	

Saving Articles

Salem Online allows you to save your articles, searches, and citations for later use into your folder. You can also write a note(s) with the article(s) you save.



Displayed to the left is the left column of an article.

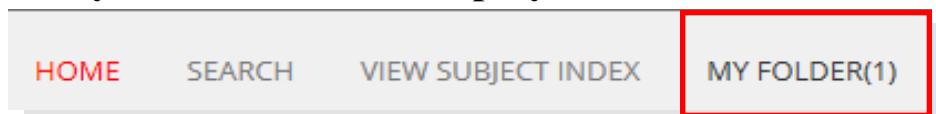


This is at the top of every article. This is where you can save, cite, print, and E-mail.

To save an article:

- 1) Login to your folder.
- 2) Visit the article you want to save. Click Save this article.
- 3) A window will pop up if you would like to add a note you can type it in.
- 4) Article will save to 'My Folder'.

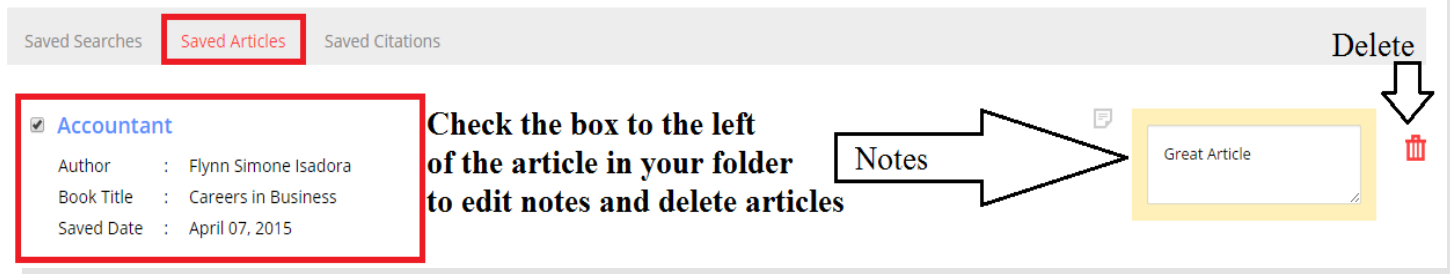
When you have a new saved article, search or citation in your folder it will display as shown below:



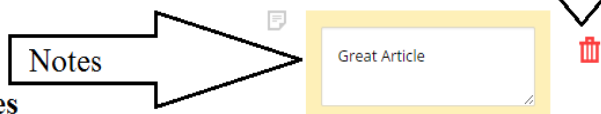
Please note: If you click save this article before you login to your folder, a window will prompt you to login or register if you have not created one.

Once you save an article you can select My Folder from the toolbar. You will see the article under 'Saved Articles'. If you add any notes you will see them on the right side on the yellow notepad. To edit your notes click the box to the left of the article.

My Folder

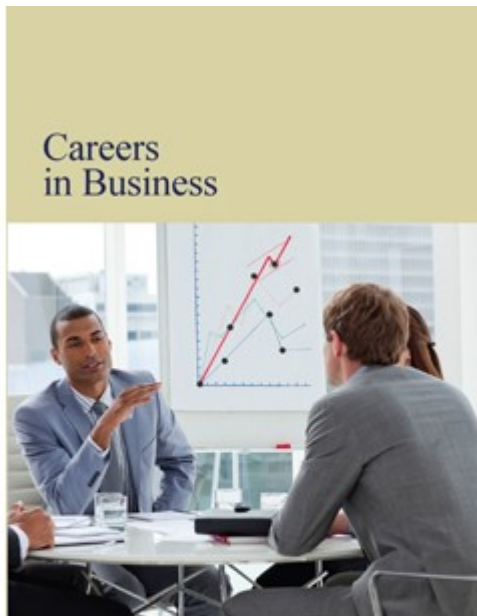


Check the box to the left of the article in your folder to edit notes and delete articles



Print and E-Mail Articles

Salem Online offers you the option to print and E-Mail articles. When you E-mail an article it will be sent in text only format directly in the E-mail. The E-mail will be sent from support@salempress.com



To E-mail an article:

- 1) Visit the article you would like to E-mail.
- 2) Click E-mail This Article button.
- 3) Enter E-mail in pop up window (*shown below*).
- 4) Click Send E-mail.

