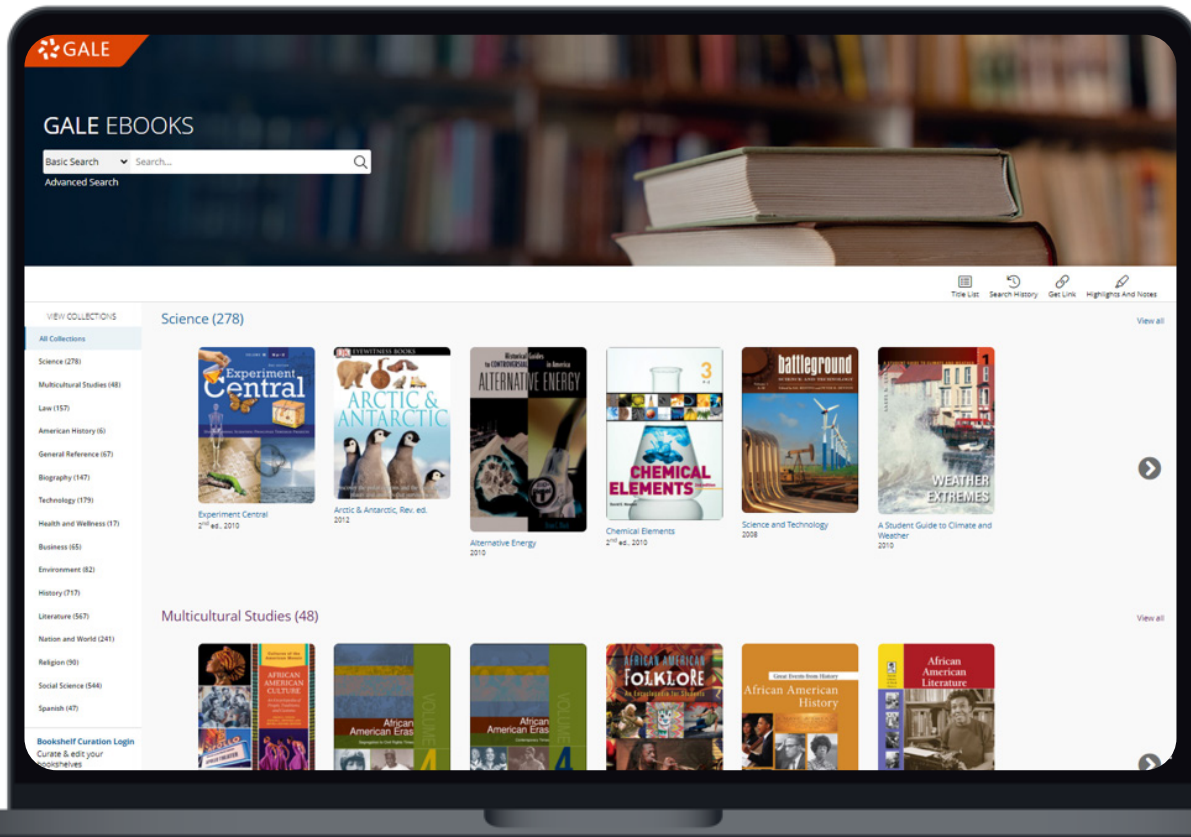


GALE EBOOKS

Simple Navigation, Reliable Content

Gale eBooks provides unlimited 24/7 access to nonfiction eBooks curated by your library. Text and Book Views, translations, text format editing, and Google/Microsoft integrations allow for customized exploration and greater accessibility. With eBooks available from children to adults, users can easily find the content they need.



BROWSE AND SEARCH EBOOKS

Powerful Browse and Search options allow users to target a full eBooks or a specific section within an eBook.

COLLECTION ORGANIZATION

A Bookshelf Curation tool allows you to organize and create collections, and purchase eBooks.

ACCESSIBILITY FEATURES

Users will benefit from Translations, Font Options, Text to Speech, and Text Spacing.

