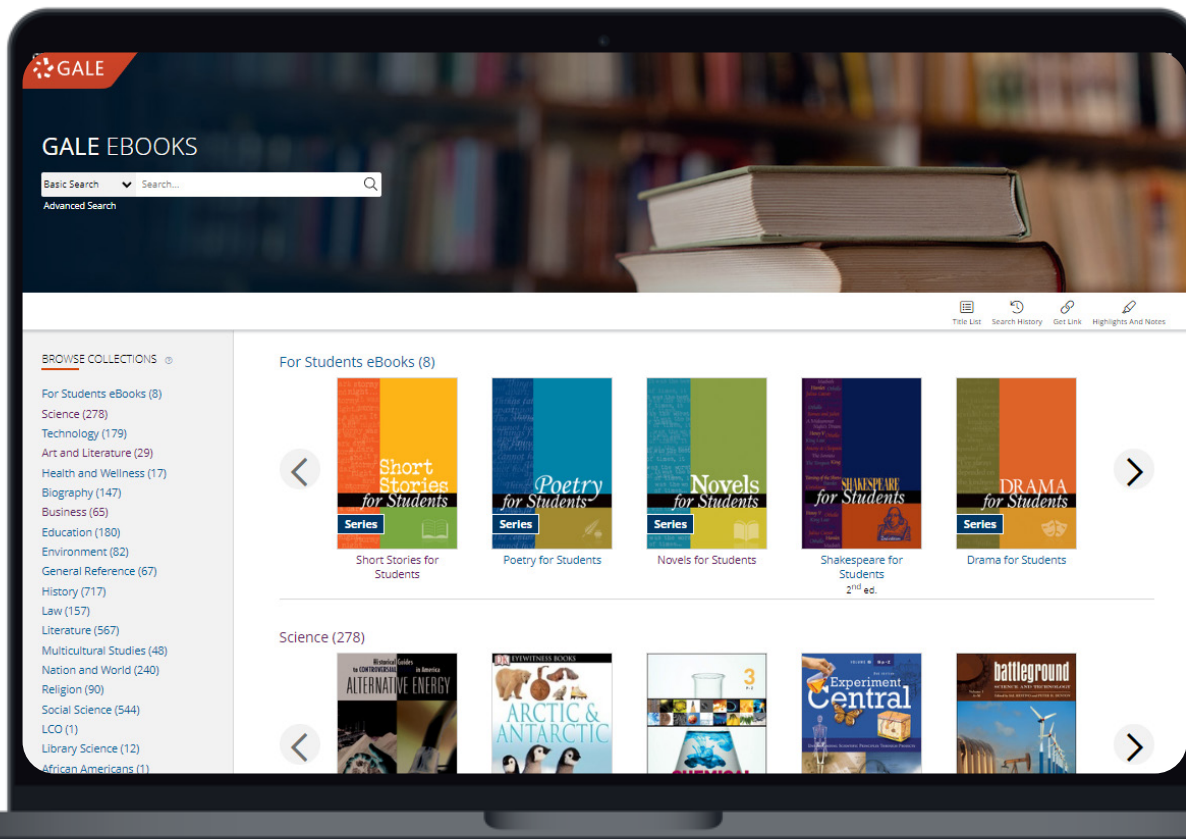


GALE EBOOKS

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 Librarian Login 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

