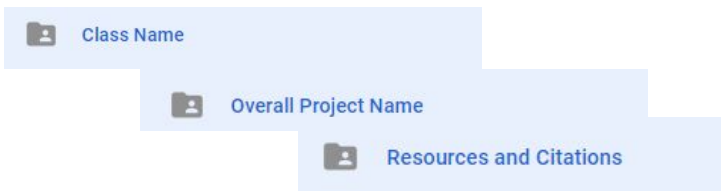


Saving and Organizing Sources and Citations

From Gale Databases to Google Drive

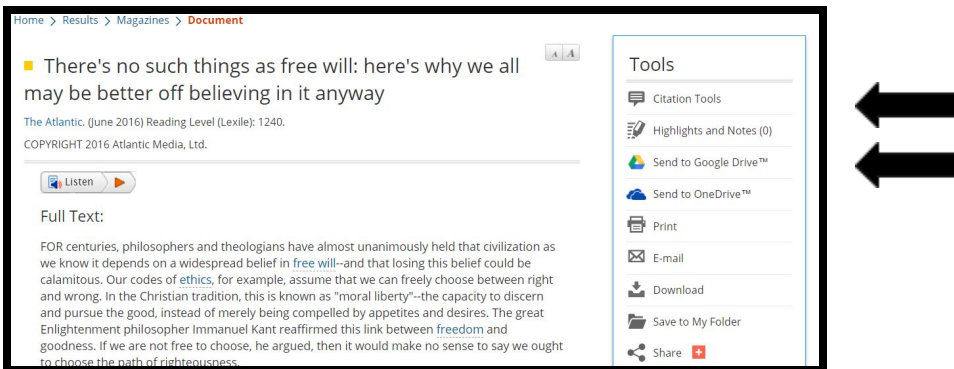
1. Create a folders for your class, project and resources/citations in your Google Drive



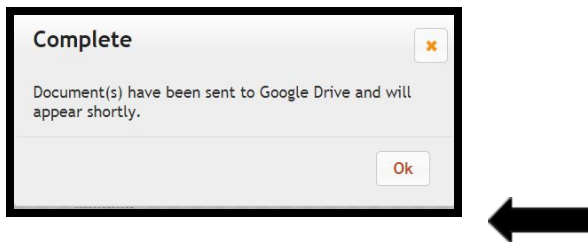
2. Once you find the source you'd like to use in the Gale Database, you can send it and export it's MLA8 (almost) citation to your Google Drive

Article/other Source

1. When in the source, select "Send to Google Drive" or "Citation Tools" from the right side.

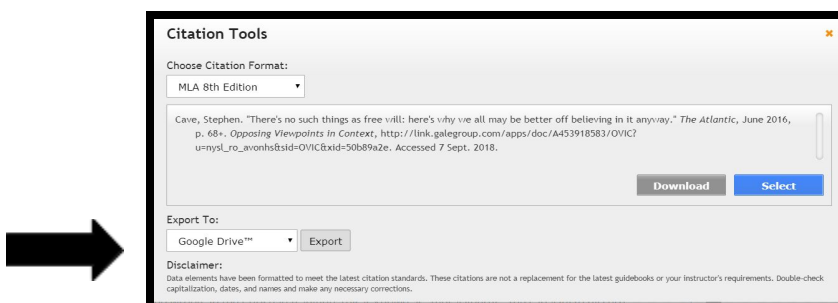


2. If you choose, "Send to Google Drive," "Complete" box will appear for your source and you should click "Ok."

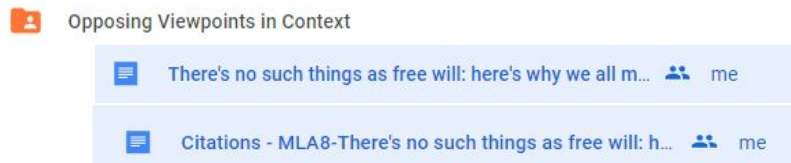


If you choose, "Citation Tools," A "Citation" Tools box will appear for your citation. Then:

- Select the "Export To" drop down box
- Drop down to Google Drive
- Click on "Export"
- The same "Complete" box from above will appear for you to check "Ok" again.



3. In your Google Drive you will find Orange folders with the names of all of the databases from which you've saved sources and exported citations.

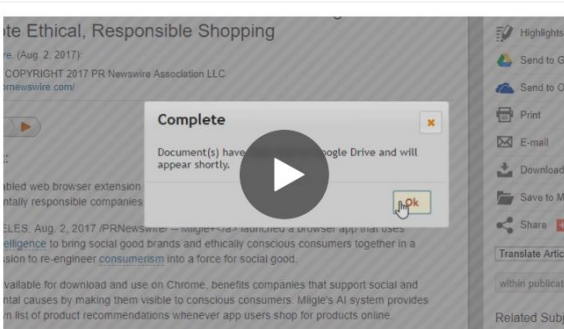


4. To move them to your Resources and Citations folder, you will need to right click on them, select "Move to" and follow the pathway to that folder in your Google Drive.

[Link to video tutorial](#)

Gale Tools - Downloading and Sending to Google Drive and OneDrive

This tutorial shows you how to download results or send documents to Google Drive or Microsoft OneDrive from many Gale resources.



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