**TEXQUEST GALE ONEFILE RESOURCES   
TRANSCRIPT**

**Gale OneFile Introduction**

[00:00:00.140]

This training video is for Gale's OneFile

[00:00:02.359]

collection of digital periodicals,

[00:00:04.379]

including magazines, news and, journal content.

[00:00:07.639]

These resources are part of TexQuest, a

[00:00:09.720]

statewide program providing high quality

[00:00:11.910]

digital resources like those from

[00:00:14.000]

Gale to Texas K through 12

[00:00:16.280]

public schools and open enrollment charters.

[00:00:19.140]

After completing this module, you will be able

[00:00:21.210]

to demonstrate basic features and functions

[00:00:23.449]

available in all of your Gale OneFile products,

[00:00:26.239]

including Gale General OneFile,

[00:00:30.140]

Gale Academic OneFile,

[00:00:32.240]

Gale OneFile: News,

[00:00:33.740]

and GAIL one file Informing Academic

[00:00:39.520]

TexQuest is supported by appropriations from

[00:00:41.659]

the Texas State Legislature,

[00:00:43.679]

a grant from the Institute of Museum

[00:00:45.799]

and Library Servicesm and member fees.

[00:00:51.039]

First, let's go over how to access your resources.

[00:00:53.420]

Start by visiting TexQuest.net

[00:00:56.939]

You may also have access through your campus

[00:00:59.030]

or district webpage.

[00:01:01.240]

From TexQuest.net you can access all of your

[00:01:03.320]

TexQuest resources

[00:01:04.840]

and find training and support.

[00:01:07.340]

to get started. Just select your campus level

[00:01:09.900]

elementary, middle school, or high school,

[00:01:12.540]

or select a provider.

[00:01:14.430]

Today we'll be looking at Gale.

[00:01:17.489]

Then select your resource

[00:01:19.439]

and enter your district name and password.

[00:01:22.540]

Contact TexQuest Support for help

[00:01:24.709]

with district usernames or password.

[00:01:30.739]

Now let's go over the magazine and journal

[00:01:32.810]

resources that are available to you from Gale.

[00:01:36.540]

Gale General OneFile is Gale's

[00:01:38.540]

largest general interest database, and

[00:01:40.620]

it has more than 9000 periodicals,

[00:01:43.359]

including magazines and journals, as

[00:01:45.620]

well as reference newspaper and multimedia

[00:01:48.049]

content, with millions of articles available.

[00:01:51.640]

General OneFile serves a wide audience

[00:01:54.120]

of readers

[00:01:55.140]

from middle school students conducting research,

[00:01:57.609]

toe high school students investigating colleges

[00:01:59.900]

and careers,

[00:02:01.000]

to educators and administrators keeping up

[00:02:03.090]

on professional development.

[00:02:06.939]

Gale Academic OneFile is the premier

[00:02:09.050]

source for peer-reviewed full text articles

[00:02:11.830]

from the world's leading journals

[00:02:13.780]

covering key subject areas including

[00:02:15.949]

science, technology, medicine,

[00:02:18.409]

art, literature, economics,

[00:02:20.729]

political science and more.

[00:02:23.139]

Gale Academic OneFile is most appropriate

[00:02:25.620]

for juniors, seniors and those taking

[00:02:27.889]

AP courses in high school.

[00:02:30.139]

It's also a great professional development resource

[00:02:32.449]

for librarians, teachers and administrators.

[00:02:36.740]

Gale OneFile: News provides access

[00:02:38.900]

to thousands of major U.S. regional,

[00:02:41.569]

national, and local newspapers, as

[00:02:43.919]

well as leading titles from around the world.

[00:02:46.139]

It includes thousands of images,

[00:02:48.210]

radio and TV broadcasts and transcripts.

[00:02:51.539]

This innovative full-text newspaper resource

[00:02:54.110]

allows users to search articles instantly

[00:02:56.550]

by title, headline, author,

[00:02:58.870]

newspaper section, or other field.

[00:03:02.889]

Gale OneFile: Informe Academico

[00:03:04.900]

meets the research needs of Spanish-

[00:03:06.969]

speaking users with a wide range

[00:03:09.030]

of Spanish and Portuguese language scholarly

[00:03:11.560]

journals and magazines both from

[00:03:13.620]

and about Latin America.