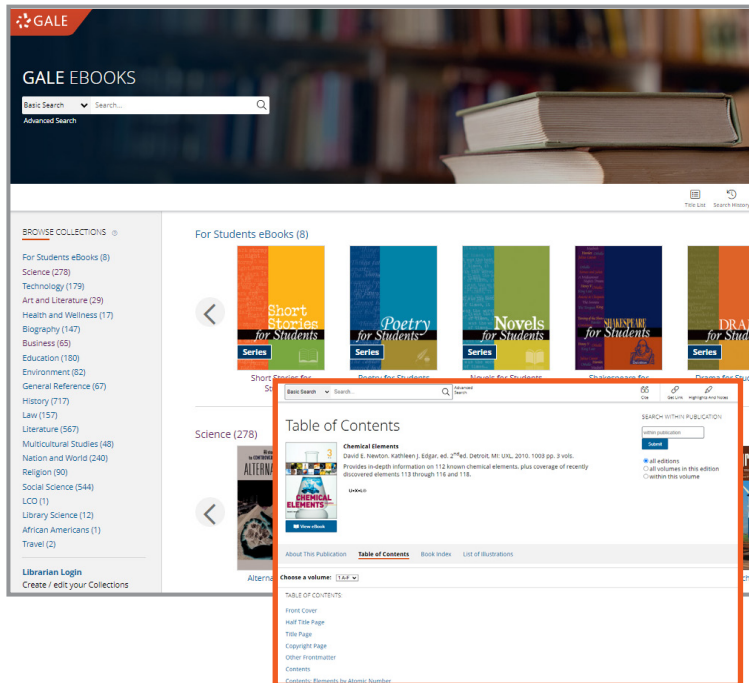
BROWSE CONTENT

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

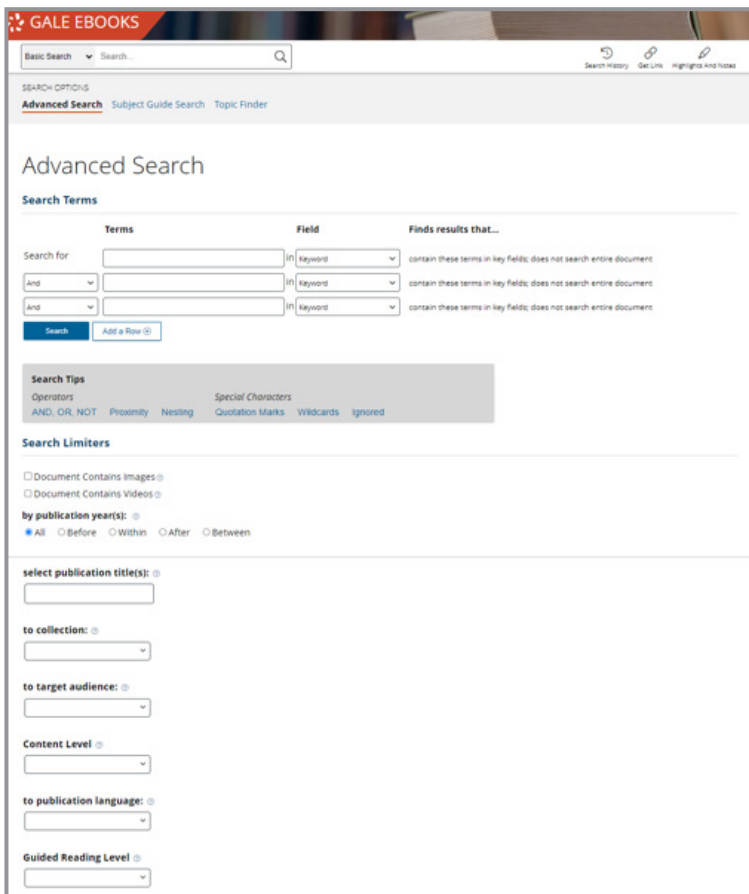
BASIC SEARCH

- 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**.



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 View** and **Book View**, select an entry and select the **Book View** button in the tool bar.

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

The screenshot shows the Gale Ebooks Topic Finder interface. At the top, there's a search bar with 'climate change' entered. Below it, a visualization of related topics is shown as a network of colored tiles. The tiles include 'Global Warming', 'United Nations', 'Environmental Policy', 'Fossil Fuels', 'Greenhouse Gases', 'United States', 'Intergovernmental Panel', 'Environmental Protection', 'Atmospheric Sciences', 'Physical Geography', 'Kyoto Protocol', 'Human-environment Interactions', 'Forests', 'Peaks', 'Sea Level Rise', 'Greenhouse Effect', 'Decades', 'Sea', 'Sun', and 'Climate Change'. A text box below the visualization explains that the tool takes titles, subjects, and approximately the first 100 words from a subset of top results and feeds them into an algorithm to find connections.

The screenshot shows the Gale Ebooks search results page for 'Shakespeare, William: The Dramatist'. It displays 11,944 results. A 'FILTER YOUR RESULTS' sidebar is visible on the right, with various filters like Publication Date, Document Type, Publication Title, Publication Languages, Guided Reading Level, Accelerated Reader (AR) Level, Interest Level, Lexile Measure, Lexile Code, Subjects, Content Level, and Search Within. There are also checkboxes for 'Document Contains Images' and 'Document Contains Videos'. The main results list shows 'Shakespeare, William: The Dramatist' by Carl Rollyson, with details about the book's format and publication information.

The screenshot shows the Gale Ebooks document viewer for 'Credit: Use It Wisely'. The document is displayed in 'Book View' mode, showing the title page and the beginning of Chapter 4. The text discusses the history of credit cards and the importance of using them wisely. The document is titled 'Credit: Use It Wisely' by Craig E. Blihm, published by ReferencePoint Press, Inc. in 2020. The document type is 'Topic overview' and it contains 8 pages at a Level 4 reading level.

