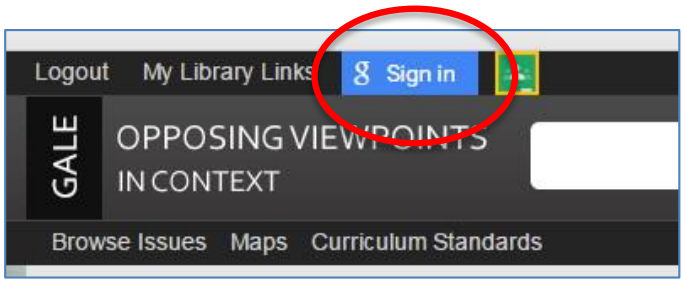
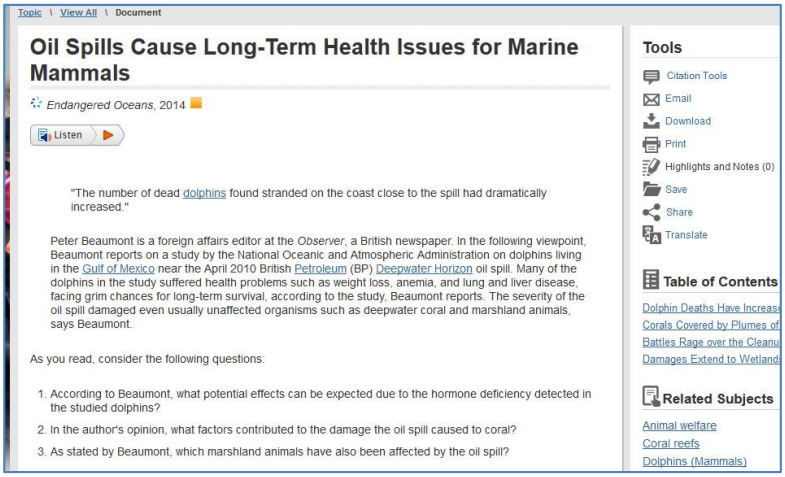
Gale to Google Path: Google Drive Integration Tip Sheet

Gale is excited to offer **Gale to Google Path** in our *In Context* 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. Gale to Google Path: Google Drive is currently available in: *Biography In Context, Canada In Context Opposing Viewpoints 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:

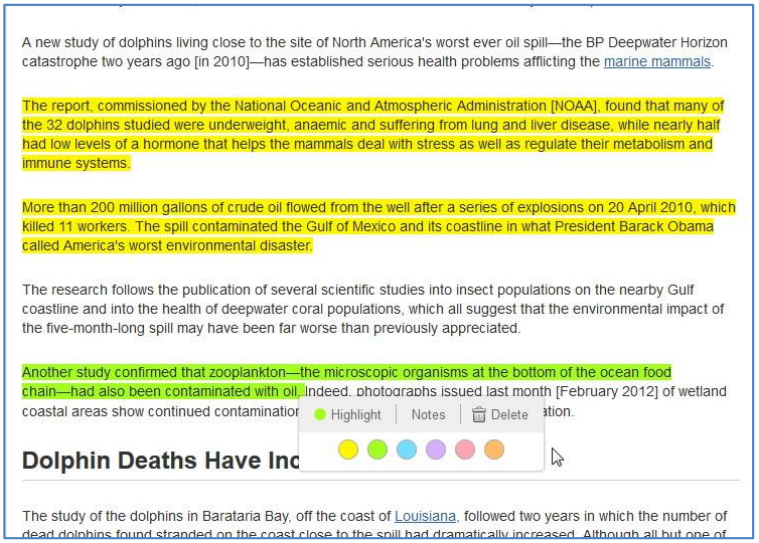
STEP ONE
Sign into your Google account from the banner of the database.

