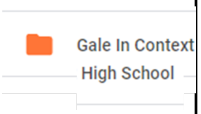
Gale Online Research Basics

	After logging on to **Google Chrome** using your school account, go to the yellow **Nrapps bookmark folder** in the upper left corner, **Library Resources.** *If you have lost your bookmark folder on the right side, go to the menu next to your picture and choose Bookmarks.*
	Click on **Passwords** in the upper right corner of the Library Resource Site. The **usernames and passwords** to the databases can be found on this page and are needed when accessing the databases from home. Gale is a database that works well with Google Drive.
	From the main Library Resource page, select Gale.
	This Gale->Google *(handout) and* 📹 *(Gale videos)* can help you use this database.
	Enter a **keyword to search**. Gale will help you narrow down your topics as you type your search term. You may wish to use quotes to join words together in your search to improve your search results. I.e. “black death” “middle ages”.
	After you have entered your search term and hit enter, on the top left you will see results **for Magazines (default), Academic Journals, Books, News, Images, Video, and Audio.** You may also wish to choose to filter, or narrow, your results to the right based on publication date, publication title, subjects, lexile measure or search within. Please take the time to explore different types of resources, but we do want to use academic journal articles. Similar to Google, results will be returned to you. **Clicking on a title** will open an article.
	 1. Once an article is opened, a **Menu** will appear on the top, right side of the article. After skimming the article, if you decide you **want to use it as part of your research**, go through the article using highlights and notes. (May want to highlight in different colors for different topics or questions you are researching to make it easier later. You can also use notes to paraphrase, tell yourself to use this as a quote, etc.). 2. To save your article with highlights and notes, select **Send to, and choose Google Drive.** This will save your article to the orange **Gale in Context High**

	School folder in your Google Drive. You may choose to move these articles later to a shared folder for group projects. 3. Next, click on **highlights and notes** on the Tools menu. Click **view all highlights & notes** at the bottom and summary will be displayed of your highlights, and notes. Select **Send to Google Drive** to save this information to the orange **Gale in Context High School** folder in your Google Drive. 4. To save the Citation in MLA 8 format, click **Cite** on the top men. In the export to dialog box, select **Google Drive** and click **export** to save the citation to the orange **Gale in Context High School** folder in your Google Drive ***~or~*** you may choose to copy and paste the citations to a working source Google Doc. 5. If you wish to print your article, please use the **print** in the Tools menu, not the browser print which may only print one page of the article. 6. If you like, you may choose to search for keywords in the article by pressing the Ctrl and F key at the same time and entering a keyword to jump to that word on the article page.
	When you are done researching, go to your Google drive and find the orange **Gale in Context High School** folder. Three files may be saved in this folder, your entire highlighted article, the highlight/note information, and the article citation in MLA 8th format. To open the documents, double click and select the center button “open with Google Docs”.

Other Tools on the Library Webpage

	Google Template in MLA 8 format. To make your Works Cited page, you will simply need to copy and paste all your citations onto one page and put them in alphabetical order.
	If you are having a hard time finding articles on your research topic please email laura.whitehead@northroyaltonsd.org and let me know what strategies you have tried.