

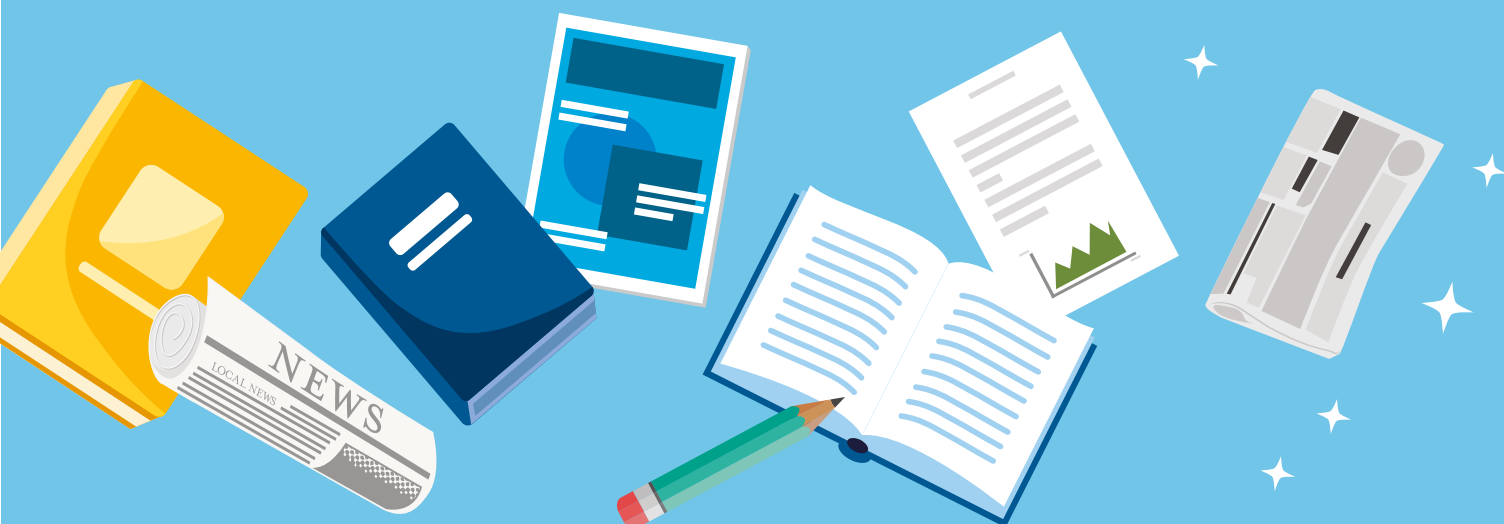
Student Training Guide

Gale Research Complete: Schools Edition - Ultimate



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Purpose of this Guide

This step-by-step guide is designed to help you successfully use *Gale Research Complete: Schools Edition - Ultimate*. It covers the various parts of the database and focuses on utilising the included tools.

For additional support with using *Gale Research Complete: Schools Edition - Ultimate*, please contact your school librarian or the European trainer for Gale, Julia Randall (julia.randall@cengage.com).

Definitions page

Citation: a quotation from or reference to a book, paper, or author.

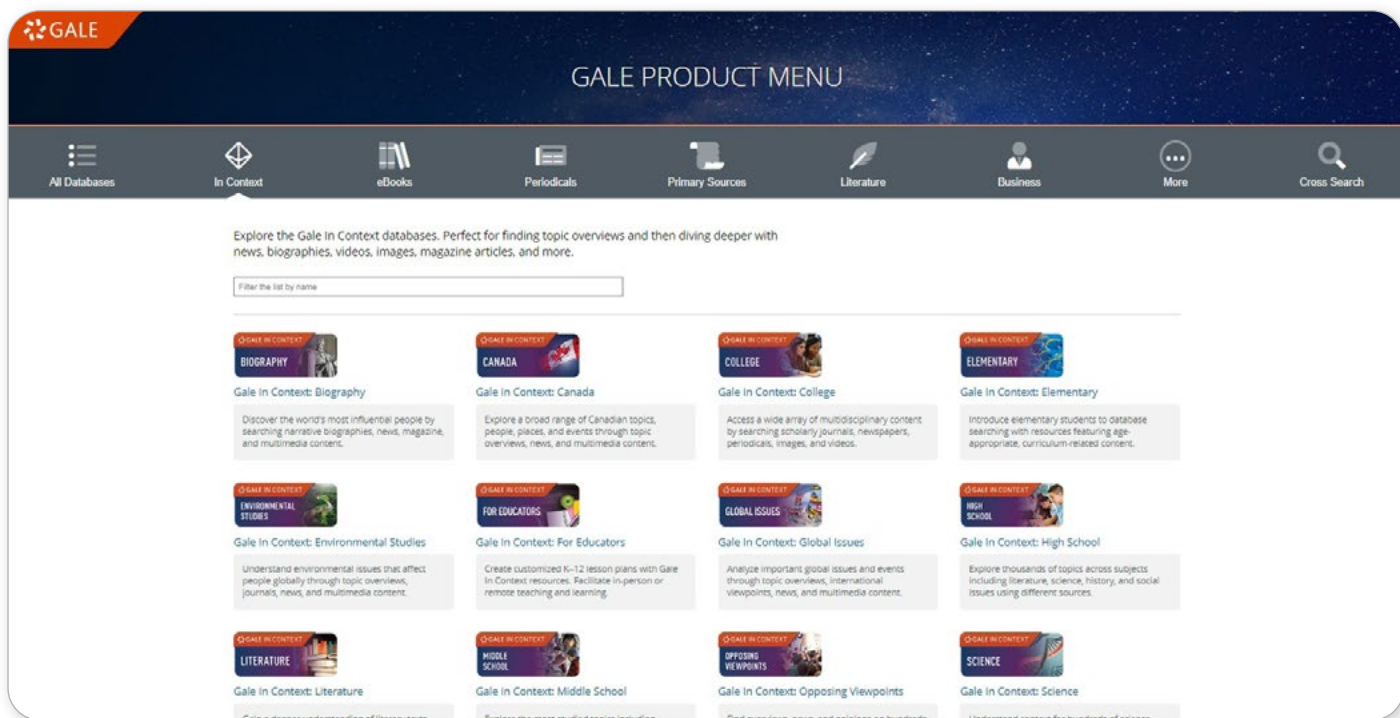
Topic Finder: a visualisation of your search results.

Get link: a unique URL back to the page you are looking at (can be your search results or a particular page).

Highlights & notes: a tool to save parts of journal articles to refer back to or to reference in school work.

Gale In-context (two examples)

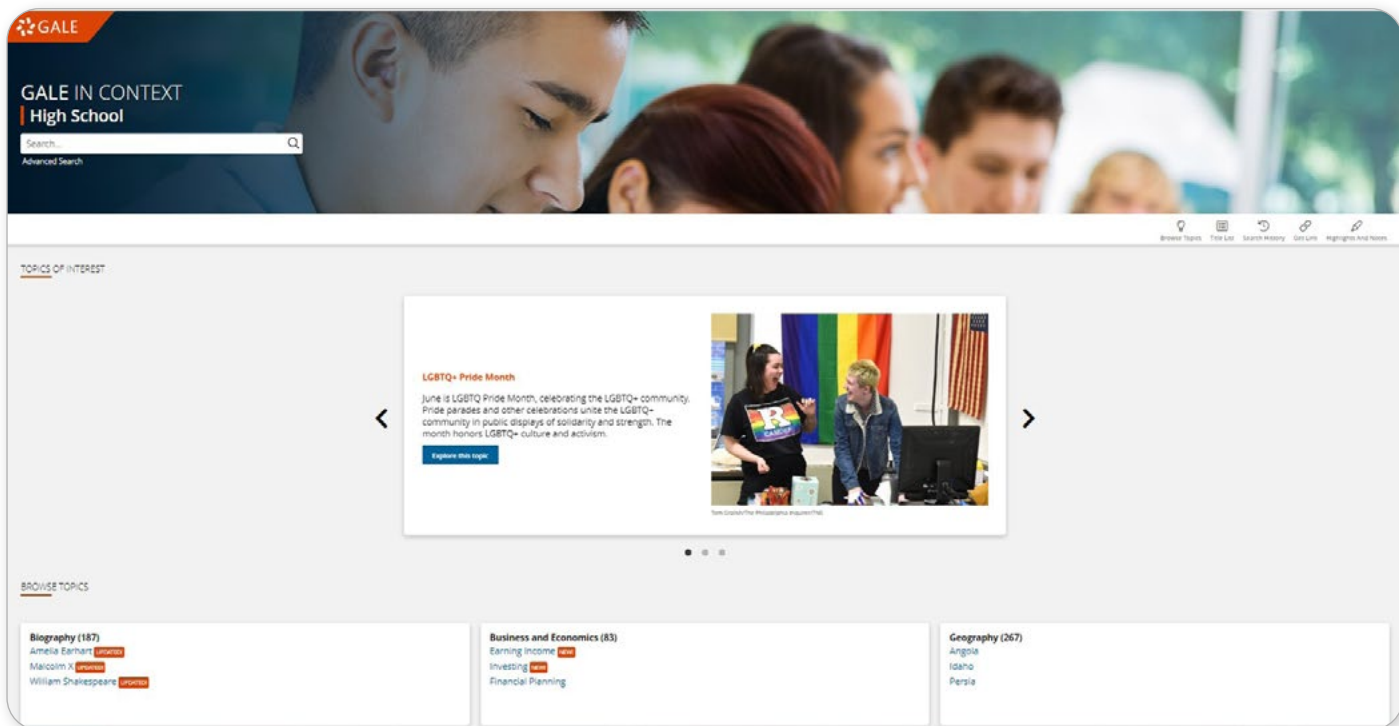
The In-Context databases are specialist databases for different subjects and for different stages of school. Your teacher can provide a direct link guiding you straight to the specific database that you want to use.