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

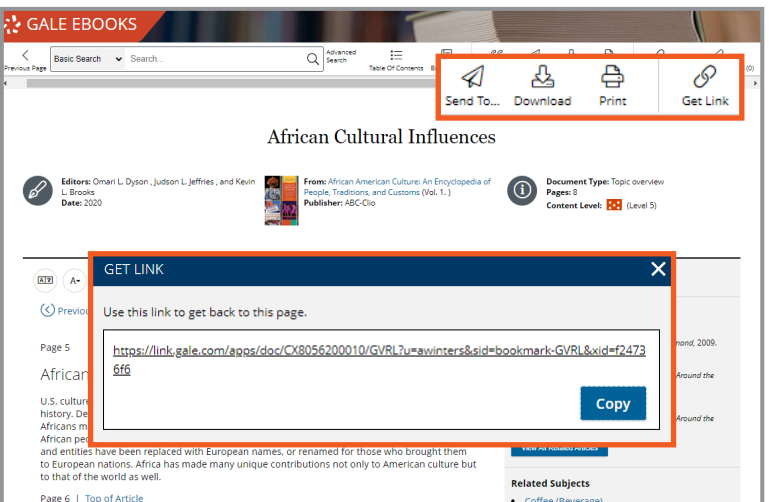
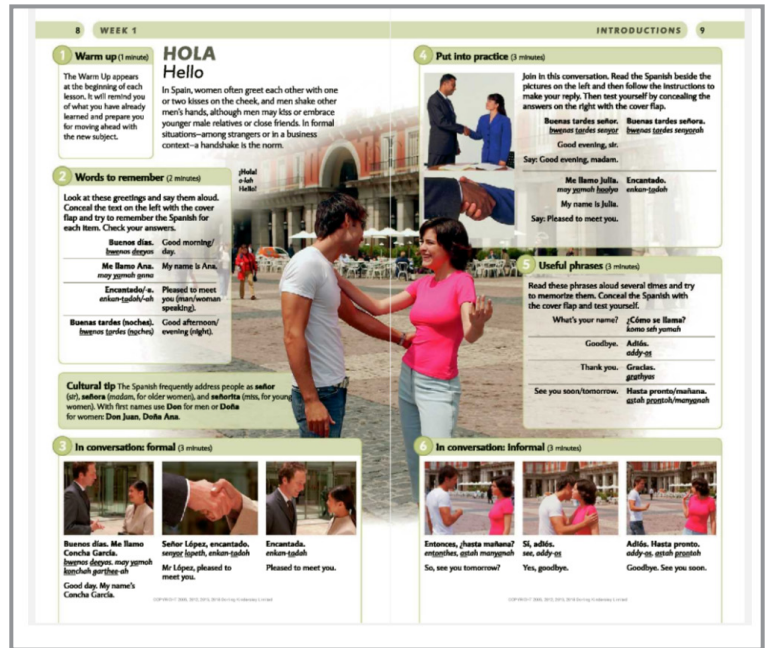
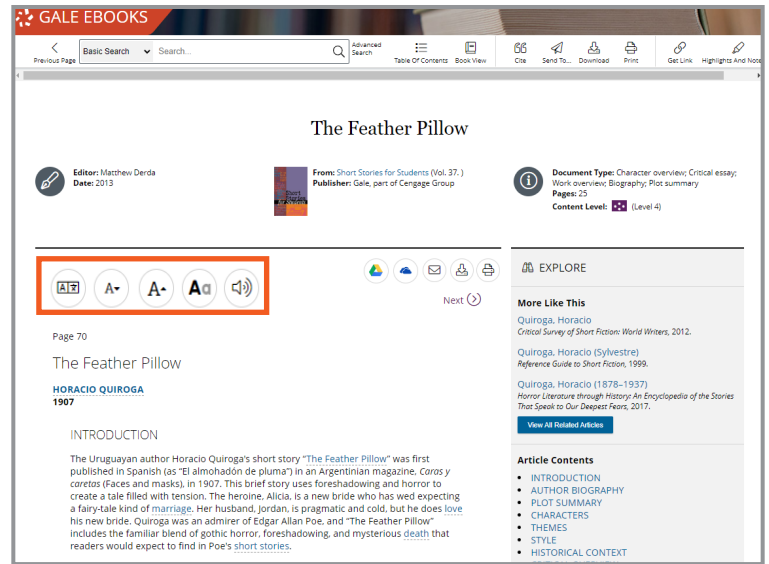
This is a second option for reading the text within *Gale eBooks*. To access the **Book View** you will select **Book View** in the tool bar of an article.

