

Knowledge Ontario – Access Basics

1. You will need access [dial-up or highspeed] to the internet to go to the web page <http://access.gale.com/ontario/>
2. Once your School Board Library contact [or IT contact in the absence of a Library Consultant] has registered your board for Knowledge Ontario you will also have a unique login for the resources
3. Using any internet access software you will be able to use all the Knowledge Ontario resource databases and websites
4. All articles and resources in the database are readable using an internet program that reads HTML [Hyper Text Markup Language] the language used to create most webpages
5. If you want to access any of the articles or resources that are also available in Adobe PDF [Portable Document Format], you will need to ensure you have the Adobe Reader program downloaded on to your computer
<http://www.adobe.com/products/acrobat/readstep2.html>
6. If you are using dialup internet to access the resources you can also save the articles or resources of your choice using the save or Infocite feature in most of the databases to allow you to email or download the information
7. If accessing an article with graphics [articles are usually marked with a camera icon near the title] please give the article sometime to download when using dial-up
8. There are many ways to search:
 - a. Keywords [school library] [school or library] [“school library”]
 - b. Truncation [school* librar*]
 - c. Exclusion [school library not states]
 - d. Parameters [school n2 library] [school n50 library]
 - e. Subject links
 - f. Publications
9. Using the databases is the best way to find which access and search methods work best for you
10. For the next two years all publicly funded institutions will have access to these resources 24 hours a day, 7 days a week.
11. Online handouts, user guides and training is available from galeschools.com or <http://support.gale.com>
12. Visit <http://access.gale.com/ontario/databases.html> for details about each database