[00:03:15.539]

Informe Academico provides quality

[00:03:17.689]

reference materials, not simply translations of

[00:03:20.569]

English language material.

[00:03:22.539]

It's on a powerful, easy to use interface

[00:03:24.949]

configured for Spanish-speaking users,

[00:03:27.229]

allowing researchers to analyze

[00:03:29.310]

topics and conduct research in Spanish.

[00:03:33.240]

All of your Gale OneFile resources share the

[00:03:35.319]

same interface, called Gale OneFile,

[00:03:37.789]

so it's easy to move between them when you're doing research.

[00:03:41.139]

Now our trainers will demonstrate the features

[00:03:43.259]

found in all of your Gale OneFile resources.

**Gale General OneFile - Explore Trusted Magazines and Newspapers**

[00:00:06.450]

Magazines and newspapers allow you to stay

[00:00:08.570]

on top of the latest news, and quickly explore

[00:00:11.039]

topics of interest.

[00:00:12.810]

Gale General OneFile brings together thousands

[00:00:15.349]

of magazines and newspapers so that you

[00:00:17.359]

can unlock the power of an entire newsstand

[00:00:19.809]

from your laptop.

[00:00:22.339]

You can start with a Basic Search across thousands of periodicals,

[00:00:26.260]

or select the Advanced Search to search for

[00:00:28.339]

all articles from a specific title included in General OneFile.

[00:00:35.149]

You can sort through results to find the latest articles.

[00:00:39.399]

Use the Search Within bar to find

[00:00:41.450]

a regular feature or topic covered in the publication,

[00:00:45.100]

or select options to discover articles matched to your interests.

[00:00:51.090]

It's easy to keep track of useful articles

[00:00:53.259]

for later viewing.

[00:00:54.979]

You can even send articles to an existing

[00:00:57.119]

Google or Microsoft account so that you can

[00:00:59.179]

stay organized as you collect information

[00:01:01.829]

to support your skills and hobbies.

[00:01:06.400]

If you want to view issues of a publication,

[00:01:08.670]

simply click the publication title.

[00:01:11.560]

This feature connects you with all of the articles

[00:01:13.750]

from recent and back issues of magazines

[00:01:15.870]

and journals.

[00:01:17.530]

You can even use the Create Journal Alert

[00:01:19.689]

feature to set up an email notification

[00:01:21.900]

alerting you each time the next issue is available,

[00:01:24.859]

so that you can easily keep up with the latest

[00:01:27.069]

from your favorite periodicals.

[00:01:29.150]

Learn more at support.gale.com/training

**Gale Academic OneFile - Targeting Trusted Sources**

[00:00:05.940]

Gale Academic OneFile provides thousands

[00:00:08.390]

of quality academic journals and

[00:00:10.720]

tools to help you dynamically hone a topic

[00:00:13.089]

into a research question.

[00:00:15.539]

Basic search is often a great place

[00:00:17.600]

to start if you have a narrow research focus

[00:00:19.649]

in mind, but if you're interested

[00:00:21.859]

in a broad topic, you may want to use

[00:00:23.969]

the Advanced Search to filter out articles

[00:00:26.149]

that just mention your search terms.

[00:00:28.739]

Try the Subject option,

[00:00:30.600]

which retrieves results tagged to provide more

[00:00:32.850]

in depth coverage of the topic.

[00:00:35.909]

If you're not sure which subject terms to use,

[00:00:38.460]

try the Subject Guide search.

[00:00:42.259]

If you still have a large number of results,

[00:00:44.670]

apply filters to begin focusing

[00:00:47.000]

your research.

[00:00:51.159]

You can also use Topic Finder to visualize

[00:00:53.869]

key divisions and themes within your results,

[00:00:56.299]

and create a more specific,

[00:00:58.179]

manageable, and unique focus

[00:01:00.320]

for your research project.

[00:01:03.289]

Continue revising your search as much

[00:01:05.370]

as you like to construct a topic that's both

[00:01:07.480]

interesting and targeted.

[00:01:10.670]

When you're ready to start compiling and analyzing

[00:01:12.760]

sources, be sure to Cite and

[00:01:14.939]

Download, or send your sources

[00:01:17.040]

to your Google Drive or Microsoft OneDrive

[00:01:19.599]

to organize and simplify your work.

