TRAINING TOOLKIT
Gale LegalForms

The Gale Training Toolkit is a comprehensive resource that delivers expert guidance on effectively utilizing Gale resources, while providing you with the materials to conduct your own trainings. With step-by-step instructions, tutorials, and materials, it empowers users to navigate features and conduct efficient searches. Enhance research, instruction, and information literacy skills with this user-friendly training toolkit!

GALE TRAINING TOOLKIT

THE BASICS Everything you need to know to get started

- First, review our Dive Into Gale LegalForms recorded webinar to get comfortable with the resource and its capabilities.
- More of a reader? Try our Gale LegalForms Resource Guide.

GET CONNECTED Grow your knowledge and focus on subjects

- Help support patrons with a small business access necessary legal forms with this webinar.
- Make patrons aware of the seven easiest to access legal forms with this Blog Post Template.

EXPLORE QUICK TIPS Stay up to date with bite-sized learning

- Learn how to surface Spanish language forms with this quick tutorial or with this patron friendly Table Tent.
- Explore tools within Gale LegalForms like the Legal Definitions and Legal Q&A tabs with this tutorial.

DELIVER YOUR OWN TRAINING Turnkey solutions

- Review our webinar for best practices in delivering Gale training.
- Don't recreate the wheel; we've got PowerPoint slides ready for you!

FIND HELP

- Review the rest of our tools for *Gale LegalForms* on our product support site, including ready-to-go promotional materials.
- Subscribe to the Gale Blog to stay current with product updates, library news, advancements in research, library insights and more!
- Want to link your Gale content to your library page? Dig into your usage statistics? Check out our Technical Support documents!
- Talk to an expert – contact your Gale Customer Success Manager!

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