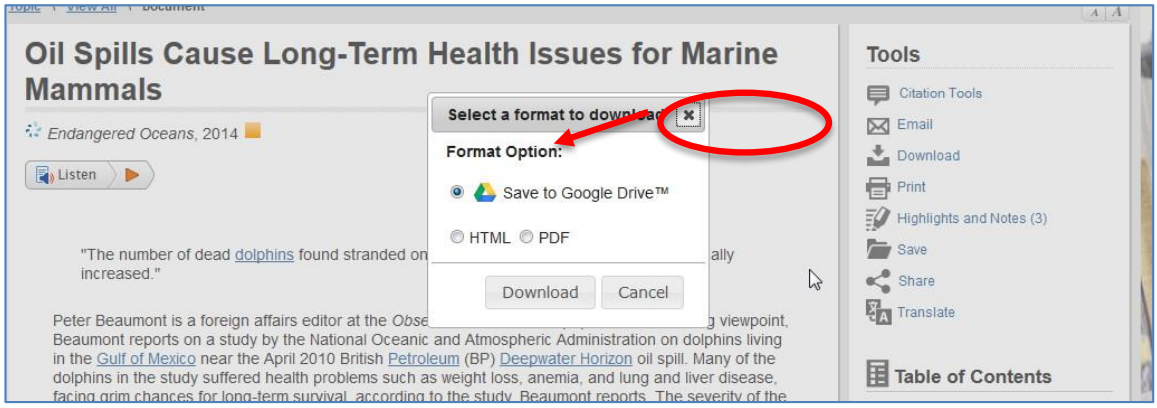




STEP TWO
Find a document that is useful to you.

STEP THREE - optional
Gale to Google Path will integrate your Highlights and Notes so "mark-up" your document if needed.





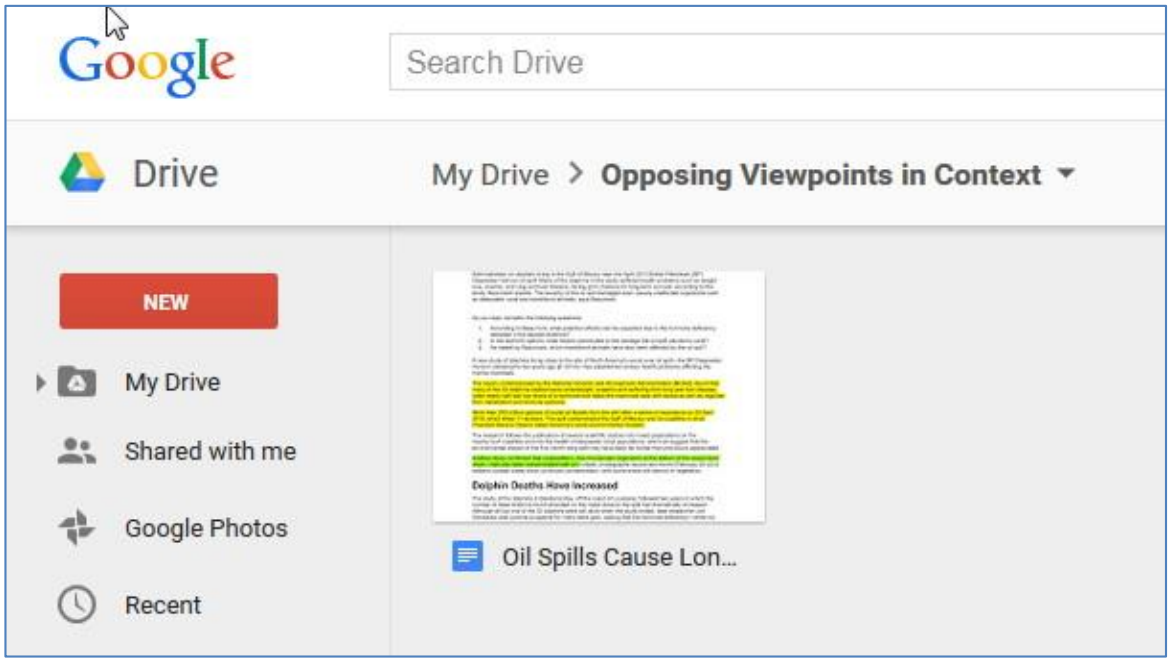
STEP FOUR

Chose **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.