Email Article

To*

ENTER E-MAIL HERE

Send Email

- » Article Citation
- Save this article
- Print this article**
- Email this article

To print an article:

- 1) Visit the article you would like to print.
- 2) Click Print this article.
- 3) Window will pop up *as shown to the right*.
- 4) Choose where to print.
- 5) Click print button.

Print

Total: 15 sheets of paper

Print Cancel

Destination NPI8EE4CC (HP LaserJe...
Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Portrait ▼

Color Color ▼

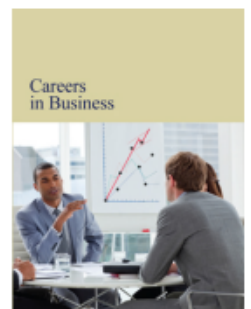


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Snapshot

Profile

Duties and Responsibilities

Relevant Skills and Abilities

Famous First

Overview

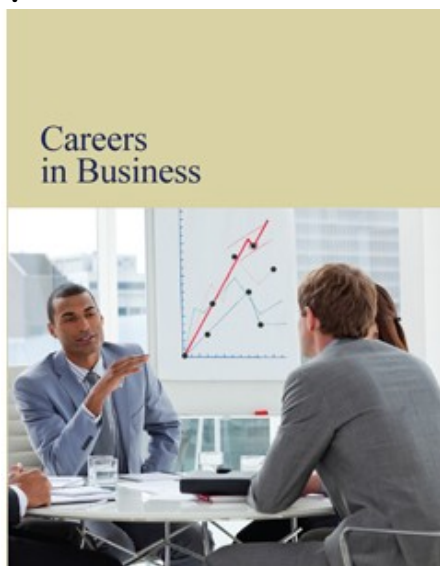
Occupation Specialties

Work Environment

Education, Training, and

Article Citations

Salem Online allows article citations to be saved or printed. We provide citations for articles in MLA, APA, and Chicago Style format.



Displayed to the left is the left column of an article. This is at the top of every article.

To save a citation:

- 1) Login to your folder.
- 2) Visit the article you want to save.
- 3) Click Article Citation.
- 4) Select the type and click Save Citation (*shown below*)
- 5) Citation will save to My Folder under Article Citations.

To print a citation:

- 1) Click Article Citation.
- 2) Select the type you would like to print.
- 3) Click Print.

- Article Citation
- Save this article
- Print this article
- Email this article

Type	Format
<input checked="" type="radio"/> MLA Style	Flynn, Simone Isadora. "Accountant." <i>Careers in Business</i> . Hackensack: Salem, 2015. n. pag. <i>Salem Online</i> . Web. 06 Apr. 2015. <http://online.salempress.com>.
<input type="radio"/> APA Style	Flynn, Simone Isadora. (2015). Accountant. <i>Careers in Business</i> . Hackensack: Salem. Retrieved from http://online.salempress.com
<input type="radio"/> CHICAGO Style	Flynn, Simone Isadora. "Accountant." <i>Careers in Business</i> . Hackensack: Salem, 2015. Accessed April 06, 2015. http://online.salempress.com.

Save Citation

Print

My Folder

Saved Searches Saved Articles **Saved Citations**

Select Style ▼

Check the box to the left of the cited article to have an option to E-mail or delete the citation.

☒ **Accountant**
April 07, 2015

Author : Flynn Simone Isadora
Book Title : Careers in Business
Citation Style : MLA style

[View Citation ↑](#)

Use the arrow next to 'View Citation' to hide or display the citation

Flynn, Simone Isadora. "Accountant." *Careers in Business*. Hackensack: Salem, 2015. n. pag. *Salem Online*. Web. 07 Apr. 2015. <http://online.salempress.com>.