TOPIC FINDER

Additional search support provided by an interactive Topic Finder designed to guide users in discovery and research.

GALE EBOOKS

BROWSE CONTENT

EBOOK BROWSE

- Once signed into *Gale eBooks*, utilize the main body of the **Homepage** to browse your eBooks.
- Select a book cover to be launched into the content.
- Selecting a book cover will bring you to the **Table of Contents** where you can choose which section to explore.
- On this page you will also be able to learn more about the publication, and **Search Within** the title.

COLLECTION BROWSE

- To **Browse** a **Collection** navigate to the **Homepage**.
- Select a **Collection** on the left side of the screen, or scroll down the main body of the page.
- Select a **Collection** title to see all the available eBooks.
- Once you select a **Collection** you can then **Browse** the available content and navigate directly into the **Table of Contents** for an eBook.

SEARCH CONTENT

BASIC SEARCH

- Locate relevant results from your entire **Collection** based on your search terms.
- **Basic Search** is a good place to start research
 - » Basic Search bars are found on every page.

ADVANCED SEARCH

Customize your search results with more limiting options to target relevant information. You can use **Advanced Search** to run complex searches for very specific materials.

- **Search Terms:** Include individual or multiple terms focused on specific selectable search fields like **Publication Title**, **Author**, or **Subject**.
- **Search Limiters:** Narrow based on document features, like **Target Audience**, or **Publication Language**.

The screenshot shows the Gale eBooks homepage. On the left, there is a 'VIEW COLLECTIONS' sidebar with categories like Science (278), Multicultural Studies (48), Law (157), American History (6), General Reference (87), Biography (147), Technology (176), Health and Wellness (177), Business (85), Environment (82), History (717), Literature (547), Nation and World (241), Religion (96), Social Science (544), and Spanish (47). The main area displays a 'Science (278)' collection with book covers for 'Experiment Central 2nd ed., 2010', 'Arctic & Antarctic, Rev. ed., 2012', 'Alternative Energy', and 'Chemical Elements 2nd ed., 2010'. An inset window shows the 'Table of Contents' for 'Chemical Elements', listing sections like 'Front Cover', 'Full-Size Page', 'Title Page', 'Copyright Page', and 'Other Contributions'. A 'Choose a volume:' dropdown is visible at the bottom of the inset.

The screenshot shows the 'Advanced Search' interface. It includes a search bar at the top, 'SEARCH OPTIONS' (Advanced Search, Subject Guide Search, Topic Finder), and a 'Search Terms' section with three input fields and dropdown menus for 'Field' and 'Finds results that...'. Below this is a 'Search Tips' section with operators (AND, OR, NOT, Proximity, Nesting, Special Characters, Quotation Marks, Wildcards, Ignored) and a 'Search Limiters' section with checkboxes for 'Document Contains Images' and 'Document Contains Videos', and radio buttons for 'publication year(s):' (All, Before, Within, After, Between). At the bottom, there are dropdown menus for 'select publication title(s):', 'to collection:', 'to target audience:', 'Content Level', 'to publication language:', and 'Guided Reading Level'.

GALE EBOOKS

TOPIC FINDER

Utilize a visual, interactive tool to narrow broad search terms and find connections.

- Navigate to **Advanced Search** and then select **Topic Finder**.
 - » Note: You will also find **Topic Finder** under the filter options of a basic search result.
- Use the **Topic Finder** search bar to enter your search term.
- Select the interactive tiles to find content.
- Click into your results on the right hand side.

WORK WITH SEARCH RESULTS

Search Results will show specific **Articles** or **Chapters** from eBooks related to your search. Selecting a result will take you directly to that section.

FILTERS

Choose **Filters** to fine-tune your search results. This is a great option when your search returns a large number of results.

- **Filters** appear on the right side of a search results page.
- Select the tiles to open a drop-down lists with multi-select items.
- Use the **Leveled Document** check box to surface content developed in two levels (this is perfect for classroom differentiation).
- Select **Search Within** to run another search of your results.