[00:01:22.180]

Learn more at support.gale.com/training

**Gale Tools - Topic Finder**

[00:00:07.320]

Need to narrow down your search results?

[00:00:13.660]

Use Topic Finder to analyze your search!

[00:00:19.960]

Click to discover common terms and specific topics...

[00:00:25.270]

and instantly access related results.

[00:00:30.170]

You can also use Topic Finder to run a visual search.

[00:00:38.230]

Find connections between topics.

[00:00:44.720]

Use these discoveries to refine your search...

[00:00:49.280]

and create a unique research path.

[00:00:56.740]

Learn more at support.gale.com/training

**Gale Tools - Downloading and Sending to Google Drive and OneDrive**

[00:00:06.960]

Download or export Gale documents to use any time.

[00:00:13.010]

Click Download in the tools bar...

[00:00:17.900]

and you'll get a PDF of the article saved to your computer.

[00:00:23.830]

Any highlights you make will also be in the PDF.

[00:00:32.400]

You can also send documents to GoogleDrive or OneDrive.

[00:00:39.350]

The article will be in a folder named after the Gale resource.

[00:00:45.990]

Learn more at gale.com/training

**Gale Tools – Highlights and Notes**

[00:00:07.020]

Record your thoughts, define unknown terms, and organize article excerpts with Highlights and Notes.

[00:00:14.370]

Select a section that you find important.

[00:00:17.730]

Then click Highlight and choose a color.

[00:00:21.720]

Select Notes to write a reminder or description for later.

[00:00:26.970]

Use Download, Send To... or Print to save a marked-up source

[00:00:34.470]

including your Highlights and Notes.

[00:00:39.940]

View All Highlights and Notes gives you all markups made in that session.

[00:00:45.590]

Save your markups to reference them later.

[00:00:53.740]

You can also select unfamiliar words, and Define those terms.

[00:00:59.510]

Learn more at support.gale.com/training

**Gale Tools – Get Link**

[00:00:06.700]

Easily share trusted Gale information with Get Link!

[00:00:11.220]

Get Link can be found on any article, topic page, or search page.

[00:00:19.110]

Use it to get a link you can copy.

[00:00:25.350]

Easily share the resource with anyone...

[00:00:29.870]

Or even use it on a class website!

[00:00:37.570]

Learn more at support.gale.com/training

**Gale Tools – Google Classroom Integration**

[00:00:06.519]

Using Gale library resources,

[00:00:08.900]

teachers can take advantage of a seamless integration

[00:00:11.390]

with their Google classroom accounts,

[00:00:13.029]

and easily share content with students.

[00:00:17.019]

When you find a result you want to share with your students,

[00:00:19.780]

click the green Share to Classroom icon.

[00:00:23.980]

Choose your class and action,

[00:00:26.589]

and then follow the same steps you normally do

[00:00:28.820]

when creating a post.

[00:00:32.100]

Once you've finished,

[00:00:33.310]

you'll have the chance to view your post.

[00:00:37.950]

You can also share search results and topic pages

[00:00:40.560]

by going through the same steps.

[00:00:44.439]

If you want to share any highlights and notes you've

[00:00:46.539]

made on an article,

[00:00:47.969]

first, send the document to your Google Drive account.

[00:00:53.729]

Then, make a post on Google Classroom

[00:00:56.000]

and click the Google Drive icon.

[00:00:58.399]

You'll find the article you saved in a folder

[00:01:00.719]

named after the Gale resource you were using.

[00:01:04.530]

Use these tools to enhance your lessons

[00:01:06.730]

and empower your students' learning.

**Gale Tools – Cite**

[00:00:07.160]

Easily create citations for trusted information from your Gale resources.

[00:00:12.150]

Simply Cite any result

[00:00:16.700]

including images, audio, and video.

[00:00:20.860]

Select from MLA, APA, or Chicago format.

[00:00:25.560]

Print, Download, or use Sent To... to export the result and your chosen citation.

[00:00:34.820]

You can also copy and add the citation to your bibliography

[00:00:44.500]

or export citations to various other services.

[00:00:50.510]

Learn more at support.gale.com/training