

# HOW TO SHARE INFORMATION FROM THE GALE VIRTUAL REFERENCE LIBRARY WITH YOUR CLASS.



## 5 The five places to create Bookmarks to share eResources with students.

1. The Article Level
2. The Book Page
3. The Search Results Level
4. The Saved Documents Page
5. The Subject Page

**A Bookmark** is a stable link that will take you back to the page you created the link on. 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.

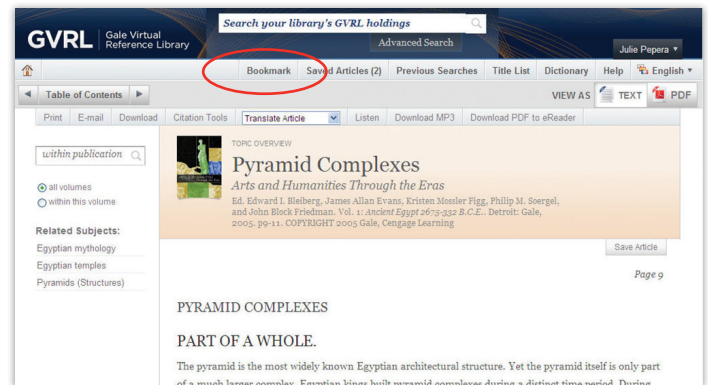
## 1. THE ARTICLE LEVEL

### STEPS

1. **Locate an article** you want your students to read.
2. In the tools box, **select the “Bookmark” button**.
3. **Highlight and copy** the link.
4. **Paste that link** onto your course website.

### WHY THIS IS HELPFUL

- If 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 Listening and Translate tools.



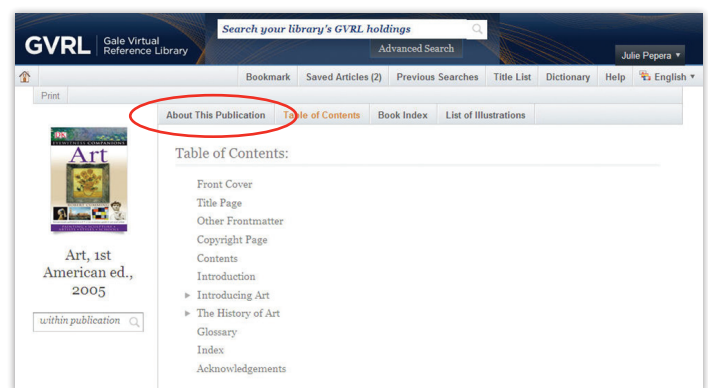
## 2. THE BOOK PAGE

### STEPS

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. You will see the **About this Publication Page**, where students can browse specific issues, or search within just that book.
5. Use the Bookmark to **create a link**, then **copy** and **paste the link** into your website.

### WHY THIS IS HELPFUL

- If you already use a Reference Book in one of your classes you can allow your students access to it at home.
- If you want them to be able to use the Book as Topic Overview articles.
- Example: Link to *Art* in your Intro to Art class.



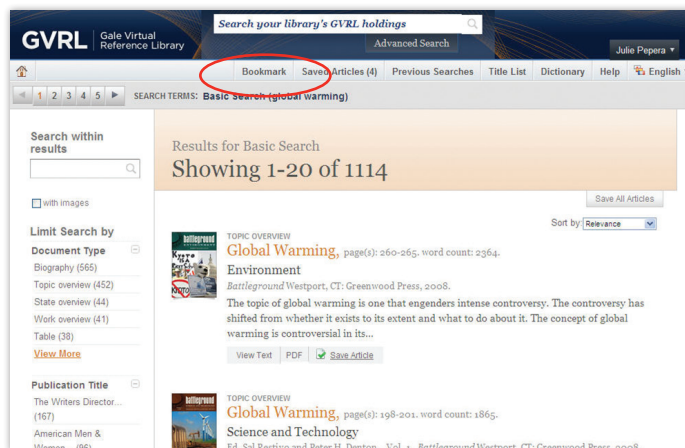
## 3. THE SEARCH RESULTS SET

### STEPS

1. Conduct a **Basic or Advanced Search in the Gale Virtual Reference Library** for your topic.
2. On the search results page **select the “Bookmark” Button**.
3. **Highlight and copy** the link.
4. **Paste that link** into your class website.

### WHY THIS IS HELPFUL

- You want to limit to articles with a specific topic area or Document Type.
- You want the students to use the resources for an assignment but don't want to have to repeat the steps to have them conduct a search.



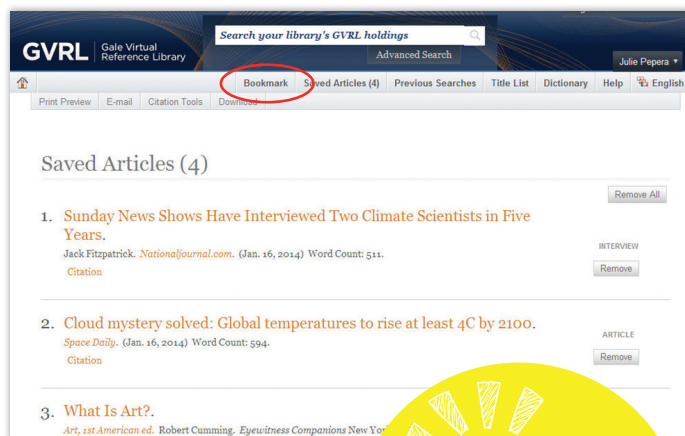
## 4. THE SAVED ARTICLES LIST

### STEPS

1. On an article page, select the “Save Article” box at the top of the page.
2. On a Search results set, click on the Save Article button to **select an article**.
3. **Go to the “Saved Articles” box** in the upper middle of the screen.
4. On the Saved Articles page, **select the “Bookmark” Button**.
5. **Highlight and copy** the link.
6. **Paste that link** into your class website.

### WHY THIS IS HELPFUL

- You want students to read several papers for a class and you want to save space on your class website by putting just one link to the eResources.
- You want the students to pick an article from a list of articles you have preselected for them to read and respond to.



**REMEMBER:**  
Every time you use a link the library gets a usage statistic which is very important for funding reasons!

## 5. THE SUBJECT PAGE

### STEPS

1. Go to the Home Page for the Gale Virtual Reference Library.
2. Select a subject you are interested in.
3. Click on the “View All” next to the subject to the right of the screen.
4. Click on the Bookmark button on the top of the subject page.
5. **Highlight and copy** the link.
6. **Paste that link** into your class website or Libguide.

### WHY THIS IS HELPFUL

- You want to give a list of books in a subject to a teacher who teaches that subject.
- You want to share books on a subject on your LibGuide Subject page.