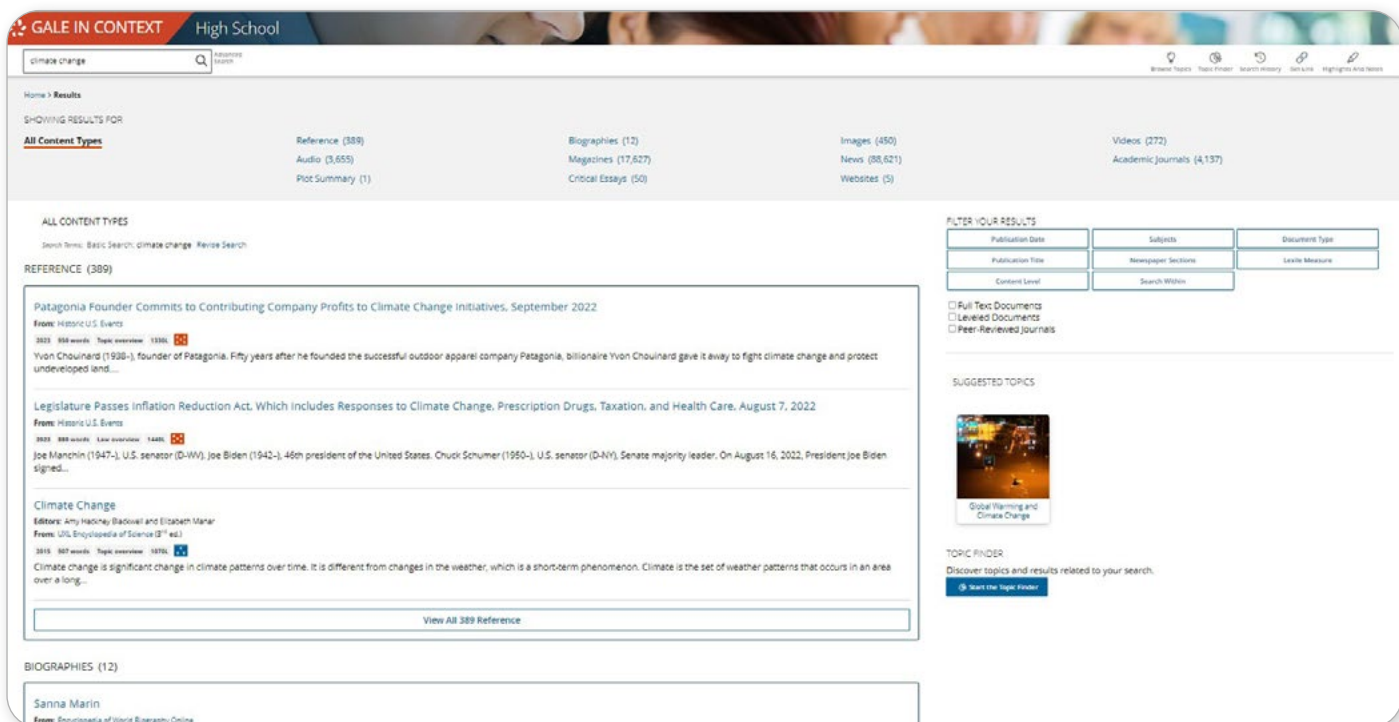
In-context - High school

Every in-context database starts with a Topics of Interest page. This changes on a regular basis, to keep it up to date.

From this page, you can search for a specific word, or browse through a topic.



A simple search for 'climate change' gives results in different content types. These results can also be filtered using the options on the right hand side of the page. The advanced search can also be used to further improve the search results.



Looking at one of the articles

Cite: Referencing the document in different styles

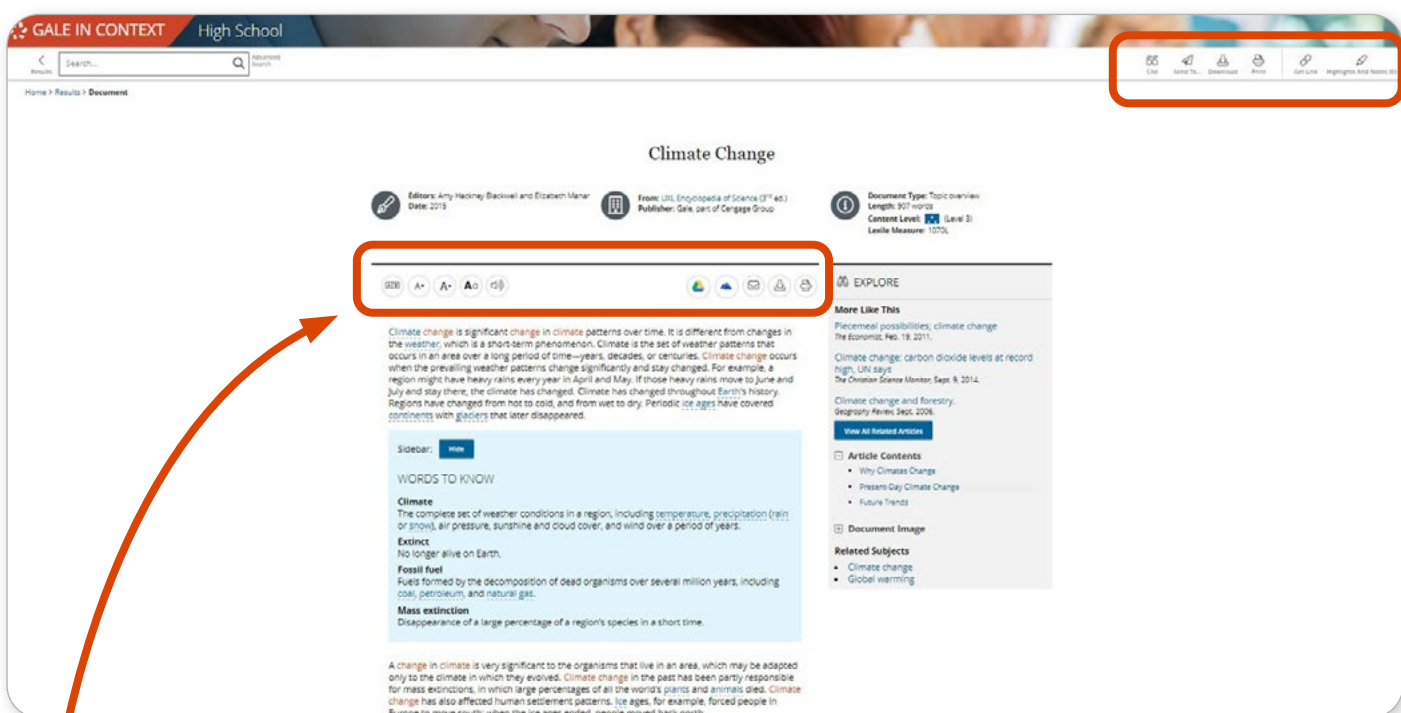
Send to: Save the article to Google drive or Office 365

Download: Save to your computer

Print: Print a copy

Get link: A unique URL for this page that can be saved or shared

Highlight and Notes: Highlighted text from the articles



Translate: Translate the article into a different language

Accessibility options: Decrease, increase, change colour of the text

Listen: Read the page in English

Options to save the article: Send to Google Drive, Office 365, email, download or print

Highlights and notes

Highlight the text and make a note about it:

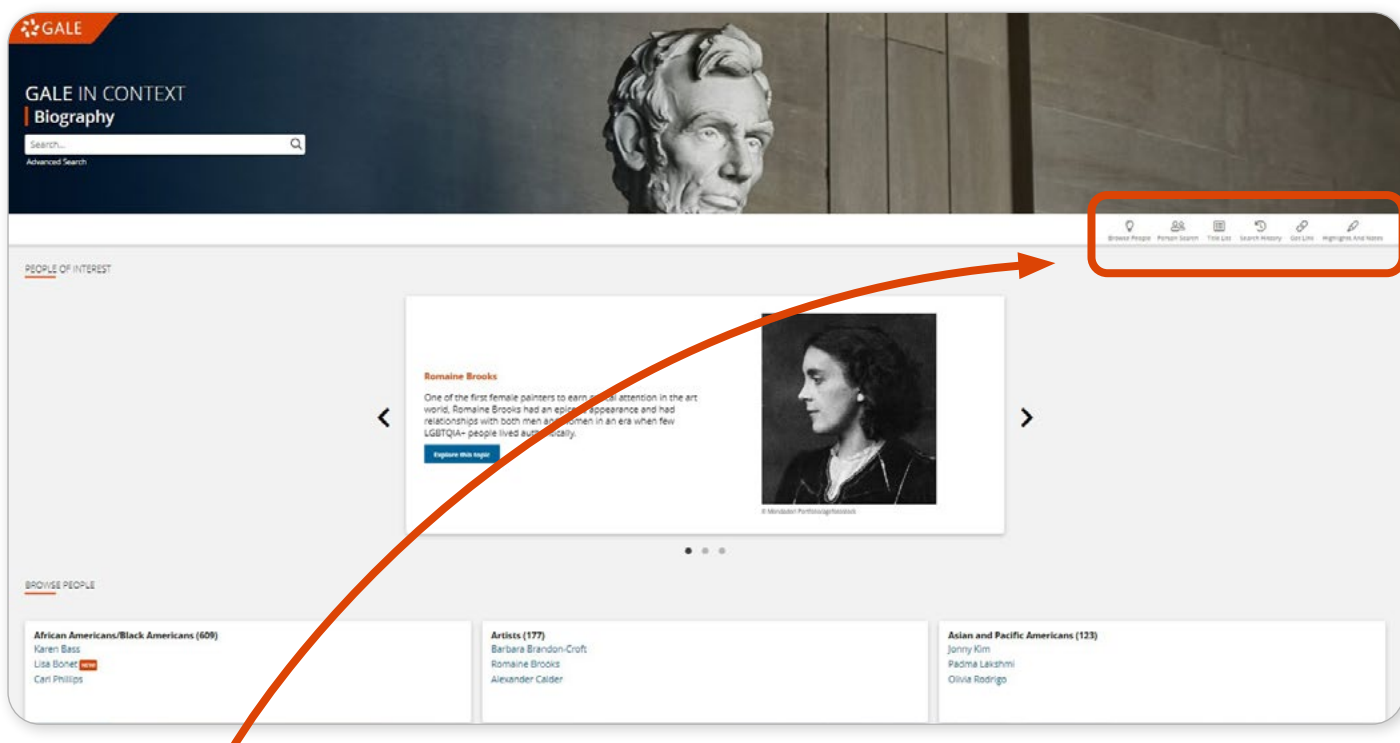
The screenshot shows the Gale Power Search interface for a document titled "Paris 2024 summer Olympics: what's new." The document is by Molly Lu McKellar, dated Oct. 25, 2023, and is from UWire Text, published by ULOOP Inc. The document type is an article, 594 words long, with a Lexile Measure of 1420L. A text highlight is shown in yellow, covering the sentence: "The Olympic games date back to the ancient Greeks, who all gathered to compete in sports every four years at Mt. Olympia. In 2021, the summer Olympics were held in Tokyo, starting on Friday, July 26 and ending on Sunday, August 11, the year 2024." A note box is open over this highlight, containing the text "use for essay" and a "Save" button. The interface also includes a search bar, navigation icons, and a sidebar with "More Like This" recommendations.

The screenshot shows the "Highlights and Notes" section of the Gale Power Search interface. A "Save Warning" message is displayed at the top: "Save Warning: Make sure you download or send Highlights & Notes to yourself before exiting the product. Contents here will be lost after you close your browser." Below this is a "HIGHLIGHT LEGEND" section with instructions on how to create a legend and the chosen format, MLA9. The list of highlights includes two entries: one for "Olympics | Cycling at the Summer Olympic Games Paris 2024" and one for "Paris 2024 summer Olympics: what's new." The second entry is expanded, showing the highlighted text and the note "Notes: use for essay". At the bottom, a "Bibliography" section is highlighted with a red box, containing the following entry: "Olympics | Cycling at the Summer Olympic Games Paris 2024." *CyclingNews*, 11 Sept. 2023, p. NA. Gale Power Search, link.gale.com/apps/doc/A764720581/GPS?u=galeult&sid=bookmark-GPS&xid=2044c81e. Accessed 18

The highlighted text then will start to create a Bibliography in your chosen referencing style.

In-context – Biography

This in-context databases focuses on biographies of people that you might want to do research about. It includes historical and current people.

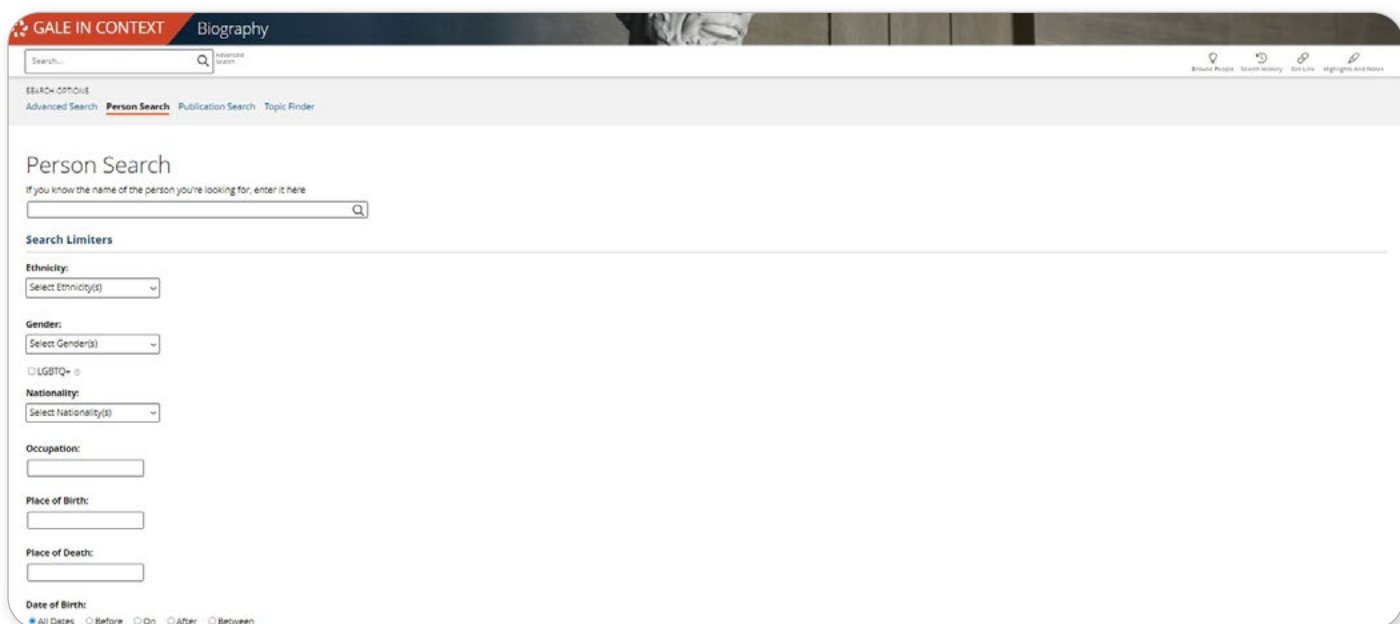


Search options

From this home screen you can choose Browse people or People search.