WORK WITH DOCUMENTS

Each eBook entry has a **Text View** and a **Book View** allowing your users to choose the layout that works best for them.

To toggle between **Text** and **Book View**, select an entry and select the **Book View** button in the toolbar.

- » If in **Book View**, the button will change to **Text View**.

GALE EBOOKS

Basic Search Search

SEARCH OPTIONS
Advanced Search Subject Guide Search **Topic Finder**

Topic Finder

Find new topics or keywords and discover new connections found in the top results.

climate change

There are two ways to visualize below which words and subjects are found most often in the text of your search results.

Visualization: Tiles Wheel

RESULTS

Clicking on a topic wheel or tile narrows your original search results to the documents also containing that subject or term.

Click on a section to display results.

HOW IT WORKS

This tool takes the titles, subjects, and approximately the first 100 words from a subset of your top results and feeds them into an algorithm. Keywords shown in the graphics are those found most often in the text of your search term.

The topic for "Illinois" might bring up expected connections from the text like "Chicago," along with unexpected but commonly related terms like "water," "steel," and the names of people who appear frequently in documents about Illinois.

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Basic Search shakespeare Advanced Search

11,944 RESULTS Sort by: Relevance

Search Term: Basic Search shakespeare Revise Search

DRAMA

Shakespeare, William: The Dramatist

Editor: Carl Rolinson

From: Critical Survey of Drama (Vol. 7, 3rd ed.)

2018 24 pages Biography

Henry VI, Part I, wr. 1589-1590, pr. 1592, pb. 1623 Edward III, pr. c. 1589-1595, pb. 1596 Henry VI, Part II, pr. c. 1590-1591, pb. 1594 Henry VI, Part III, pr. c. 1590-1591, pb. 1595 Richard III, pr. c. ...

RENAISSANCE LITERATURE

Shakespeare, William

Author: Baker, William

From: Encyclopedia of Renaissance Literature (2nd ed.)

2014 Biography

(b. 1564-d. 1616) British playwright, poet by virtually unanimous consensus the finest poet-dramatist of the European Renaissance. Shakespeare also stands with a very few other verse playwrights at the very pinnacle...

FILTER YOUR RESULTS

Publication Date	Document Type	Publication Title
Publication Languages	Guided Reading Level	Accelerated Reader (AR)®
Interest Level	Lexile Measure	Lexile Code
Subjects	Content Level	Search Within

Document Contains Images
 Document Contains Videos

TOPIC FINDER

Discover topics and results related to your search.

Start the Topic Finder

GALE EBOOKS

Basic Search Search

Table of Contents Book View Cite Send To Download Print Get Link Highlights and Notes

Credit: Use It Wisely

Author: Craig E. Blihm Date: 2020

From: Managing Money Publisher: ReferencePoint Press, Inc. Series: Teen Life Skills

Document Type: Topic overview Pages: 8 Content Level: L5 (Level 4)

CHAPTER FOUR

Credit: Use It Wisely

Money, in the form of metal coins or paper currency, 1950 a revolution began when businessman Frank M after a meal. McNamara had agreements with several upon presentation of the card. He had formed a "dinner own card. The idea soon caught on, and by the end of the Diners Club cards.

The Diners Club card is considered to be the first credit card. There were more than 416 million credit cards in circulation as of a vital part of the consumer credit economy.²¹ note organization TransUnion. Since teenagers are a big part of the population, it is important that they understand the advantages—and disadvantages—of using credit.

Credit Cards

Credit cards are issued by banks and other financial services such as Discover, Mastercard, and Visa. Using a credit card is convenient, safe, and offers rewards or other benefits.

When I turned 18 earlier this year my dad helped me get my first credit card. ... Even though I was only 18 I had already learned that getting cash out of my wallet was just an easy way to spend money. It is a common mistake that teenagers make when they get their first credit card. When you use a credit card you are getting a loan from the credit card company, and you agree to repay the loan at a later date. Usually you'll have to make a payment, which is like a loan for the next month, and the lender charges a small fee called the interest that gives you money in a bank account or CD. Interest rates have gone up a lot since the economy started to recover. Interest can be quite steep: in 2017 the average interest for credit cards was 13.6% (that's 13 and 6/10 percent). The average higher for people with a history of poor credit management.

