



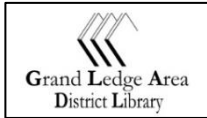
# Grand Ledge Area District Library

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- Full-text information and opinions on **hundreds** of today's hottest social issues
- **pro/con** viewpoint essays, topic overviews, primary source documents, periodical articles, tables/charts/graphs, and more
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## SEARCH TIPS

Search on any word or phrase in the dialog box on the main page of the database you have selected. As you type, the database will suggest topics. Put quotation marks around a phrase so that the database will know to search those words as one unit rather than separately. Use AND between keywords to search for books containing both terms. Use OR between keywords to search for books containing either term.

## FEATURES & TOOLS MENU

1. “**Listen**” feature will read the document and also offers a download audio option.
2. “**Citation**” tool gives you the properly formatted citation for the document in MLA Style. Citation is also found at the bottom of any downloaded document.
3. “**Highlight**” offers 6 different colors and ability to add notes – these are saved and appear at the end of your document when you download to google drive.
4. “**Email**”, “**Print**” and “**Save**” are all options for keeping a copy of the document.
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