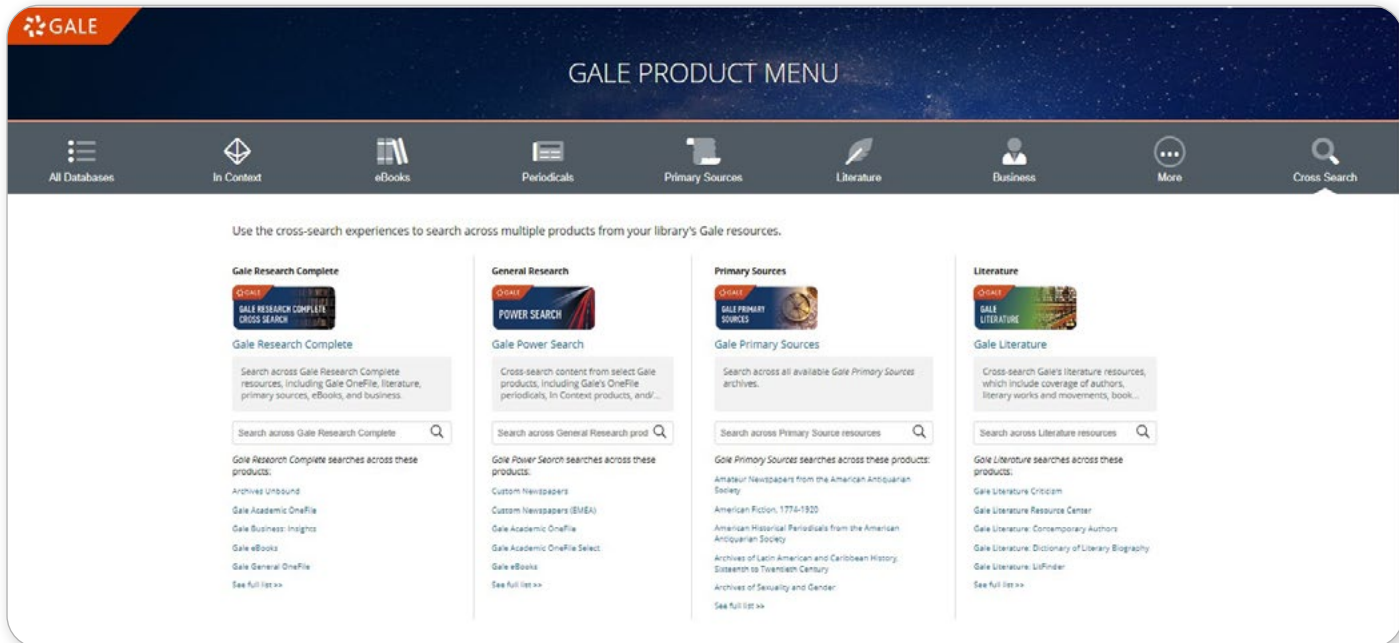
People search

If you know the name of the person you are looking for the you can type it here and then look for articles just about this person.



Gale Cross search

On the cross search page look at the Power search (academic content) or the *Gale Literature* (literary works and criticism).



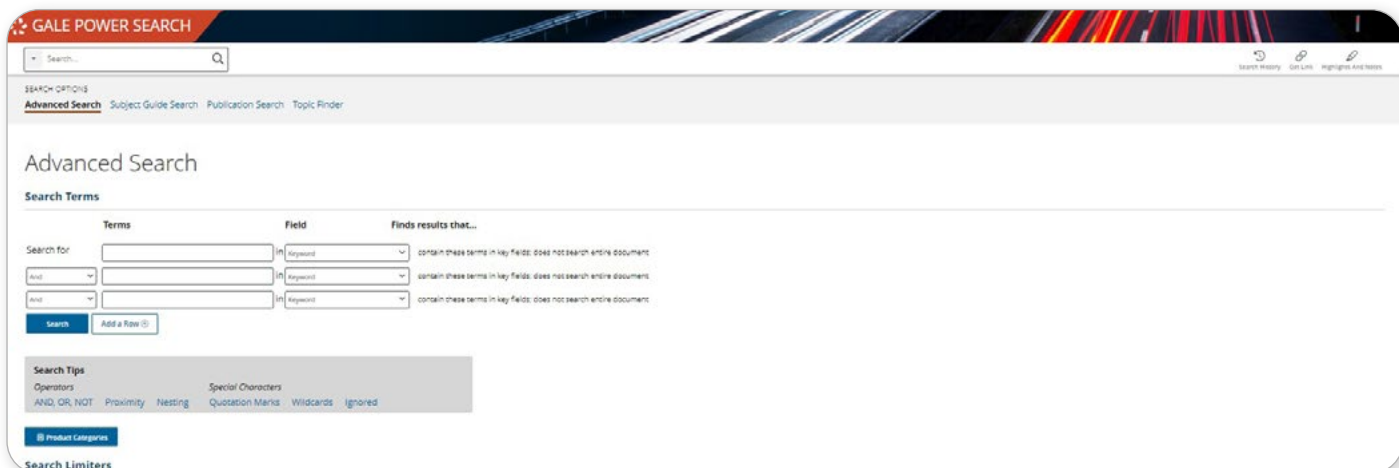
Simple Search

Start with searching for 'climate change' in the search box.

The results page is divided into different content types. These results can be filtered using the options on the right hand side of the screen.

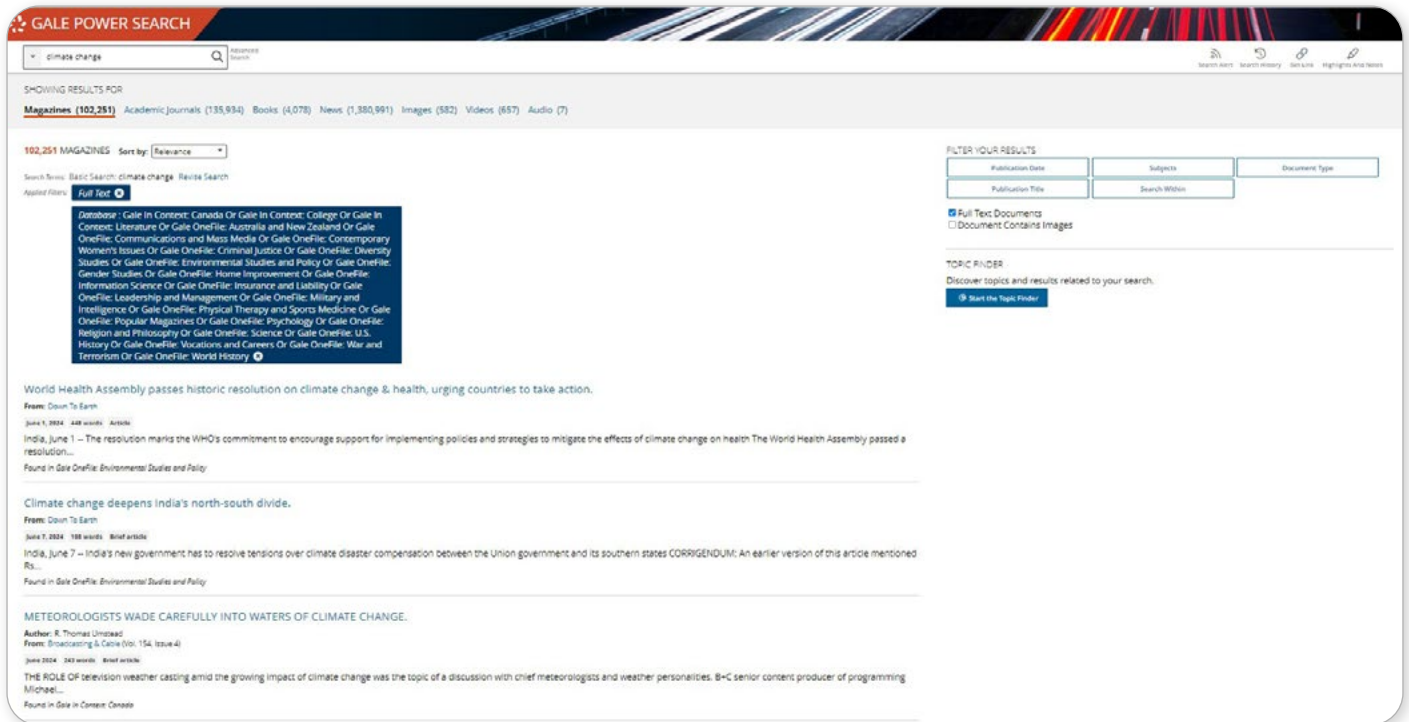
Advanced Search

The advanced search is next to the search box and can be used to make a search better, with more keywords.