There are a few things you should know about credit cards before you act on an advertisement for a new credit card. As an authorized user, the lender can check your credit and your score, but the person is fully responsible for the bill. This way the adults can have track of their teen's spending habits and give advice when needed. Some cards have a restriction against the authorized users, often between 18 and 21 years old.

Secured Credit Cards

The next step may be a secured credit card, in which an amount of money (called a cash collateral) is deposited in the credit account. This amount serves as security to the card issuer's liability. If the cardholder does not pay a bill, the money is taken from the account. A secured card is a good way to learn how credit cards work and budget money to do just as well as when a necessary purchase comes up.

CREDIT CARDS

GALE EBOOKS

TEXT VIEW

This is the default view in *Gale eBooks*, and shows the text and images in an HTML formatting.

While in the **Text View**, your users have many tools and features to improve their experience.

- **Translate:** Select the **Translate** button on the left side of a document under the title. A drop down allows you to translate both the article and the interface.
- **Display Options and Font Size:** Find these buttons next to **Translate** under the title. Select **Display Options** to utilize the drop down allowing you to change colors, fonts, and spacing.
- **Listen:** The **Listen** tool, found next to the previously mentioned tools, opens a small player that will read the entirety of the text.
 - » **Translate** your article first to have it read in that language.
 - » **Download** the MP3 to take with you.

BOOK VIEW

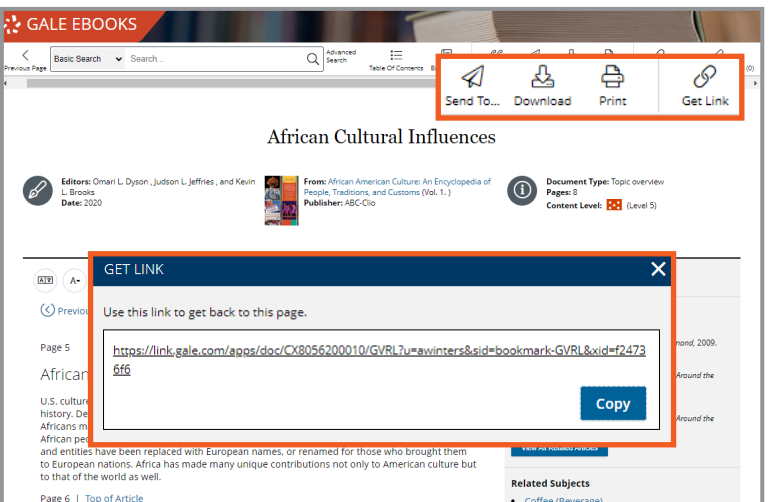
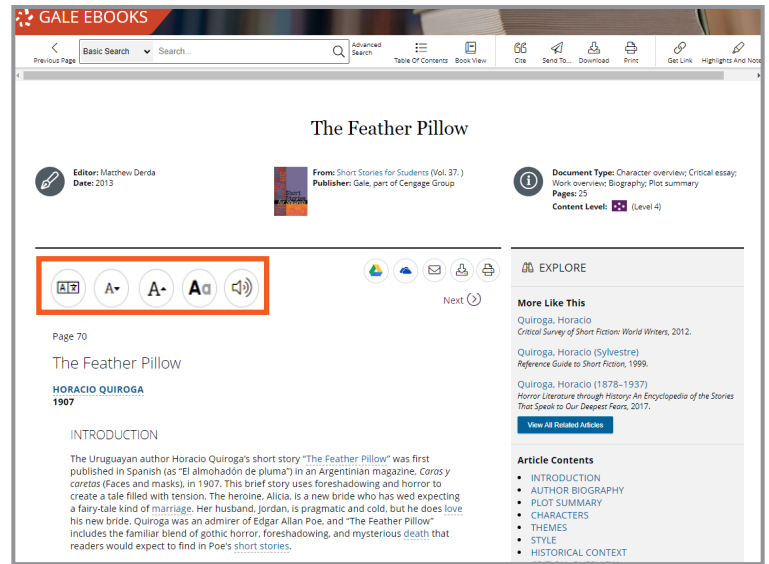
This is a second option for reading the text within *Gale eBooks*. To access the **Book View** you will select **Book View** in the toolbar of an article.