- 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.

LIBRARIAN LOGIN

The **Librarian Login** is designed to give the *Gale eBooks* administrator the ability to view, edit, and organize eBooks and Collections.

SIGN IN

- Select **Librarian Login** on the left side of the homepage under your **eBook Collections**.
- Your Librarian Login 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**.

The screenshot shows the Gale eBooks interface for a 'Business Plan Template'. At the top, there's a navigation bar with 'GALE EBOOKS' and search options. Below that, the title 'Business Plan Template' is centered. Metadata includes the editor 'Lynn M. Pearce', date '2010', and publisher 'Gale, part of Cengage Group'. A document type icon indicates it's an article with 4 pages and a content level of 'Level 5'. A toolbar with icons for highlighting and notes is visible. The main content area shows a page number 'Page 191' and a section titled 'Business Plan Template USING THIS TEMPLATE'. A red highlighted text block reads: 'A business plan carefully spells out a company's projected course of action over a period of time, usually the first two to three years after the start-up. In addition, banks, lenders, and other investors examine the information and financial documentation before deciding whether or not to finance a new business venture. Therefore, a business plan is an essential tool in obtaining financing and should describe the business itself in detail as well as all important factors influencing the company, including the market, industry, competition, operations and management policies, problem solving strategies, financial resources and needs, and other vital information. The plan enables the business owner to anticipate costs, plan for difficulties, and take advantage of opportunities, as well as design and implement strategies that keep the company running as smoothly as possible.' Below this, another highlighted text block states: 'This template has been provided as a model to help you construct your own business plan. Please keep in mind that there is no single acceptable format for a business plan, and that this template is in no way comprehensive, but serves as an example.' Further down, there's a section for 'GENERIC BUSINESS PLAN' with a note that the business plans provided are fictional and used as models for clients.

The screenshot shows the Gale eBooks homepage. The top navigation bar includes 'GALE EBOOKS' and search fields. Below the navigation, there are several book covers displayed in a grid, including 'Alternative Energy', 'Arctic & Antarctic, Rev. ed.', 'Chemical Elements 2nd ed.', '10 Great Makerspace Projects Using Art', '10 Great Makerspace Projects Using Language Arts', and '10 Great Makerspace Projects Using Math'. A 'Librarian Login' overlay is positioned in the lower-left quadrant, featuring a white background with a red border. It contains the text 'Librarian Login' and 'Create / edit your Collections'. There are two input fields: 'Admin Userid' with the placeholder text 'your Gale library userid' and 'Password' with the placeholder text 'your Gale library password'. A blue 'Sign In' button is located below the password field, and a link for 'Forgot Password?' is at the bottom of the overlay.

The screenshot shows the 'Manage your Gale eBooks Collections' page. The top navigation bar includes 'GALE EBOOKS' and search options. The main heading is 'Manage your Gale eBooks Collections' with a sub-heading 'Create, rearrange, and edit Collections'. Below this, there's a section for 'GALE COLLECTION' with a note: 'Gale collections only allow titles to be rearranged, not added or removed.' There's an 'Enabled' toggle switch and a 'Reset Order' button. A sidebar on the left lists various collection categories with their respective counts: Literature (567), Multicultural Studies (48), Nation and World (240), Religion (90), Social Science (544), LCO (1), Library Science (12), African Americans (1), Travel (2), Spanish (47), Science (278), Technology (179), Art and Literature (29), Health and Wellness (17), Arts (41), Biography (147), Business (85), Education (180), Environment (82), and General Reference (67). The main content area displays a grid of book covers under the heading 'BUSINESS', including '21st Century Economics', 'Advice from the Presidents', 'Análisis de viabilidad económica de un proyecto de energías renovables', and 'Armstrong's Handbook of...'



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** and search your eBooks using **Subject, Title, ISBN, Publication, or Description**.
- Choose your **Titles** and select **Done**.
- 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 Tool Bar at the top of the page.
- After launching into Gale.com, utilize the filters to find the exact eBooks you need.

LEARN MORE!

To access additional support materials visit:
support.gale.com/training

Current customers can contact their Customer Success Managers directly or by sending an email to:
gale.customersuccess@cengage.com

INTERESTED IN GALE EBOOKS?

Reach out to your Gale Sales Representative. To find their contact information go to:
support.gale.com/repfinder

