How to Share Information from Gale Virtual Reference Library with Your Classes

A Bookmark is a stable link that will take you back to the page on which you created the link. The link in the Address bar is NOT stable and you cannot use this to direct others. The Bookmark link is under the Bookmark Icon, which appears in the upper right corner of Gale Virtual Reference Library resources. The five places to create Bookmarks to share Gale Virtual Reference Library with students are:

1. Document View
2. Book Home Page
3. Search Results
4. My Folder List
5. Book Subject Page

Document View

1. Locate a document you want your students to read.
2. Click the Bookmark icon in the upper right of the screen.
3. Highlight and copy the link.
4. Paste the link into your class website, document, or anywhere else you would like to share it.

THIS IS HELPFUL WHEN:
- You want students to read an article at home.
- You don’t want to print it out and waste paper.
- You want students to be able to use the Listen and Translate Tools.

Book Home Page

1. To share a Book page, you must first Browse to the Book.
2. Go to the subject area you are working in.
3. Choose a Book you want to use in class or on a webpage.
4. On the Book Home Page, students can click the book cover to browse the book or use the eTable of Contents to find a specific topic. They may also use the Search box to the right to search the book.
5. Click the Bookmark icon in the upper right of the screen.
6. Highlight and copy the link.
7. Paste the link into your class website, document, or anywhere else you would like to share it.

THIS IS HELPFUL WHEN:
- You already use a Reference Book in one of your classes and you want your students to have easy access to the same book.
- You want students to choose a topic from the eTable of Contents.
Search Results
1. Conduct a **Basic or Advanced Search** for your topic.
2. On the search results page, click the **Bookmark icon** in the upper right of the screen.
3. **Highlight and copy** the link.
4. **Paste the link** into your class website, document, or anywhere else you would like to share it.

**THIS IS HELPFUL WHEN:**
- You want to point students to a variety of articles from various sources to start their research.
- You want students to use resources for an assignment but don’t want to have to repeat the steps to have them conduct a search.

My Folder List
1. To add items to a My Folder list, **click the Save icon**. On search results it appears beneath the article citation; in a document, it appears to the right in the Tools box.
2. **Click the More icon** in the upper right of the screen to expand additional menu options. Then, click **“My Folder.”**
3. On the My Folder page, **click “Bookmark.”**
4. **Highlight and copy** the link.
5. **Paste the link** into your class website, document, or anywhere else you would like to share it.

**THIS IS HELPFUL WHEN:**
- You want to create a curated list of documents for students to read or use in their research.
- You want students to pick an article from a list of articles you have preselected for them.

Book Subject Page
1. Go to the **Home Page** for **Gale Virtual Reference Library**.
2. Click the View All button to the right of the book subject you’d like to focus on.
3. Click on the Bookmark button on the top of the subject page.
4. **Highlight and copy** the link.
5. **Paste the link** into your class website, document, or anywhere else you would like to share it.

**THIS IS HELPFUL WHEN:**
- You want to give a list of books for students to choose from or browse.
- You want to share books on a subject.

Please note, **Gale Virtual Reference Library** will adjust to accommodate your device & screen size. All Menu and Tool options will become icons that can be opened by clicking or tapping.