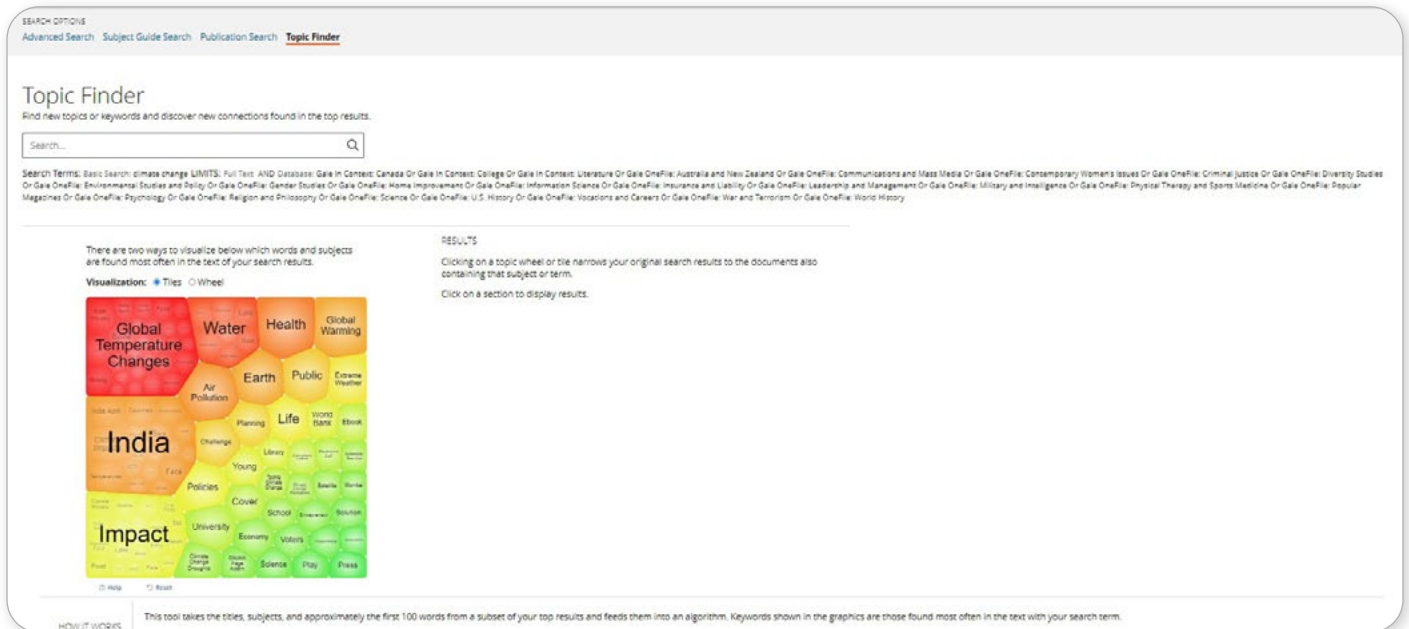


Topic Finder

Topic finder is also accessible from this page. This is a visual way of looking at search results. Allowing you to see related topics and extra keywords to help improve their search.



This allows you to look at your search results grouped into different topics, helping you to think about extra keywords and how to broaden your research topic.



Highlights and notes

Highlight the text and make a note about it:

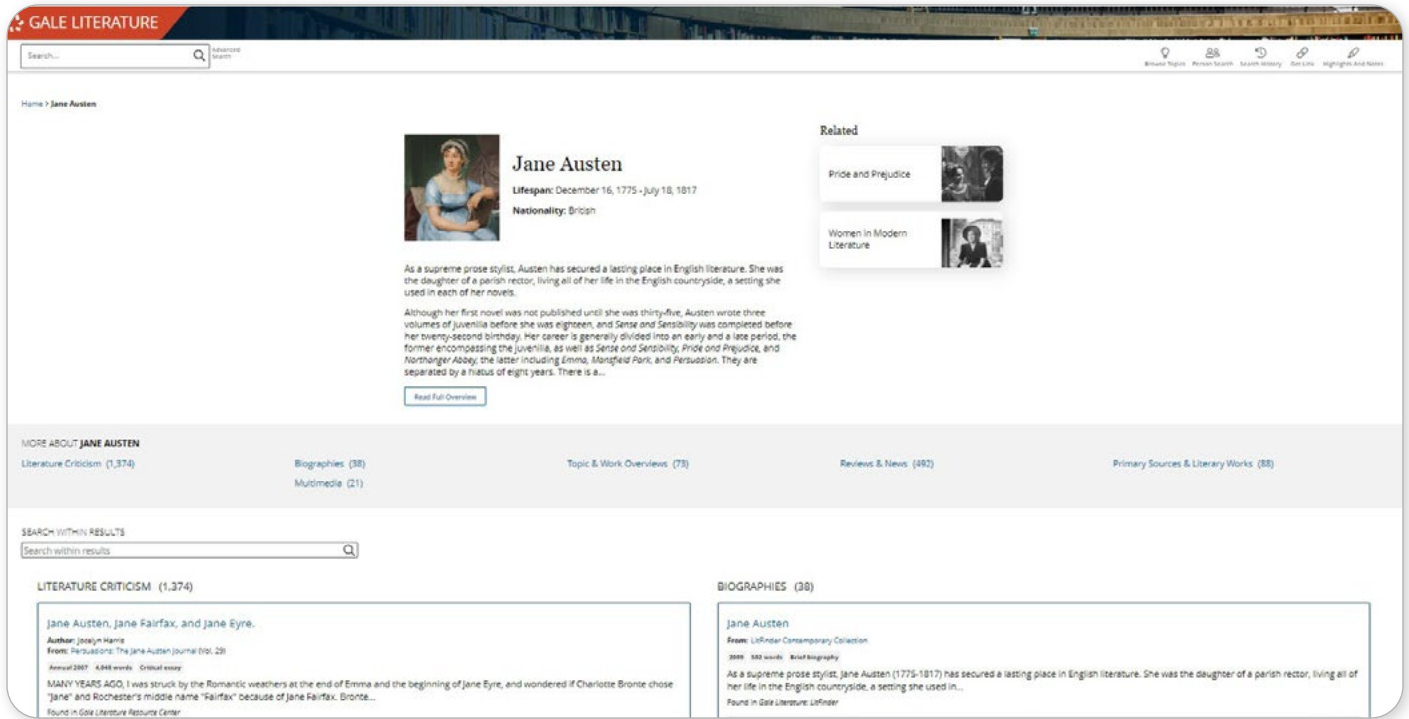
The screenshot shows the Gale Power Search interface for the article "Paris 2024 summer Olympics: what's new." The article is by Molly Lu McKellar, dated Oct. 25, 2023, from UWire Text, published by ULOOP Inc. The document type is an article, 594 words long, with a Lexile measure of 1420L. A text block is highlighted in yellow, and a pop-up menu is open over it, showing options to "Define" or "use for essay". The highlighted text reads: "The Olympic games date back to the ancient Greeks, who all gathered to compete in sports every four years at Mt. Olympia. In 2021, the summer Olympics were held in Tokyo, starting on Friday, July 26 and ending on Sunday, August 11. The summer Olympics will take place in Paris in the year 2024." Below the highlight, a note is being created with the text "use for essay".

The screenshot shows the "Highlights and Notes" page in Gale Power Search. A "Save Warning" message is displayed at the top: "Make sure you download or send Highlights & Notes to yourself before exiting the product. Contents here will be lost after you close your browser." Below this, the "HIGHLIGHT LEGEND" section explains that clicking on "Labels" creates the legend. The format is set to MLA9 APA7. The article title "Olympics | Cycling at the Summer Olympic Games Paris 2024." is listed. Under "Highlights and Notes (1)", there are two entries. The first entry is for the Team Sprint race, with a note: "The Team Sprint includes three riders each from eight qualified countries. Three riders begin with a standing start for this three-lap race, with each rider taking a one-lap turn to increase the speed before pulling off. The last rider's three-lap time decides the winner." The second entry is for the Paris 2024 summer Olympics article, with a note: "The Olympic games date back to the ancient Greeks, who all gathered to compete in sports every four years at Mt. Olympia. In 2021, the summer Olympics were held in Tokyo, starting on Friday, July 26 and ending on Sunday, August 11. the summer Olympics will take place in Paris in the year 2024." A "Bibliography" section at the bottom is highlighted with a red box and an arrow, showing the citation: "Olympics | Cycling at the Summer Olympic Games Paris 2024." CyclingNews, 11 Sept. 2023, p. NA. Gale Power Search, link.gale.com/apps/doc/A764720581/GPS?u=galeult&sid=bookmark-GPS&xid=2044c81e. Accessed 18

The highlighted text then will start to create a Bibliography in your chosen referencing style.