Delete Citation

E-Mail Citation



Search

Salem Online offers a variety of ways to search. You can search within the entire database, a specific category, an article, or citation.

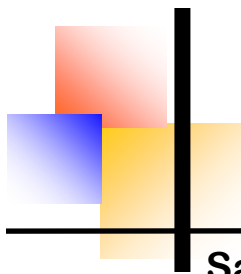
The screenshot shows the Salem Press website homepage. At the top is a navigation bar with links: HOME, SEARCH, VIEW SUBJECT INDEX, MY FOLDER, HELP, ABOUT, and CONTACT. The main banner features the text "SALEM PRESS" and "Salem provides online access to award-winning content". Below the banner is a search interface with a "Enter Keyword" box and a red magnifying glass icon. To the left of the search box is a dropdown menu for "Exact Phrase" and a list of search filters: All (checked), In Title, Full Text, Citation, and Abstract. To the right of the search box is a "SEARCH IN" section with the same filters. A large white arrow points to the search box with the text "Click to Search". Another large white arrow points to the search filters with the text "Choose the drop down menu to the left of the keyword search on the homepage to narrow your search." A third large white arrow points to the search results area with the text "Once you view your search you can search again on the left hand side of your search results." A fourth large white arrow points to the "Advanced Search" link in the right toolbar with the text "Click to Search". A fifth large white arrow points to the "Save this Search" link in the left toolbar with the text "Save search to 'My Folder'".

To search from the homepage:

- 1) Login to your schools database
- 2) Enter keyword in homepage
- 3) Click red magnifying glass to the right of the search box
(as shown above)

To save your search:

- 1) Search a keyword
- 2) Scroll down results and look at the right toolbar
(as shown to the left)



Advanced Search

Salem Online offers advanced searching options. You can narrow your search down to an exact phrase or within a particular article. You can also narrow your search within a category, series, and more.

HOME **SEARCH** VIEW SUBJECT INDEX MY FOLDER

Advanced Search

Select the drop down to specify your search

Enter Keyword

- Exact Phrase
- Exact Phrase
- Has all the words
- Has any of the words
- Has none of the words

Click Search on the grey toolbar to access your advanced search. You can also access it on the home page under the keyword bar (*refer to page 6*)

☒ All ☐ In Title ☐ Full Text ☐ Citation ☐ Abstract **SEARCH**

All= titles, full text, citation, abstract. Or choose what you would like to search within

Click on a Category to Select Titles in that Subject Area **The blue font indicates which category you are searching within**

All Literature History Science Health Careers

<input type="checkbox"/> Literature	<input type="checkbox"/> History	<input type="checkbox"/> Science	<input type="checkbox"/> Health	<input type="checkbox"/> Careers
<input type="checkbox"/> Critical Insights: Authors	<input type="checkbox"/> 50 States	<input type="checkbox"/> Ancient Creatures	<input type="checkbox"/> General Health	<input type="checkbox"/> Careers in
<input type="checkbox"/> Critical Insights: Albert Camus	<input type="checkbox"/> The 50 States	<input type="checkbox"/> Ancient Creatures	<input type="checkbox"/> Addictions & Substance Abuse	<input type="checkbox"/> Careers in Business
<input type="checkbox"/> Critical Insights: Alice Munro	<input type="checkbox"/> American Industry and Careers, Survey of	<input type="checkbox"/> Applied Science	<input type="checkbox"/> Complementary & Alternative Medicine	<input type="checkbox"/> Careers in Chemistry
<input type="checkbox"/> Critical Insights: Alice Walker		<input type="checkbox"/> Applied Science	<input type="checkbox"/> Genetics & Inherited Conditions	<input type="checkbox"/> Careers in Communications & Media
<input type="checkbox"/> Critical Insights: Arthur Miller		<input type="checkbox"/> Applied Science: Engineering		

Check of the box to search within a particular category, series or title. **Red:** Category **Blue:** Series **Black:**Title

Note: You can use quotations to search an exact phrase.