

# Gale Resources Tip Sheet

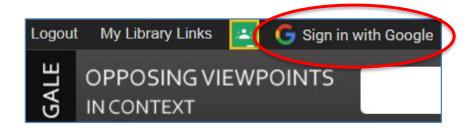
# **Gale and Google: Google Drive Integration Tip Sheet**

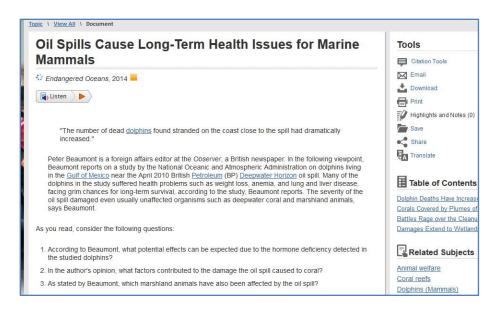
Gale is excited to offer **Google Tools** in our resources. You'll be able to take advantage of a seamless user login with your Google account and easily share and download content. This tip sheet will demonstrate how to download documents into Google Drive for future use or reference. For a complete list of the resources with Google Tools, visit <a href="https://www.gale.com/google">www.gale.com/google</a>. For the purposes of this document, we're using *Opposing Viewpoints In Context*.

## Follow these simple steps:

#### STFP ONF

Sign into your **Google account** from the banner of the database.





#### **STEP TWO**

Find a document that is useful to you.

### **STEP THREE - optional**

Google Drive will integrate your Highlights and Notes so "mark-up" your document!

A new study of dolphins living close to the site of North America's worst ever oil spill—the BP Deepwater Horizon catastrophe two years ago [in 2010]—has established serious health problems afflicting the marine mammals The report, commissioned by the National Oceanic and Atmospheric Administration [NOAA], found that many of the 32 dolphins studied were underweight, anaemic and suffering from lung and liver disease, while nearly half had low levels of a hormone that helps the mammals deal with stress as well as regulate their metabolism and More than 200 million gallons of crude oil flowed from the well after a series of explosions on 20 April 2010, which killed 11 workers. The spill contaminated the Gulf of Mexico and its coastline in what President Barack Obama alled America's worst environmental disaster The research follows the publication of several scientific studies into insect populations on the nearby Gulf coastline and into the health of deepwater coral populations, which all suggest that the environmental impact of the five-month-long spill may have been far worse than previously appreciated. chain—had also been contaminated with oil, Indeed, photographs issued last month [February 2012] of wetland coastal areas show continued contamination OHighlight Notes Delete ation. **Dolphin Deaths Have Inc.** The study of the dolphins in Barataria Bay, off the coast of Louisiana, followed two years in which the number of dead dolphins found stranded on the coast close to the spill had dramatically increased. Although all but one of



#### **STEP FOUR**

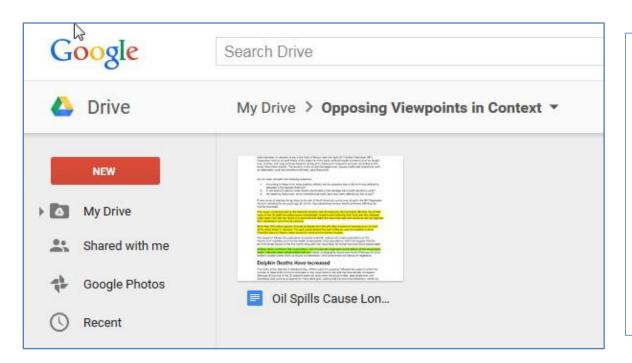
Choose **Download** from the Tools menu to the right. Select **Save to Google Drive**.

Note: If you haven't already logged into your Google account, you'll be prompted to do so at this point.

#### **STEP FIVE**

You'll receive a confirmation that your document was saved to Google Drive.

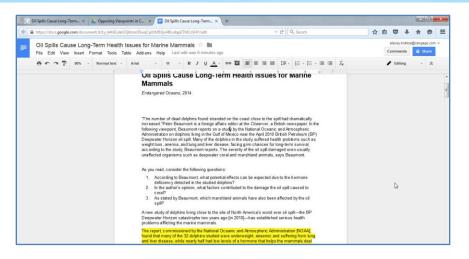




#### **STEP SIX**

Go to Google Drive to find your document. It will be saved in a folder named for the database you were using. In the example to the left, you'll see it's in my *Opposing Viewpoints In Context* folder. Double click the document to view or edit.

## Gale Resources Tip Sheet



#### **STEP SEVEN**

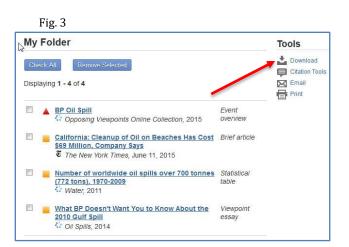
Now you can edit the document, share it with others, and take advantage of all Google Drive features!

### MY FOLDER, HIGHLIGHTS AND NOTES, & CITATION TOOLS

You can use Download and Save to Google Drive from **My Folder** (found in the More button) to download multiple documents all at once. [Fig. 3] **Note:** Keep in mind that **My Folder** displays differently depending on the resource you're in but you still have the option of downloading to Google Drive. [Fig. 4]

You can also Download a summary of your Highlights and Notes (also found in the More button). [Fig. 5]

The Tools menu in Gale resources also offers **Citation Tools** that generate a citation for your document using MLA or APA citation styles. You can download this citation (or multiple citations from My Folder) to Google Drive as well. [Fig. 6]



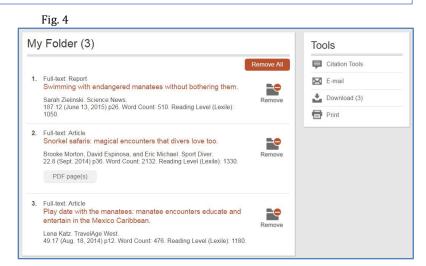


Fig. 5



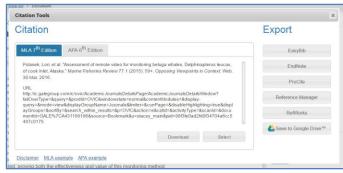


Fig. 6

If you require further assistance with Gale and Google Tools, please contact your librarian.