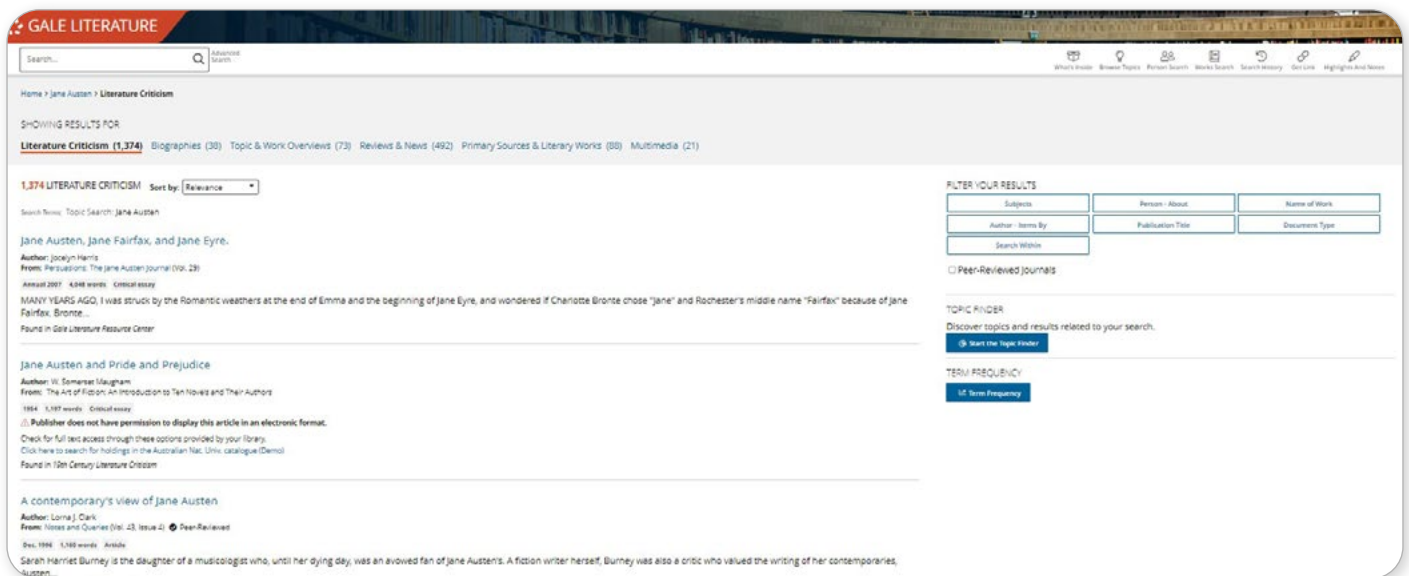
Gale Literature

From the cross search page, search for 'Jane Austen' in the search box. This gives you all the search results where Jane Austen appears. (Literature criticism, Biographies, Topic & Work overviews, Reviews, Primary sources & multimedia). You can select one of these filters to see the type of content you want.



Filters

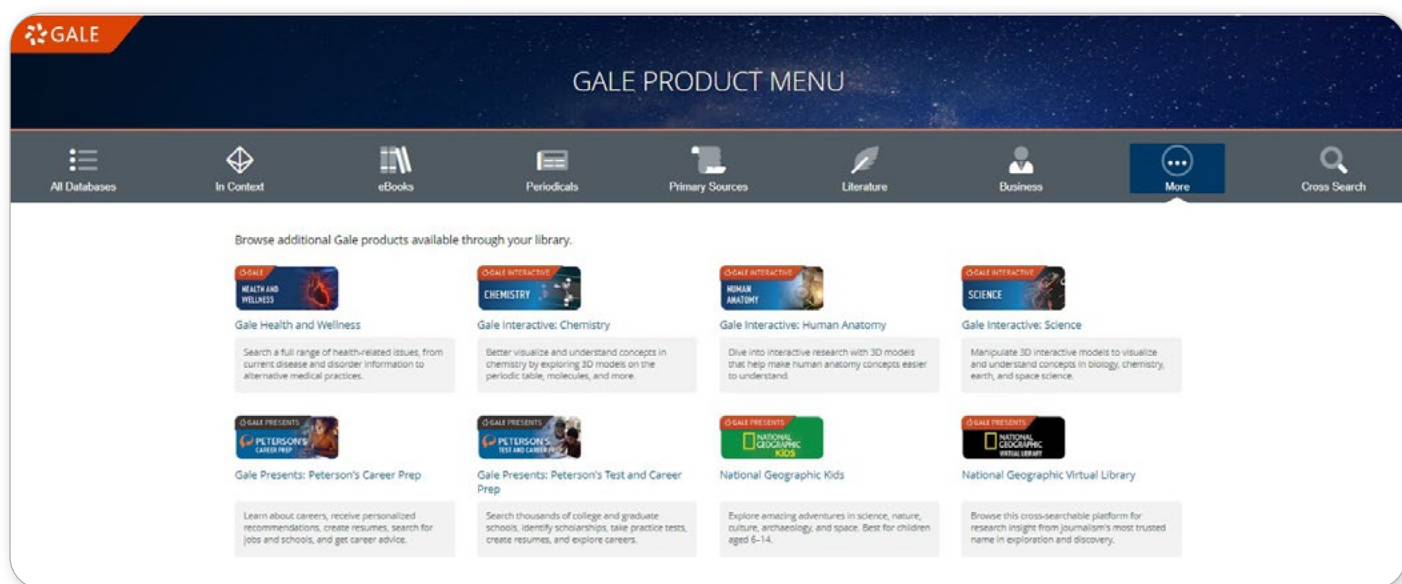
On the right hand side of the screen, there are more filters to help improve the search. You can filter by subject person, a work or a publication type.



Topic finder is also accessible from this page (see page 10 of this guide).

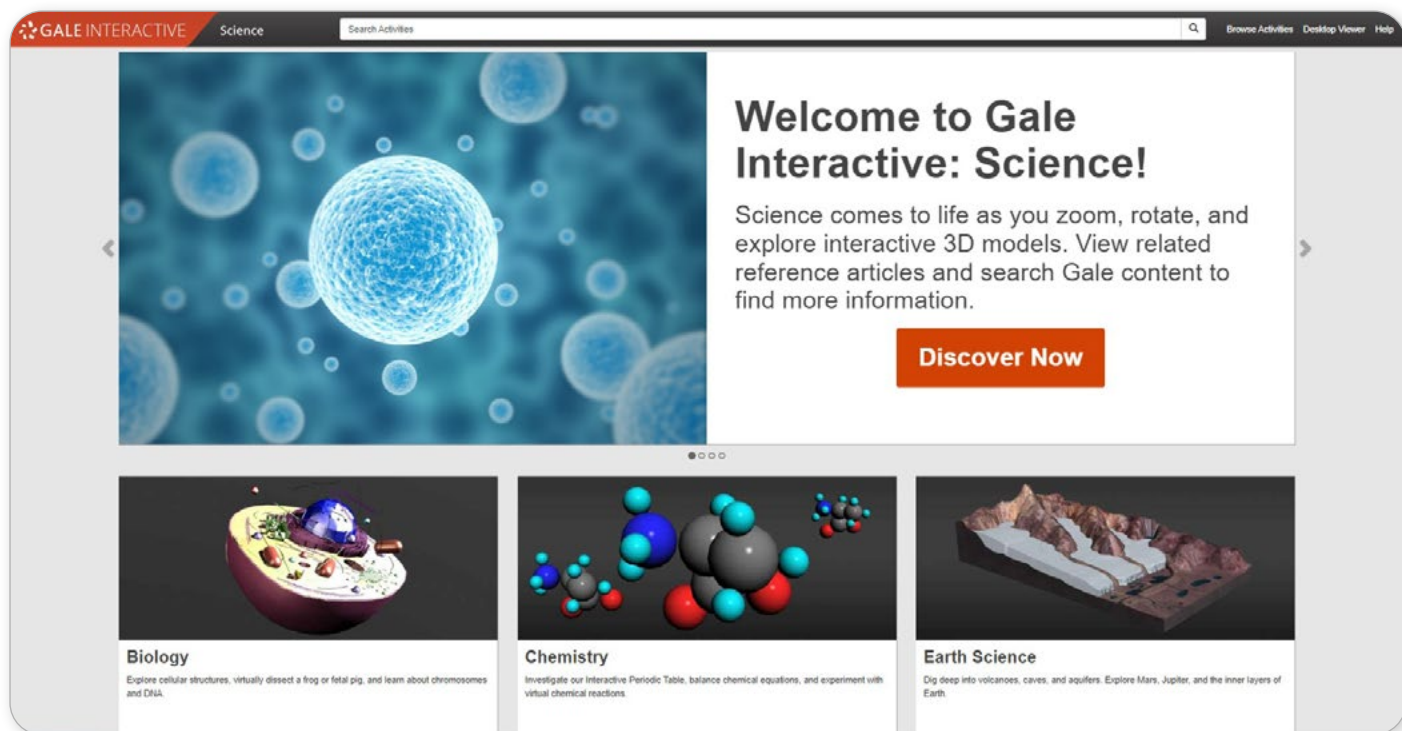
Gale Interactive

Access these through the 'More' button on the main menu. There are three interactive databases. *Gale Interactive: Chemistry*, *Gale Interactive: Science* and *Gale Interactive: Human Anatomy*.



Gale Interactive Science

This is *Gale Interactive Science*, which covers Chemistry, Earth Sciences, Anatomy and Biology.

