The Highlights and Notes tool within *Gale In Context* is an easy-to-use tool to annotate text, record research, collaborate with others, and more. Once Highlights and Notes are recorded, they can be exported and saved for future reference.

**STEP 1** **SELECT THE TEXT**

Click and drag mouse on computer; Tap on tablet or mobile device.

**STEP 2** **ADD HIGHLIGHTS AND NOTES**

Choose color and type annotations in pop-up menu.

**STEP 3** **EXPORT**

Add as many notes as desired. Download, Print, or Send to… Email, Google Drive, or OneDrive before closing.
Annotating text includes interacting with a text to deepen understanding, make connections, and cite text evidence. Text annotation is made easy with the **Highlights and Notes tool** within *Gale In Context*.

Begin by thoroughly reading the assigned article. Then, using the color-coding guidelines below, use the **Highlights and Notes** tool to annotate your assigned text.

- **Use** yellow **to classify words, phrases, or paragraphs that help identify the time period or historical context of the text.**

- **Use** green **to identify words that you do not know. Then look up the definition and record in the notes section.**

- **Use** blue **to isolate any significant quotes. Then record why the quote is significant in the notes section.**

- **Use** purple **to signify the part of the text that best represents the main idea. Explain why in the notes section.**

- **Use** pink **to categorize any use of figurative language used in the text. Explain the effect of the figurative language in the notes section.**

- **Use** orange **to tag any part of the text that you do not understand. Write what questions you have regarding this part of the text in the notes section.**
Providing text evidence to support your answers strengthens your answer and provides context. Before answering critical thinking questions, read your assigned text thoroughly.

**STEP 1**

After reading the assigned text, highlight each question in the color of your choice.

**STEP 2**

In the pop-up box, type your answer to the question. Be sure to restate the question, use examples from the text, and write in complete sentences.

**STEP 3**

After thoroughly answering your assigned question, go through the article and, in the same color that you highlighted the question, color-code supporting text evidence.