GALE
CENGAGE Learning®

# Moving Gale My Account Documents to Google Drive

In April 2016, Gale will begin to retire our **Gale My Account** feature in *InfoTrac* resources (and *PowerSearch*) in favor of tools that our users are already employing. This change will provide one simple, seamless login experience and enable you to more easily access your saved documents. Retiring Gale's My Account feature will take effect in phases to ease the transition. This tip sheet will demonstrate how to move documents from your Gale My Account to **Google Drive**; all that's required is a Google account. In this document, Gale's *InfoTrac* resource, *General OneFile*, is being used as an example; the steps are the same regardless of the *InfoTrac* resource (including *PowerSearch*) you're using.

## Follow these simple steps

**STEP ONE**
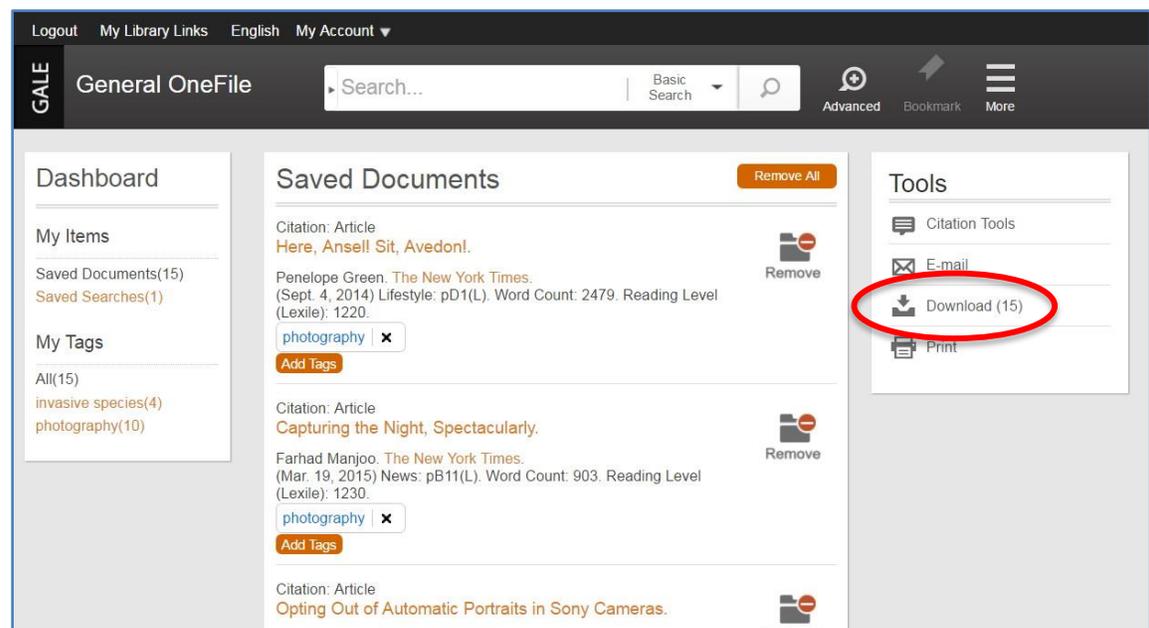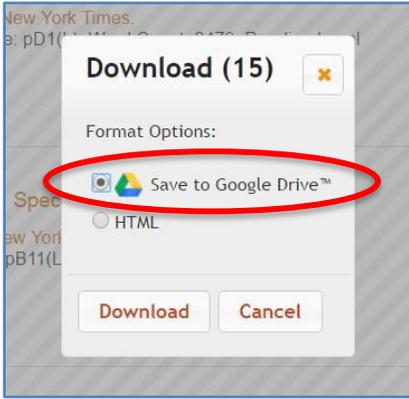Sign into your Gale Account from the banner of the database.
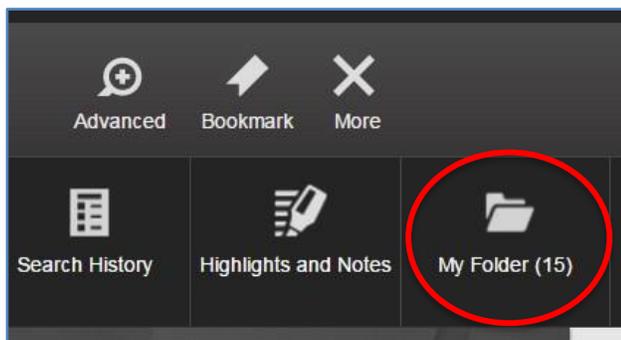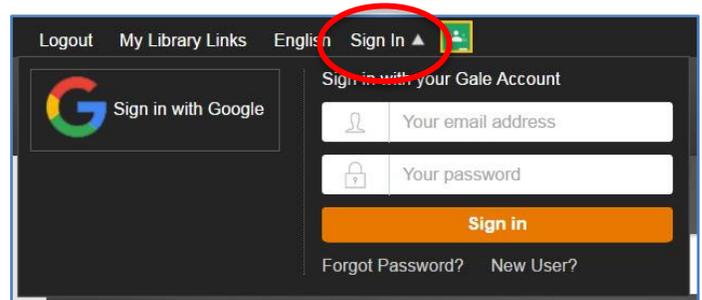
**STEP TWO**
Go to **My Folder** (found in the More button in the banner).