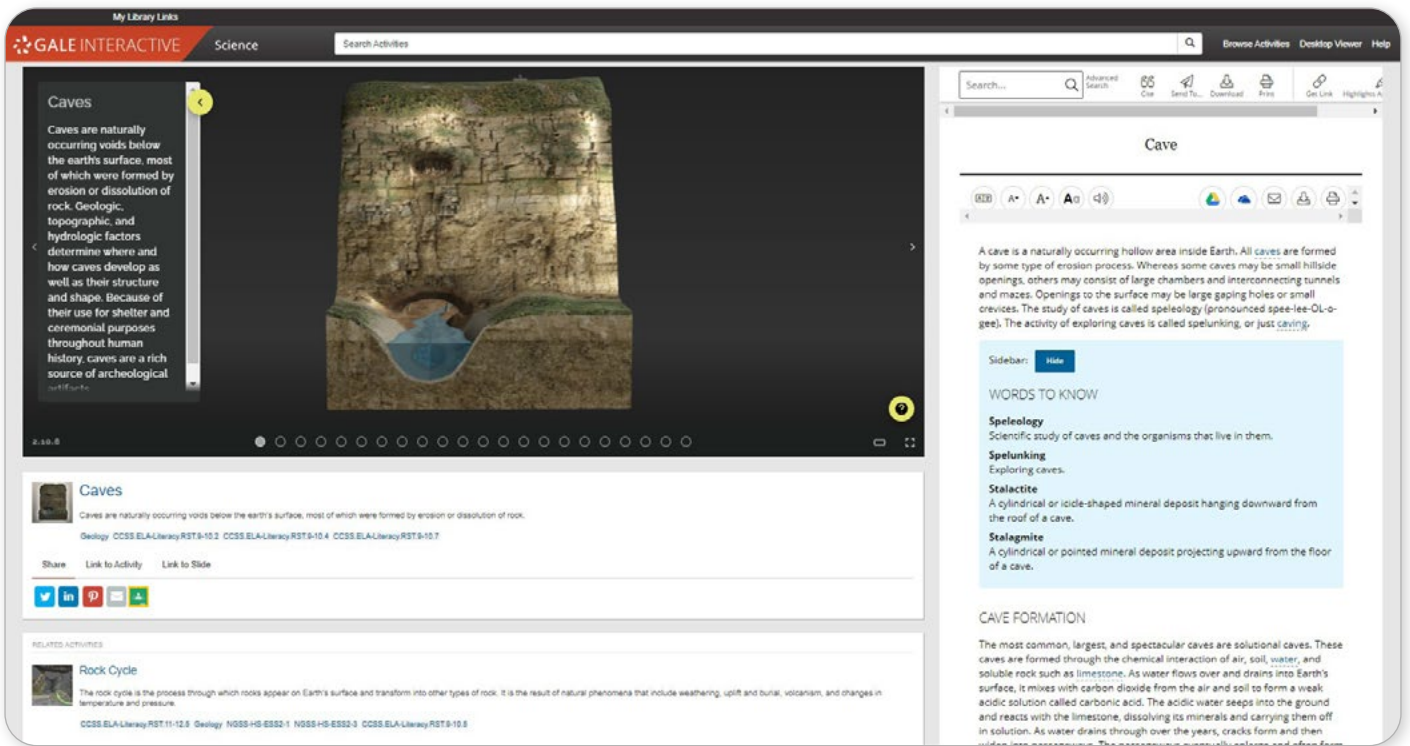


To use the database, either search for a topic in the top search bar or browse the contents to find something relevant.



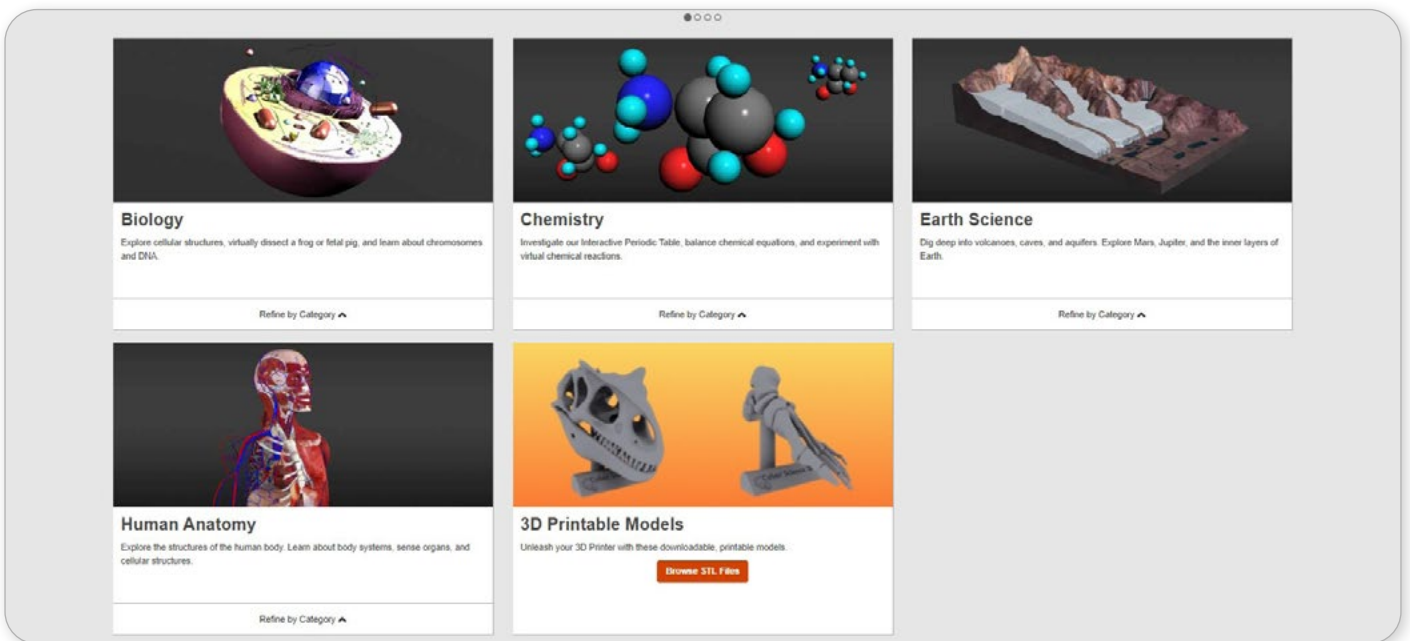
Browse activities brings up all of scientific topics and concepts covered in the database.

Choosing one of these, will bring up the activities page for that subject. Every activity page has an interactive activity, over several pages, an article explaining the key concepts and links to other relevant articles and e-books.



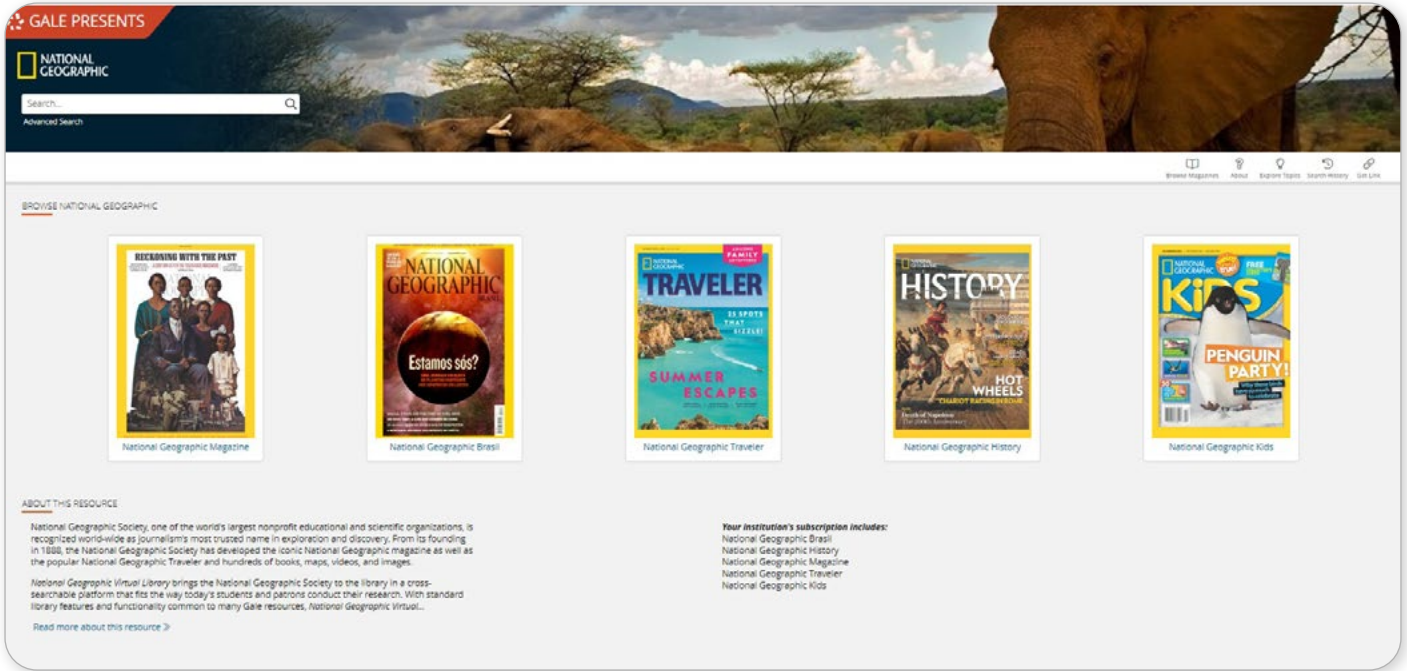
3D models

3D models can be created by downloading the STL files and importing them into 3D printer software to create real life versions of the 3D activities.

