

Partnership for Philanthropic Planning Online Library
Underwritten by Planned Giving Design Center

What's in the Online Library?

The Journal of Gift Planning: for most issues, three feature articles will be added to the Ingenta database shortly after the Journal is published. Columns, departments and other regular features are not included in the database. Articles are available beginning with Vol. 4, No. 1 (2000).

National Committee on Planned Giving Conference Proceedings: selected papers from the conference proceedings are added to the Ingenta database one year after the conference. Only substantive papers are included in the database; outlines and slides are not included. The Library includes papers beginning with the 2000 National Conference on Planned Giving.

To Search the Online Library:

Partnership Members: Click the Members Only tap at www.pppnet.org and log in to the members only area. Use the Online Library link in the right margin of the members welcome page to access PDFs at no charge. OR

Go to www.ingentaconnect.com/content/ncpg and sign in using the username and password you gave yourself when you registered with Ingenta. (You may choose to have these values saved so that you are not required to sign in each time you use the Online Library).

Click on Advanced Search near the top of the screen.

- In the Search For field: enter keywords describing your topic
- In the Author field: enter the author's last name (do not enter a first name or initial). You may leave this field blank if you do not know the author's name.
- In the Publication field:
 - enter journal of gift planning (or shorten to journal gift) to search *The Journal of Gift Planning*
 - enter national committee to search the conference proceedings
- to search both The Journal and the conference proceedings, leave the Publication field blank and enter keywords and/or author name.

Hints and Shortcuts

- It is always best to search using the least amount of information that describes the article you are looking for. If you know the author's name, leave the Search For field blank and search for the author's last name only.
- If you want to see all articles from the Journal or conference proceedings that are currently in the Online Library, leave the other fields blank and enter the appropriate title in the Publication field.
- If you search without a publication title, you will be searching the entire Ingenta database of more than 29,000 publications. You may find some hits of interest outside Partnership publications, but the search will also take longer, and may return a long list of articles completely unrelated to gift planning.

To receive notification via e-mail when new content from the Partnership is online...

You can be notified each time a new issue of *The Journal of Gift Planning* or new edition of the conference proceedings is available in the Online Library. To sign up for new issue alerts, you must log-in to Ingenta—you cannot receive alerts via the members-only link.

- Go to www.ingentaconnect.com/content/ncp
- Sign in with the username and password you gave yourself when you registered with Ingenta as a member of the Partnership.
- Toward the bottom of the page, click on either Journal of Gift Planning or National Committee on Planned Giving Conference Proceedings.
- You will link to the home page for the publication you have selected. On that page, click on 'Receive New Issue Alert.'

If you have questions about the Online Library...

Contact Barbara Yeager at (317)269-6274 or byeager@pppnet.org.

This document is available on the Web at

<http://www.ncpg.org/resources/NCPG%20user%20instructions-search.pdf>