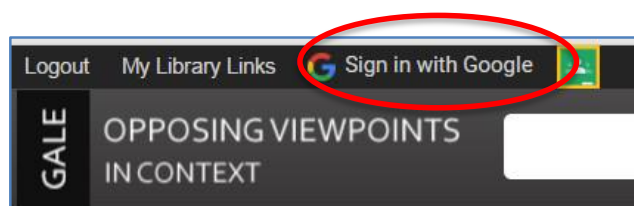GALE CENGAGE Learning®

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. Google Drive is currently available in: *Artemis: Literary Sources, Biography In Context, Canada In Context, Contemporary Authors Online, GVRL, InfoTrac products* including *PowerSearch, Kids InfoBits, Literature Resource Center, LitFinder, MLA International Bibliography, Opposing Viewpoints In Context, Research In Context, Science In Context, Student Resources In Context, U.S. History In Context, World History In Context.* For the purposes of this document, we're using *Opposing Viewpoints In Context*.

Follow these simple steps:

STEP ONE
Sign into your Google account from the banner of the database using the Google logo or Sign In link (varies by 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 if needed.

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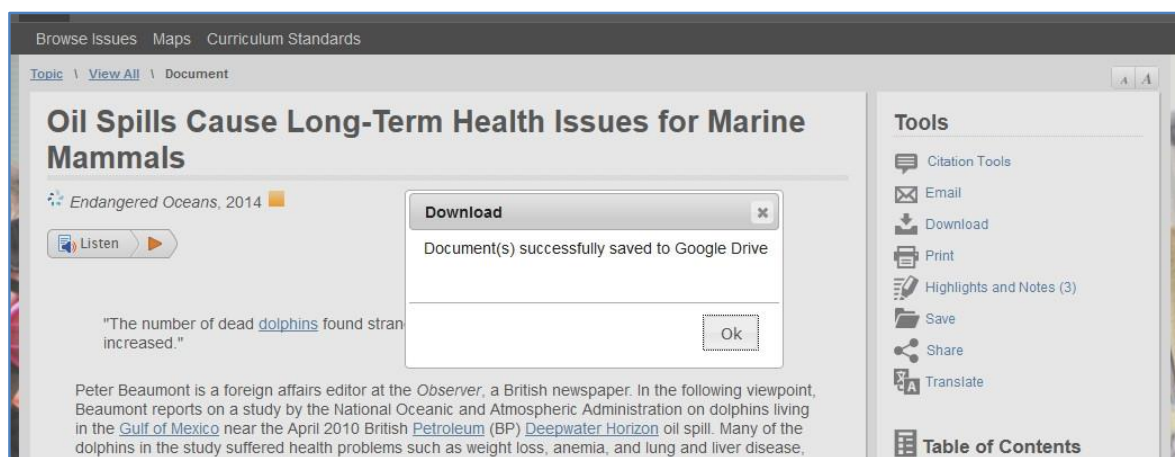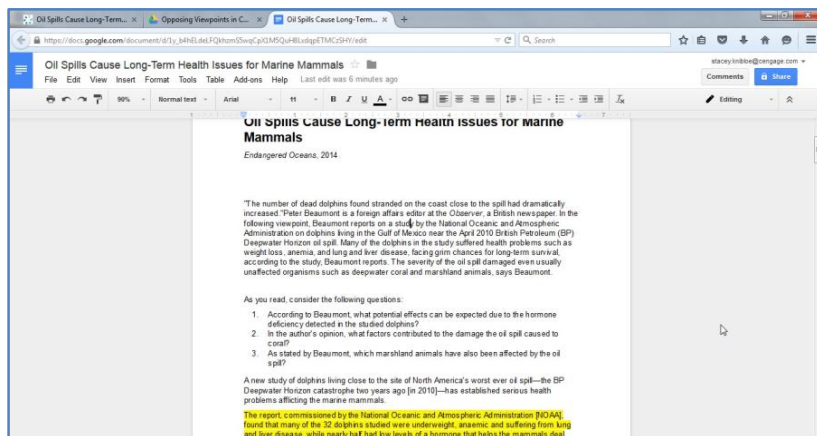
STEP FIVE
You'll receive a confirmation that your document was saved to Google Drive.