- The **Book View** displays the formatting found within the publication including any graphics or other design.
- By the nature of the formatting, some accessibility tools including **Translate**, **Display Options**, and **Listen** are not available.
- Utilize the tool bar in the document reader to maximize the text window, zoom in or out, and change pages.

SHARING TOOLS

Sharing and saving content is simple utilizing our **Sharing Tools**.

- **Send To:** Select **Send To** link in the tool bar at the top of the page to launch options to send your content to **Google/Microsoft Drive** accounts, or **email**.
- **Get Link:** Utilize **Get Link** to access a persistent URL.



Gale, here for everyone.

GALE EBOOKS

RESEARCH TOOLS

To support effective research, utilize our simple tools to highlight key ideas and terms, and properly cite sources.

- **Highlights and Notes:** Click and drag your mouse over important information. Use the pop-up to chose a highlight color and add any notes for later.
 - » All highlighting and note taking are **session based**- so use our sharing options to save your content.
 - » Find every highlight and note you have made using the **Highlights and Notes** button in the tool bar at the top of the page.
- **Citation:** Select **Cite** at the top of the page, or scroll to the bottom to access a full citation for your entry. You can choose between **APA**, **MLA**, **Chicago**, and **Harvard** formats.

BOOKSHELF CURATION

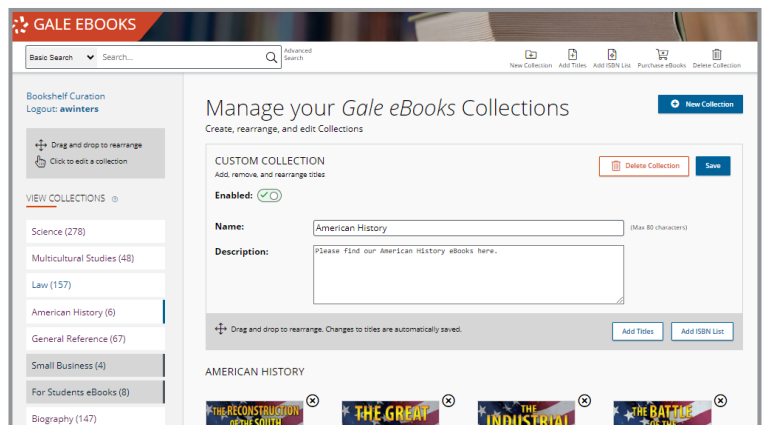
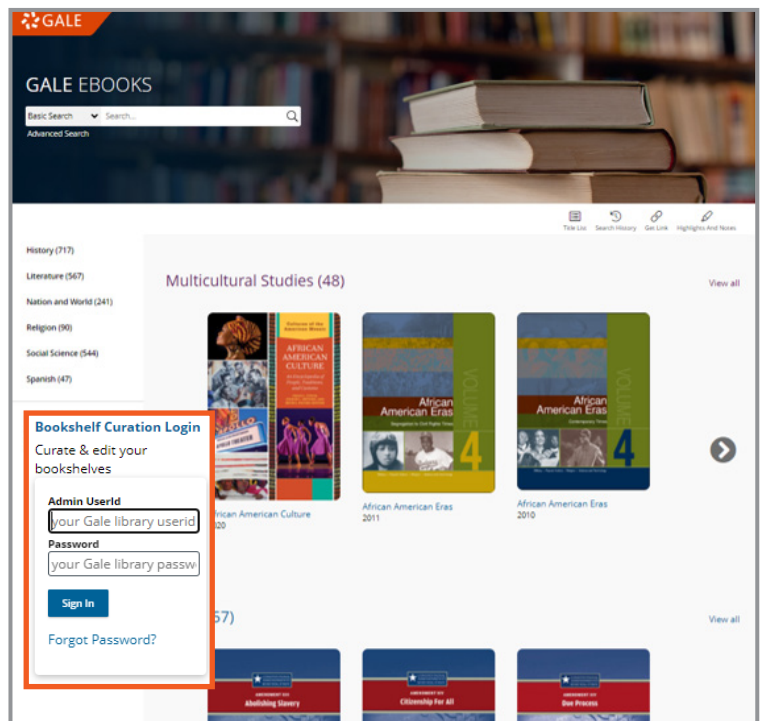
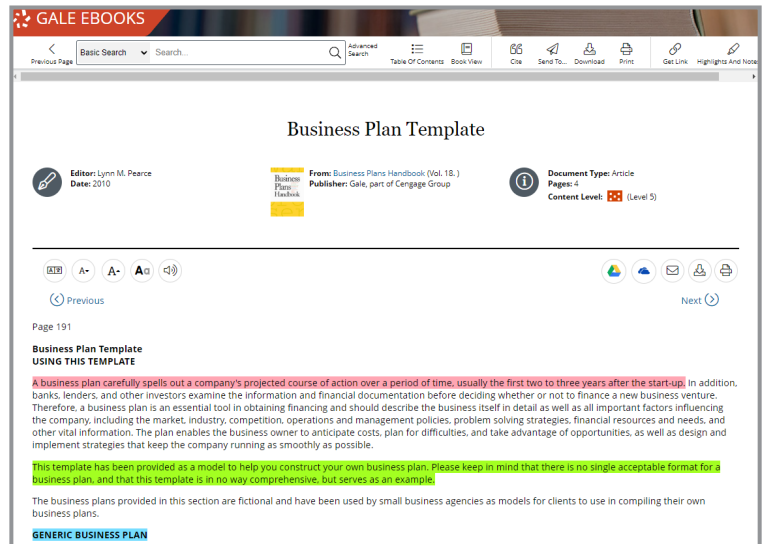
The **Bookshelf Curation** tool is designed to give the *Gale eBooks* administrator the ability to view, edit, and organize your eBooks and Collections.