**STEP THREE**
You'll find your saved documents here. Click the **Download** button from the Tools menu on the right.

**Download (15)**

Format Options:

◉ 🔺 Save to Google Drive™

○ HTML

Download    Cancel

## STEP FOUR
Select **Save to Google Drive**.

**Note:** If you aren't already logged into your Google account, you'll be prompted to do so at this point.

You'll receive a confirmation that your documents have been successfully saved.

**Download**

Document(s) have been sent to Google Drive and will appear shortly.

Ok
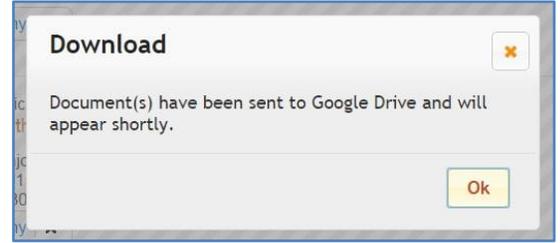
## STEP FIVE
The saved documents are placed in a folder named after the **database** you're using in your Google Drive account.
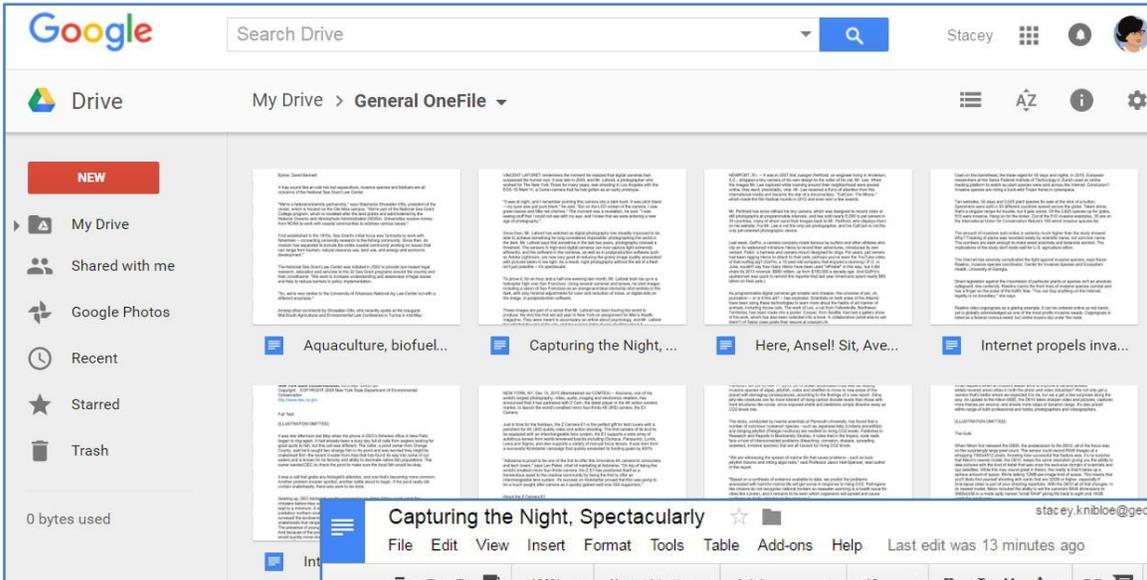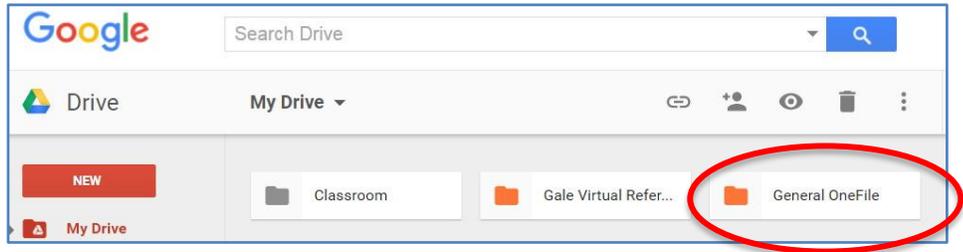


## STEP SIX
All your saved documents have been converted to **Google Docs**. Simply click on any to view, edit, and share. These documents will stay in your Google Drive as long as you want them!



