



How to Share Information from Gale Periodical Resources with Your Classes

A Bookmark is a stable link that will take you back to the page on which you created the link. The link in the Address bar is NOT stable and you cannot use this to direct others. The Bookmark link is under the Bookmark Icon, which appears in the upper right corner of InfoTrac resources and PowerSearch.

The four places to create Bookmarks to share eResources with students are:

1. The Article Level
2. The Publication Page
3. The Search Results Level
4. The My Folder List

Note: InfoTrac resources and PowerSearch will adjust to accommodate your device & screen size. All Menu and Tool options will become icons that can be opened by clicking or tapping.

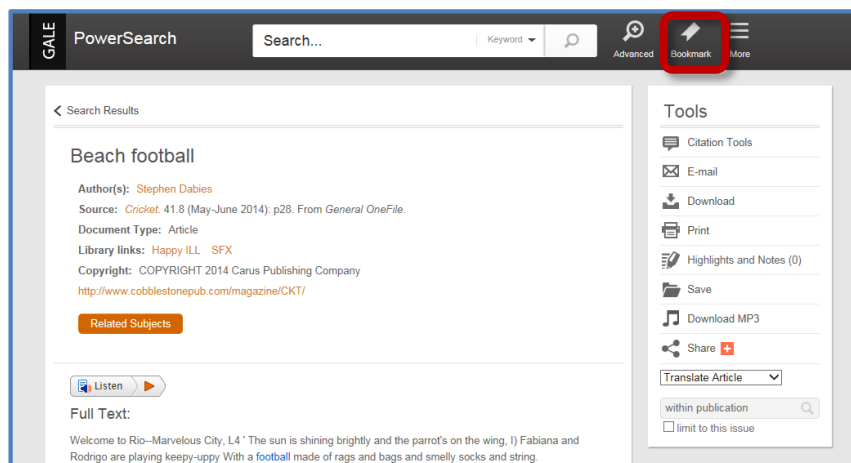
The Article Level

STEPS

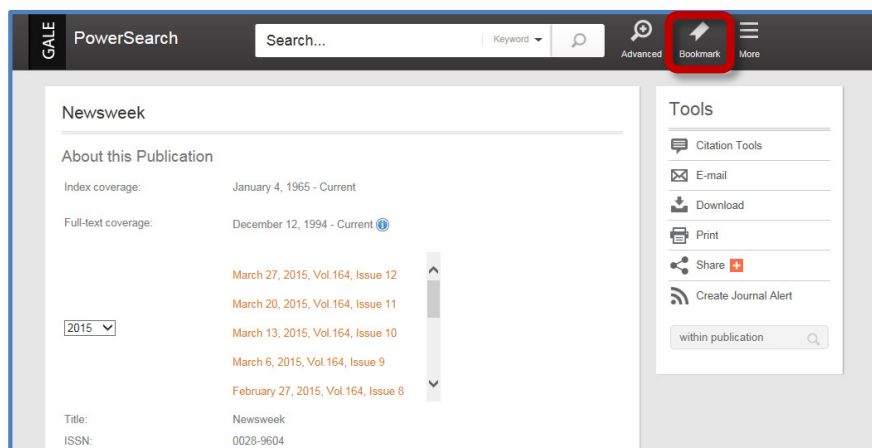
1. **Locate an article** you want your students to read.
2. Click the **Bookmark** icon in the upper right of the screen.
3. **Highlight and copy** the link.
4. **Paste the link** into your class website, document, or anywhere else you would like to share it.

THIS IS HELPFUL WHEN:

- You want students to read an article at home.
- You don't want to print it out and waste paper.
- You want students to be able to use the Listen and Translate Tools.



The Publication Page



STEPS

1. To **determine if the Periodical is available**, go to the **Publication Search** page. This option is available as a link on the homepage and the Advanced Search page.
2. Enter the name of the publication you'd like to share.
3. If available, select the title from the results list.
4. You will see the **About this Publication** page, where students can browse specific issues, or search within just that periodical title.
5. Click **"Bookmark"** to create a link, then **copy and paste the link** onto your website, document, or anywhere else you would like to share it.

THIS IS HELPFUL WHEN:

- You are using a magazine in one of your classes and want to allow your students to access it at home.
- You want students to be able to search back issues of a periodical.
- You want to include a subject-relevant title in your course. For example, link to *The Economist* in Economics class.