SIGN IN

- Select **Bookshelf Curation** on the left side of the homepage under your **eBook Collections**.
- Your credentials are your **Gale Admin** credentials.
 - » If you don't know your credentials, reach out to **Gale Technical support** at gale.technicalsupport@cengage.com.

ORGANIZE COLLECTIONS

- Click and drag your **Collections** up or down to organize how your users see them on the page.
- Select a **Collection** on the left side of the screen.
- Toggle it on and off using the **Enabled** option at the top of the screen.
- Drag the eBook titles left or right to change their order within the **Collection**.



Gale, here for **everyone**.

GALE EBOOKS

CREATE COLLECTIONS

- Select **New Collection** at the top of the page.
- Enter a **Collection Name** and **Description**.
- Select **Add Titles** to add individual titles of interest. Search your eBooks using **Subject, Title, ISBN, or Description**.
- Select **Add ISBN List** to bulk upload a list of titles.
 - » Utilizing this feature requires a .CSV file created within *Gale eBooks*. To create this file, either **Basic** or **Advanced Search** for your collection topic and then select the **Export Results** button in the toolbar.
 - » Return to **Bookshelf Curation** to upload your saved file.
- Drag your **Titles** to the order your desire.
- Select **Save**.

PURCHASE EBOOKS

If you find a gap in your coverage as you work through your collection, you have the ability to purchase eBooks through the *Gale eBooks* platform.

- Select **Purchase eBooks** in the toolbar at the top of the page.
- After launching into Gale.com, utilize the filters to find the exact eBooks you need.