**Capturing the Night, Spectacularly**

File  Edit  View  Insert  Format  Tools  Table  Add-ons  Help    Last edit was 13 minutes ago

Capturing the Night, Spectacularly
Farhad Manjoo
*The New York Times.* (Mar. 19, 2015): News: pB11(L).
Copyright:   COPYRIGHT 2015 The New York Times Company
http://www.nytimes.com

Full Text:

VINCENT LAFORET remembers the moment he realized that digital cameras had surpassed the human eye. It was late in 2009, and Mr. Laforet, a photographer who worked for The New York Times for many years, was shooting in Los Angeles with the EOS 1D Mark IV, a Canon camera that he had gotten as an early prototype.

**USEFUL FEATURE ALERT!**
Your saved documents are useful but how about making them even more so? Gale's **Highlights & Notes** tool allows you to mark up your document by highlighting important passages and adding your own notes! These highlights and notes will be available when you download the document to Google Drive or print or e-mail the document.

It was late afternoon last May when the phone in DEC's fisheries office in New Paltz began to ring again. It had already been a busy day full of calls from anglers looking for good spots to fish, but this call was different. The caller, a pond owner from Orange County, said he'd caught two strange fish in his pond and was worried they might be snakehead fish--the recent invader from Asia that has found its way into some of our waters and is known for its ferocity and ability to decimate native fish populations. The owner wanted DEC to check the pond to make sure the local fish would be okay.

It was a call ... one that's becoming more common. Another problem inva... gin. If the pond really did contain snakeheads, there was work to be done.

● Highlight | Notes | 🗑 Delete
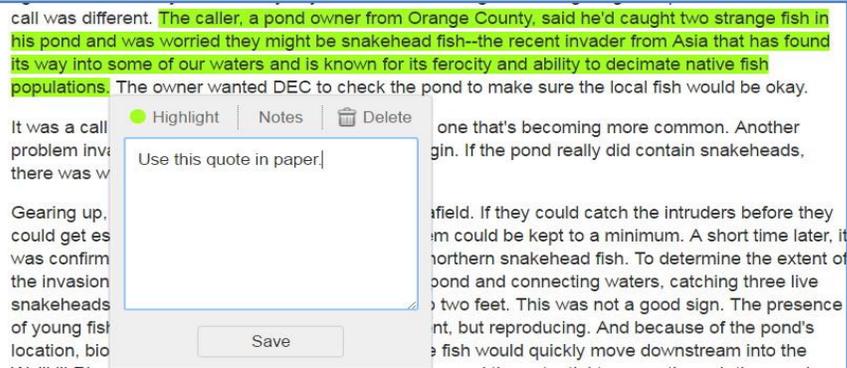
**STEP ONE**
View any document. To create a highlight, **click and drag** to select the text important to you then choose your **highlighter color**.

**STEP TWO**
Click the **Notes** tab to enter your note; make sure to **Save** it!

Continue creating highlights and notes throughout the article.

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It was a call ... one that's becoming more common. Another problem inva... gin. If the pond really did contain snakeheads, there was w...

● Highlight | Notes | 🗑 Delete

Use this quote in paper.

Save

Gearing up, ...afield. If they could catch the intruders before they could get es... em could be kept to a minimum. A short time later, it was confirm... northern snakehead fish. To determine the extent of the invasion... pond and connecting waters, catching three live snakeheads... two feet. This was not a good sign. The presence of young fish... nt, but reproducing. And because of the pond's location, bio... fish would quickly move downstream into the

**STEP THREE**
Be sure to **export your Highlights & Notes before you exit** the database or they will be lost. There are three ways to do this.

You can print, e-mail, or download:

1. Each document using the **Tools** menu. [Fig. 1] Your highlights & notes will appear at the bottom of your printed document, e-mail, or Google Doc.