STEP SIX
Go to Google Drive to find your document. It will be saved in a new folder named after 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.
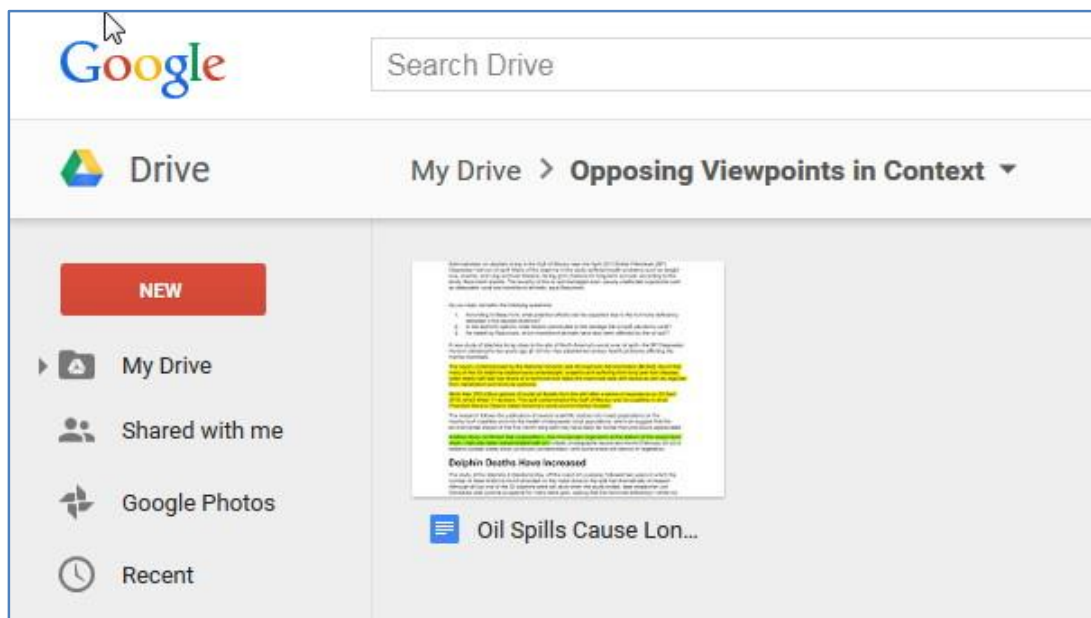
STEP SEVEN
Now you can edit the document, share it with others, and take advantage of all Google Drive features!

MY FOLDER and HIGHLIGHTS AND NOTES

You can use Download and Save to Google Drive from **My Folder** to download multiple documents at a time. Simply click the Save link for each article that interests you and it will automatically save to My Folder. When you're ready to download to Google Drive, you'll find My Folder in the More button. Then follow the above instructions from Step Three on.

You can also Download a summary of your **Highlights and Notes** (also found in the More button).
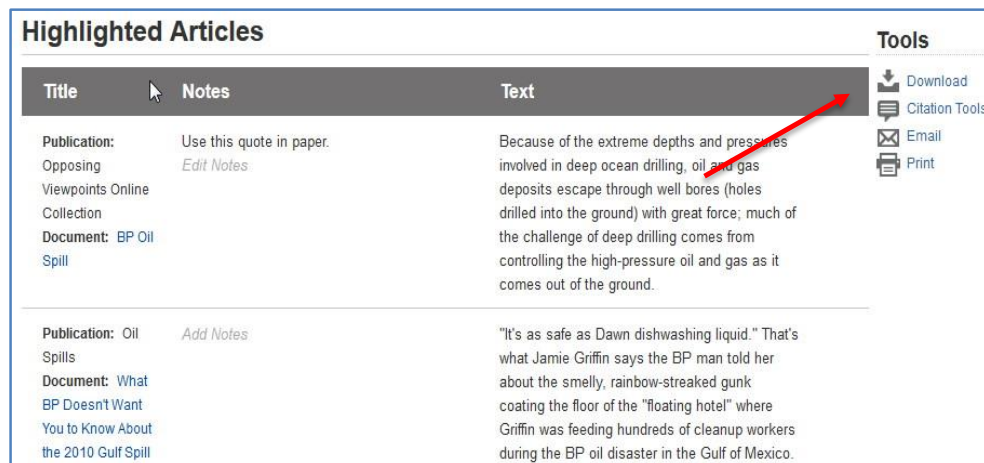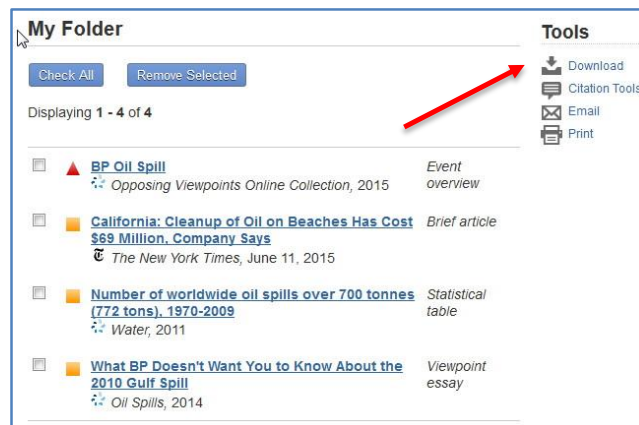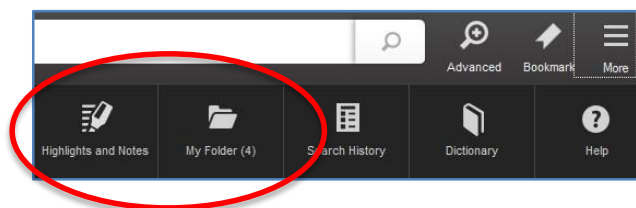
If you require further assistance with *Gale and Google Tools*, please contact your librarian.

Please note: Gale also integrates with Google Apps for Education and Google Classroom.