







A GUIDE TO GALE'S DIGITAL RESOURCES

Helpful tips to differentiate learning and set students up for success

Make the most of your time when using Gale's digital resources. With accessible, user-friendly tools, you can help students search for information quickly and find leveled content to meet their individual needs. Explore the tips below to use Gale resources more efficiently and instill confidence in all learners.

Help me . . .	↓ so that I can . . .	↓ by doing this . . .	↓ with the Gale tool . . .	↓ on the . . .
<p>SEARCH</p>	Find content on a topic I have in mind	Typing a topic into the basic search box	Basic search	HOME PAGE
	See what topics I can choose from	Browsing topics by complete list or category	Browse topics	
	Explore articles in a particular subject area	Refining a topic by looking at terms and articles that are associated with it	Topic Finder	ADVANCED SEARCH PAGE
	Find content with multiple limiters	Entering multiple search parameters , like keyword, publication title, content type, or date	Advanced Search	
	Find specific types of content	Exploring content types through grouped results	Content types	TOPIC PAGE
	Narrow my search	Entering additional search and subject terms or publication information	Filter your results	
	Find related searches	Looking at related topic pages at the bottom of my topic page	Related topics	
	Find similar articles	Looking at suggested articles on similar topics in the Explore panel	Explore panel: More Like This	DOCUMENT PAGE
Find more articles on subjects that are discussed in this article	Looking at suggested subject terms in the Explore panel	Explore panel: Related Subjects		
<p>READ</p>	Find articles on my subject at my reading level	Limiting by content level or Lexile measure	Advanced Search	ADVANCED SEARCH PAGE
	Find articles within results at my reading level	Filtering my results by content level or Lexile	Filter your results	SEARCH RESULTS PAGE OR IN CONTENT TYPES
	See if the article is at my reading level	Checking the content level and Lexile score at the top of the page	Content level and Lexile score	DOCUMENT PAGE
	Change the article to my reading level	Looking for the drop-down arrow on leveled documents	Leveled documents	

Help me ...	↓ so that I can ...	↓ by doing this ...	↓ with the Gale tool ...	↓ on the ...
 UNDERSTAND	Read the article in my native language	Translating my article into one of more than 40 languages	Translate	DOCUMENT PAGE
	Hear the article read aloud	Listening with the text-to-speech tool	Listen	
	Make the text easier to read on my device	Decreasing or increasing the article's text size	Font size	
	Read the article easier with my vision problems or dyslexia	Changing the font or background color	Display options	
 USE MY KNOWLEDGE	Easily find sections I'll need later	Highlighting selected text within the article	Highlights	DOCUMENT PAGE
	Annotate my article	Adding my own digital notes to the article	Notes	
	Better understand the text	Checking the definition of an unfamiliar word	Define	
	Cite my article in a selected format for my paper	Creating a preformatted citation in the style my teacher wants	Citation tools	
 SAVE MY WORK	Keep my work to use or send later	Downloading my article as a PDF with highlights and notes	Download	DOCUMENT PAGE
	Save my work directly into the system I use for schoolwork	Sending my article to my Google Drive or Microsoft OneDrive	Google Drive/MS OneDrive	
 SHARE	Send an article with my highlights and notes	Emailing a copy of my article to myself or someone else	Email	DOCUMENT PAGE
	Direct others to my article, topic page, or search results page	Grabbing a persistent URL that others can use	Get link	DOCUMENT, TOPIC, OR SEARCH RESULTS PAGE

➔ For more tips on getting the most out of Gale resources, visit support.gale.com