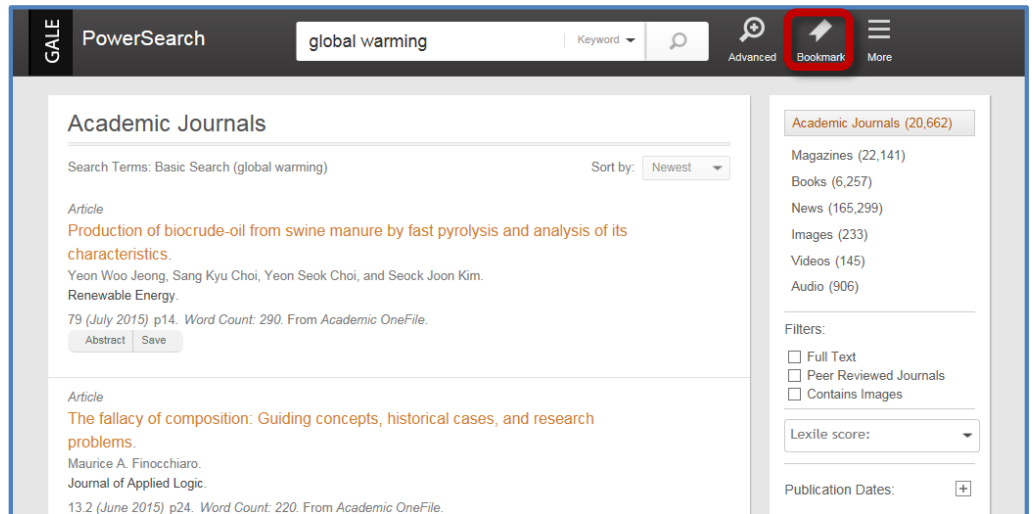
The Search Results Set

STEPS

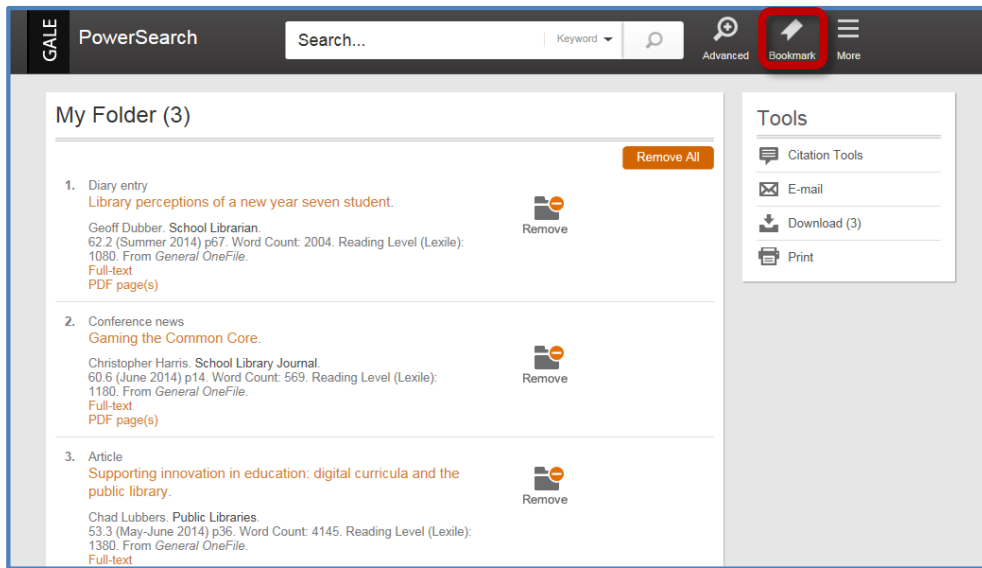
1. Conduct a **Basic or Advanced Search** for your topic.
2. On the search results page, click **“Bookmark.”**
3. **Highlight and copy** the link.
4. **Paste the link** into your class website, document, or anywhere else you would like to share it.

THIS IS HELPFUL WHEN:

- You want to limit articles to a certain reading level for a certain grade (use the Advanced Search to limit to specific Lexile ranges).
- You want students to use resources for an assignment but don't want to have to repeat the steps to have them conduct a search.



The My Folder List



THIS IS HELPFUL WHEN:

- You want students to read several papers for a class and you want to save space on your class website by sharing just one link to the articles.
- You want students to pick an article from a list of articles you have preselected for them to read and respond to.

STEPS

1. To add items to a My Folder list, on an article page, **click the Save icon** under Tools on the right side of the page. On a Search results set, click on Save to the left of each of the articles.
2. **Click the More icon** in the upper right of the screen to expand additional menu options. Then, **click “My Folder.”**
3. On the My Folder page, **click “Bookmark.”**
4. **Highlight and copy** the link.
5. **Paste the link** into your class website, document, or anywhere else you would like to share it.