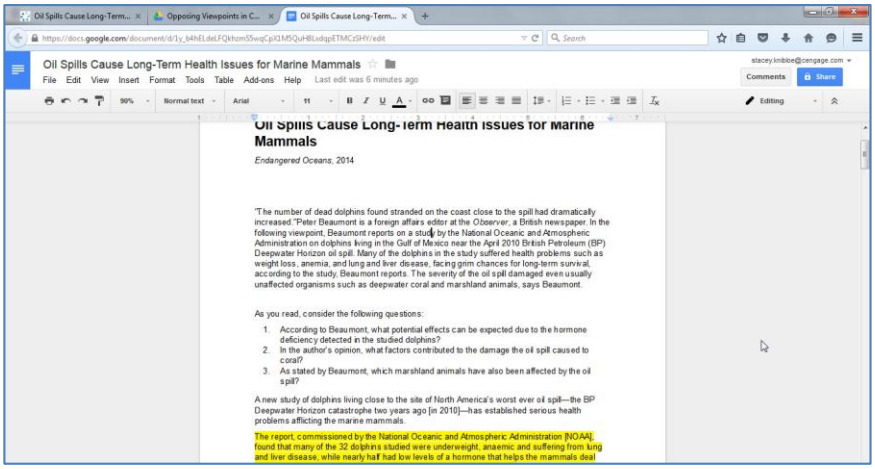
STEP FIVE

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.



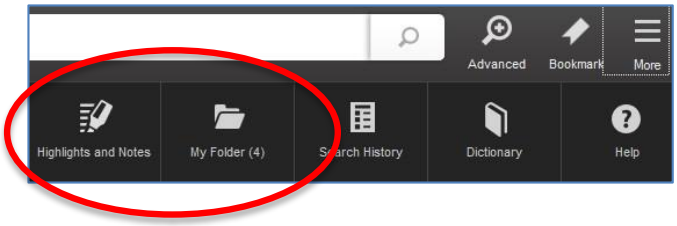
STEP SEVEN

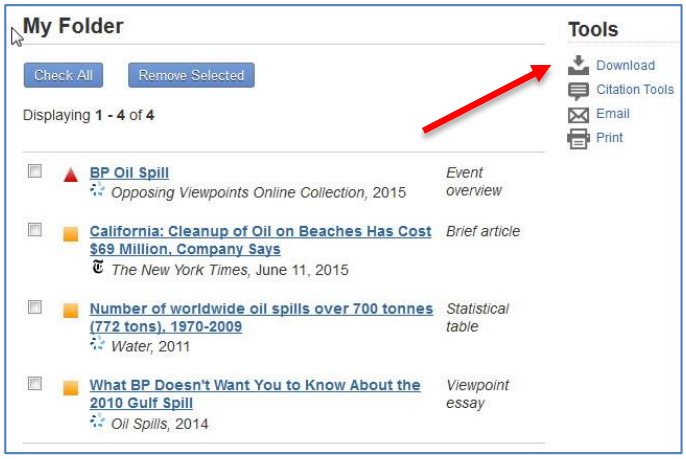
Now you can edit the document, share it with others, and take advantage of all Google Drive features!

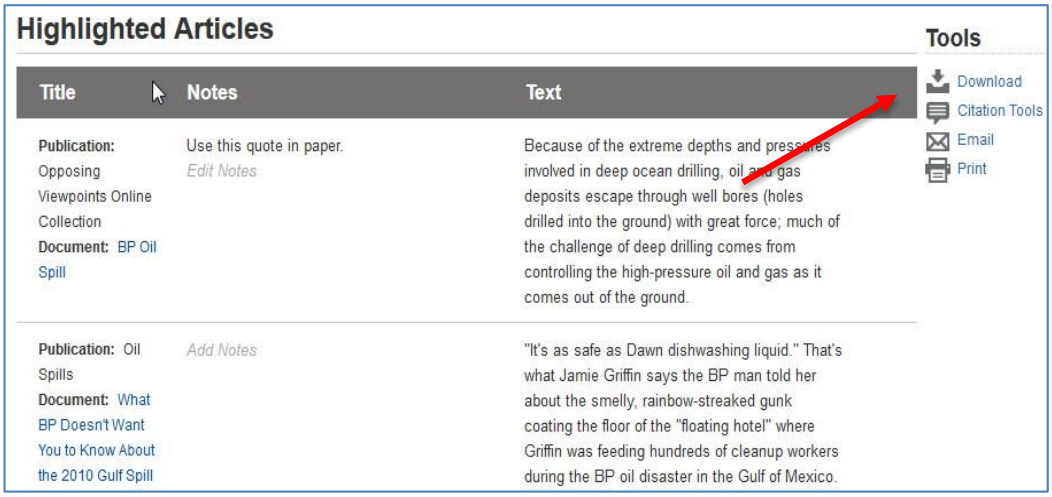
MY FOLDER and HIGHLIGHTS AND NOTES

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 to Google Path***, please contact your librarian.

Please note: Gale to Google Path also ingrates with Google Apps for Education and Google Classroom.