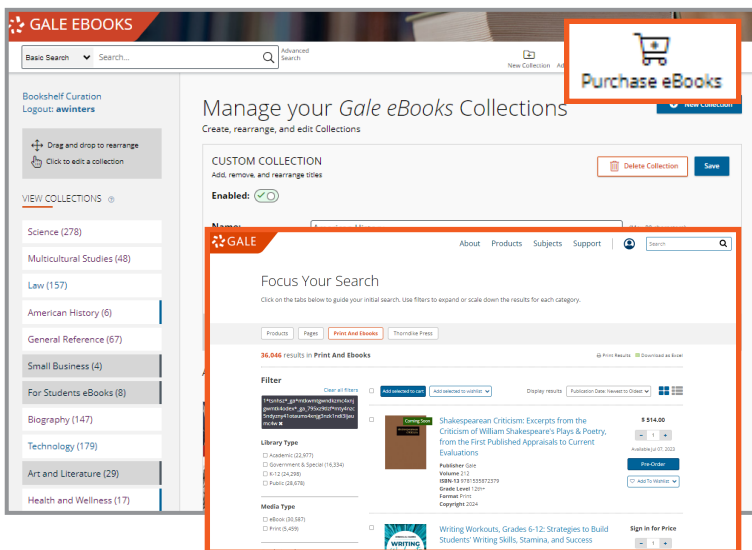
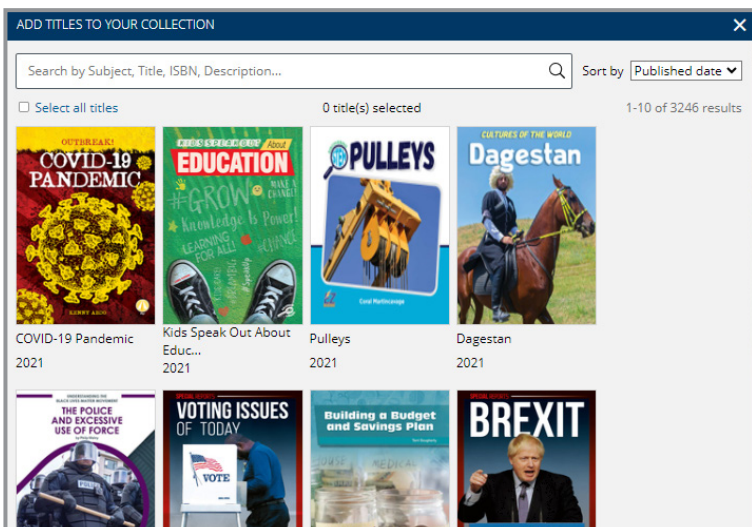
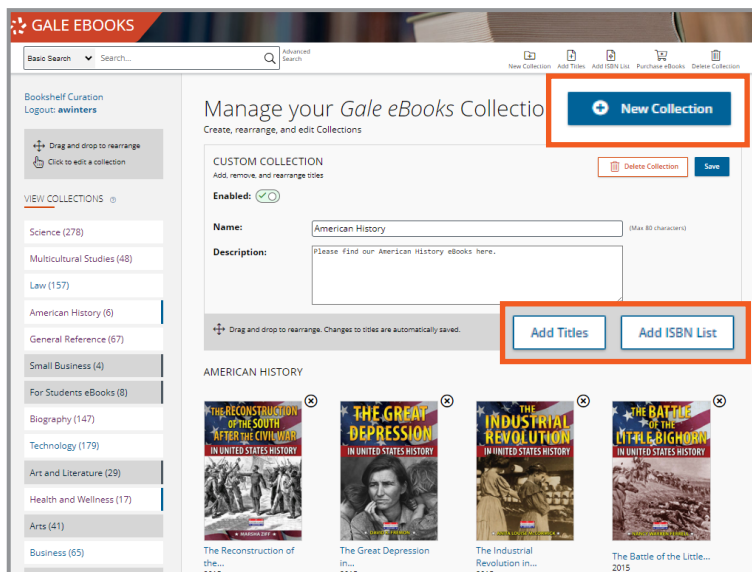
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