

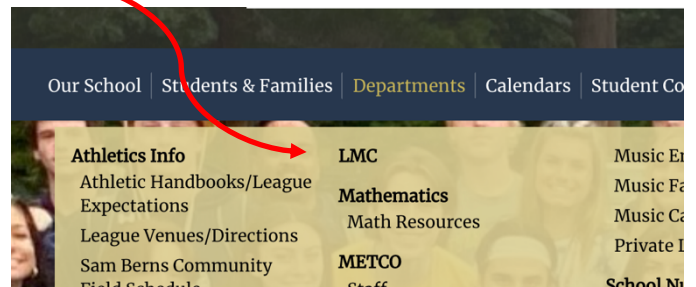
Accessing the Gale Databases

And how to save information from them...

1. Go to the HS Homepage, fhs.foxborough.k12.ma.us

2. Hover your cursor over the “Departments” heading on the top (see right)

3. Click on “LMC”



4. Scroll down to see the “Gale Online Resources” logo

(see right)

Searching for
articles?



5. There are several databases to use for this project. Do not just use the search bar at the top of the database listing. It doesn't search them all. Below are some suggested resources to search directly:

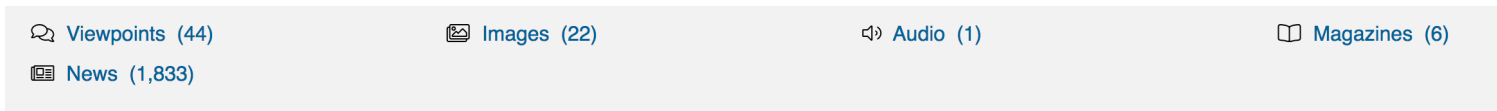


6. Once you pick a database, they all mostly look the same. Here is one searching Global Issues

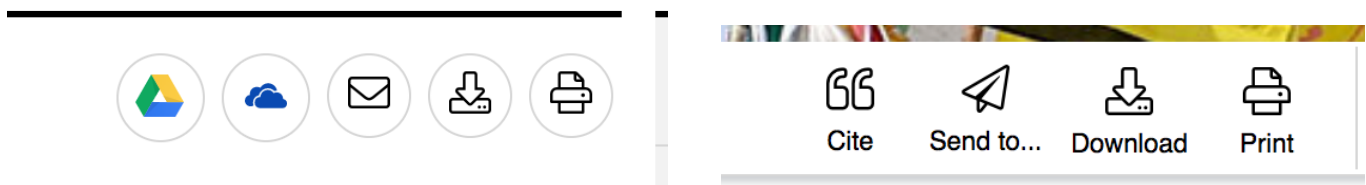
Enter the name of the person you are searching (or a topic as needed). (See left)



7. You will receive the results. For this person, there was quite a bit of variety (See below)

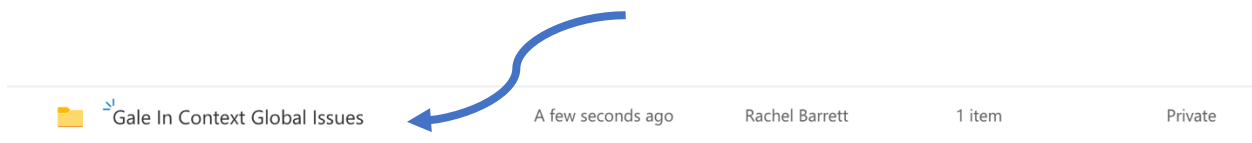


8. Click on any article you want. To SAVE it, either click the Onedrive logo right below article title OR the paper airplane logo that says “Send To” in top corner.



Please note, right next to the “Send to” button, you see this “Cite” button. This is how you will send articles to Noodletools.

9. After you send your article to OneDrive, go to your account. You will see a folder with the name of the database (see below). Click on it, and the article should appear.



10. Click the folder and you’ll see the article (or articles)