2. All documents in **My Folder**; your highlights and notes will export along with each entire document. [Fig. 2]

3. A **Highlights & Notes** *summary* (found in the More button). [Fig. 3] This option will export *only your highlights and notes, not the entire document*.
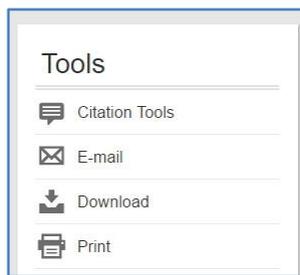
Tools
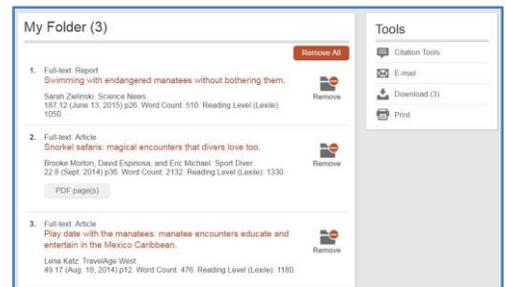💬 Citation Tools
✉ E-mail
⬇ Download
🖨 Print

Fig. 1

My Folder (3)                                                   Tools
Remove All                                                      💬 Citation Tools
1. Full-text: Report                                            ✉ E-mail
   Swimming with endangered manatees without bothering them.   ⬇ Download (3)
   Sarah Zielinski. Science News.         Remove               🖨 Print
   187.12 (June 13, 2015) p26. Word Count: 510. Reading Level (Lexile): 1050.
2. Full-text: Article
   Snorkel safaris: magical encounters that divers love too.   Remove
   Brooke Morton, David Espinosa, and Eric Michael. Sport Diver.
   22.8 (Sept. 2014) p36. Word Count: 2132. Reading Level (Lexile): 1330.
   PDF page(s)
3. Full-text: Article
   Play date with the manatees: manatee encounters educate and Remove
   entertain in the Mexico Caribbean.
   Lena Katz. TravelAge West.
   49.17 (Aug. 18, 2014) p12. Word Count: 476. Reading Level (Lexile): 1180.

Fig. 2

Highlighted Articles                                            Tools
                                                                💬 Citation Tools
| Title | Notes | Text |                                        ✉ E-mail
|---|---|---|                                                   ⬇ Download
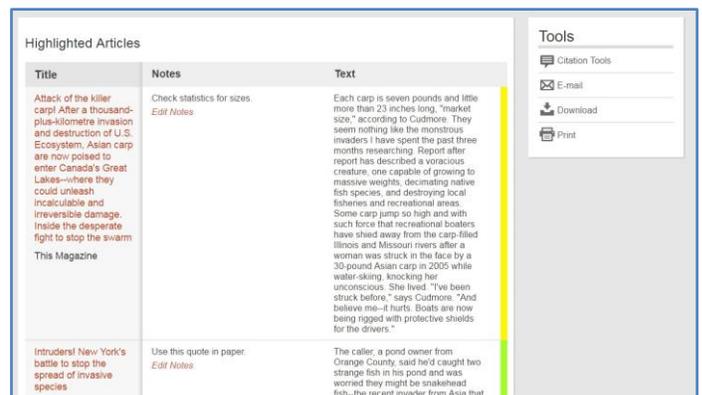| Attack of the killer carp! After a thousand-plus-kilometre invasion and destruction of U.S. Ecosystem, Asian carp are now poised to enter Canada's Great Lakes--where they could unleash incalculable and irreversible damage. Inside the desperate fight to stop the swarm. This Magazine | Check statistics for sizes. *Edit Notes* | Each carp is seven pounds and little more than 23 inches long, "market size," according to Cudmore. They seem nothing like the monstrous invaders I have spent the past three months researching. Report after report has described a voracious creature, one capable of growing to massive weights, decimating native fish species, and destroying local fisheries and recreational areas. Some carp jump so high and with such force that recreational boaters have shied away from the carp-filled Illinois and Missouri rivers after a woman was struck in the face by a 30-pound Asian carp in 2005 while water-skiing, knocking her unconscious. She lived. "I've been struck before," says Cudmore. "And believe me--it hurts. Boats are now being rigged with protective shields for the drivers." | 🖨 Print |
| Intruders! New York's battle to stop the spread of invasive species | Use this quote in paper. *Edit Notes* | The caller, a pond owner from Orange County, said he'd caught two strange fish in his pond and was worried they might be snakehead fish--the recent invader from Asia that |

Fig. 3

Questions? Contact Gale's Technical Support 1-800-877-4253 or Gale.TechnicalSupport@cengage.com.