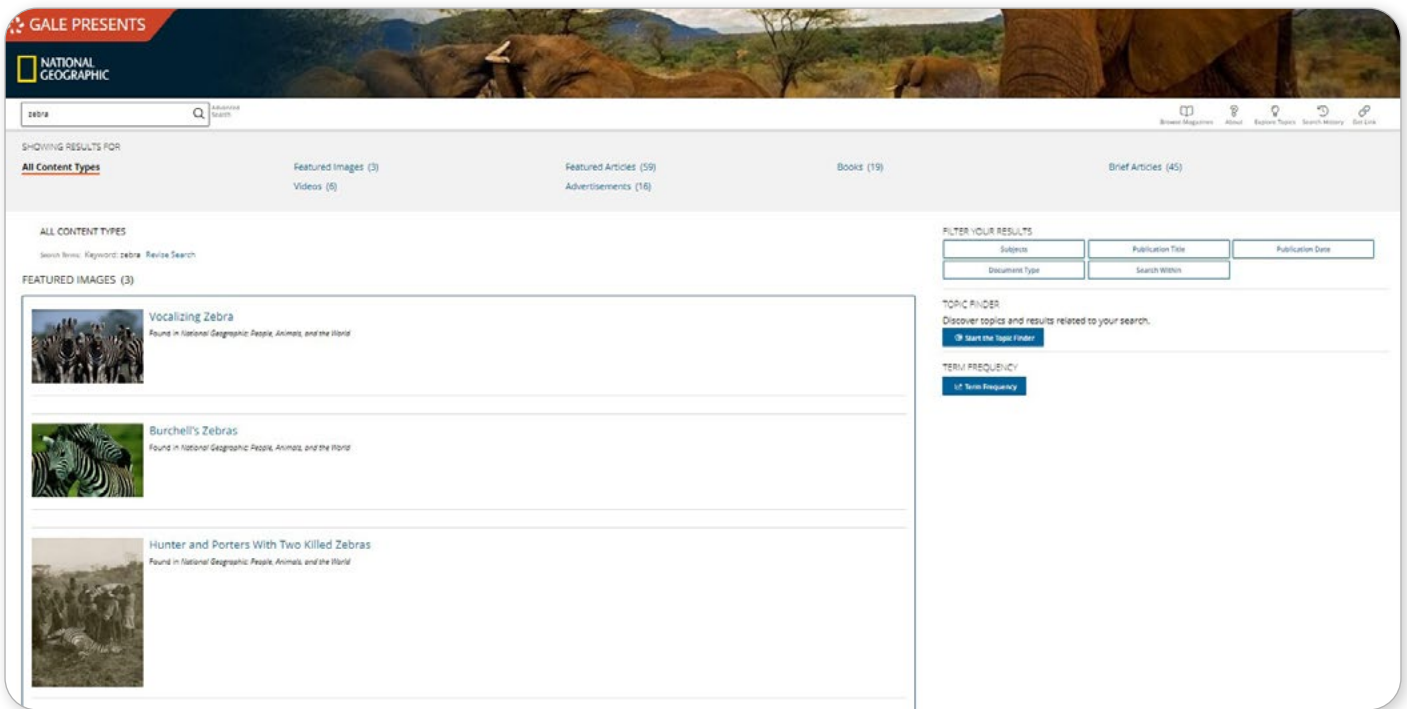


National Geographic Virtual Library

National Geographic is slightly different to the rest of the database because it is scanned pages of the actual National Geographic magazines and books.



You can either do a search using the search box or browse through previous magazines and read them. It's also useful for searching for images, photos, diagrams and maps, which can be copied and then used in school work.



What is included?

- **Gale in Context: Biography** – Discover the world’s most influential people by searching narrative biographies, news, magazine, and multimedia content.
- **Gale in Context: Global Issues** – Analyse important global issues and events through topic overviews, international viewpoints, news, and multimedia content. Provides background and guidance on significant topics, and includes more than 680 geographically diverse full-text newspapers, magazines and journals.
- **Gale in Context: Opposing Viewpoints** – A cross-curricular resource covering social issues and supports science, social studies, current events, and language arts classes. Find overviews, news, and opinions on hundreds of today’s important social issues. More than 20,900 pro/con viewpoints and more than 18,600 reference articles are included.
- **Gale in Context: Middle School** – Explore the most-studied topics including cultures, government, people, history, literature, and more. Engaging reference, periodical, multimedia content in language arts, social studies and science specifically designed for middle school students.
- **Gale in Context: Science** – Contextual information on today’s most significant science topics. Explore how scientific concepts related to real-world issues from weather patterns, to obesity. Millions of full-text articles from national and global publications, over 200 experiments and projects, and top reference content.
- **Gale in Context: High School** – Explore thousands of topics across subjects including literature, science, history, and social issues using different sources. More than 150 reference publications, full-text newspapers and periodicals, hundreds of maps, thousands of images and archival materials from well-known sources such as The Economist, NY Times, Smithsonian etc..
- **Gale in Context: World History** – Uncover information on hundreds of the most significant people, events, and topics in world history from a variety of sources. Ranging from the Ancient World to today’s headlines, this resource provides a chronicle of the great cultures and societies that shaped history. Rare primary sources, reliable reference and multimedia content help gain context for a range of topics within this subject.
- **LitFinder** – A source of world literature throughout time containing works of poetry, short stories, novels, plays, essays, and speeches from antiquity to today.
- **Literature Resource Center** – Find up-to-date biographies, overviews, full-text criticisms, audio interviews, and reviews on writers from all eras.
- **Gale Literature: Books and Authors** – Answer the age-old question, “What do I read next?” Search and match reading interests to books, authors, genres, or topics.
- **Gale OneFile: High School Edition** – Age appropriate, authoritative digital content for classroom assignments. Users can research magazines, journals, newspapers, and reference books covering a wide range of topics.
- **National Geographic Kids** – Age appropriate digital content that allows younger students to discover and learn about the world in new ways. Complete run of the magazine from 2009 onwards, as well as books, videos and images.
- **National Geographic Magazine Archive** – Comprehensive collection of articles and well-known photos documenting life on earth, what exists beyond our planet through personal experiences. Includes primary source material on cultures, global events, nature, and innovations in science and technology. Access to exciting research opportunities in geography, history, world cultures and other disciplines.
- **National Geographic People Animals and World** – Provides unlimited access to award-winning maps, images and video from National Geographic. Includes full-text books on travel, science, technology, photography, history, the environment with topics ranging from the Islamic world, to alternative energy and to the habits of beluga whales.
- **Gale Interactive: Chemistry** – Interactive study of Chemistry following syllabus topics such as the periodic table, molecules and compounds, reactions and chemical processes. Explore topics with tools to zoom and rotate, exploring interactive models.
- **Gale Interactive: Human Anatomy** – This module allows students to examine virtual 3D dissections and allows you to engage with interactive resources.
- **Gale Interactive: Science** – over 200 interactive sessions with high-quality digital content. 3D models, educational text and periodical content is included to support and give further concepts in biology, human anatomy, chemistry, and earth and space science.
- **Gale in Context: Environmental Studies** – An electronic resource that focuses on the study of sustainability and the environment. Topics include global warming, food safety, access to health care, and the impact of economic development on international relations.
- **Gale in Context: Elementary** – Educational Database for young learners. Content includes magazines, books, news, and multimedia content covering a broad range of educational topics.
- **Gale OneFile: Custom** – Includes newspaper titles from a fixed list of 20, including The Guardian, Daily Telegraph, Financial Times, amongst others.
- **Gale eBooks** – cross searchable eBook platform covering a vast array of topics with age appropriate content.

Find out more

Gale Representative:

Gale Trainer:

Gale Support Website

support.gale.com

