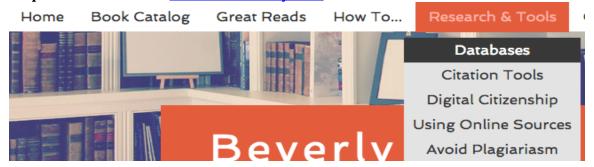
## QUICK GUIDE BIOGRAPHY IN CONTEXT

Follow this guide step-by-step and you'll have mastered the basics of all the Gale databases (they all use the same tools and search functions).

**Want to jump directly to the library webpage?** Use the free QR Code Scanner app in your phone to jump to it:



**Step 1—START.** Go to www.bhhslibrary.com, then **Research&Tools—databases**.



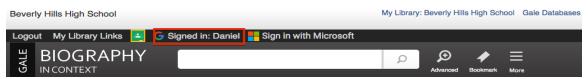
**Step 2—Click on the Biography in Context icon.** You only need the username and password if you are NOT on the BHHS campus.



**Step 3—SIGN IN**. Sign in with your Google account FIRST then click "Sign in..." to create a free online account. You'll need this!



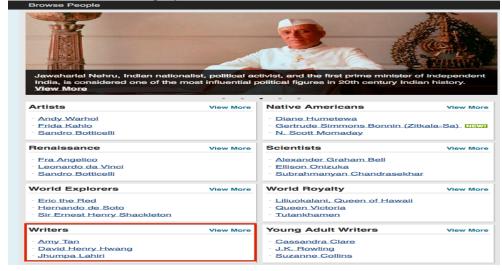
**Step 4**—You can tell you're signed in when your first name appears at the top of the screen.



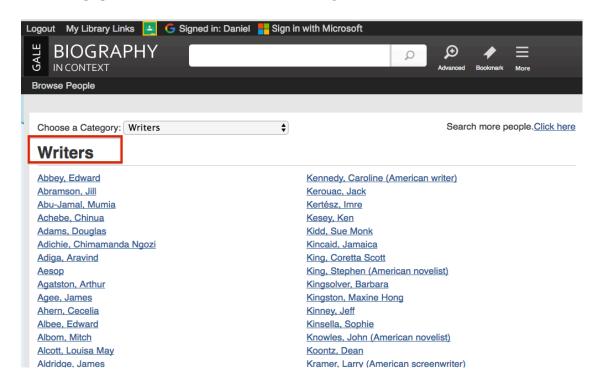
**Step 5**—Click on MORE and you'll see some cool functions in the dropdown menu. Let's look at "highlights and notes" and "my folder"—both useful for organizing your work!



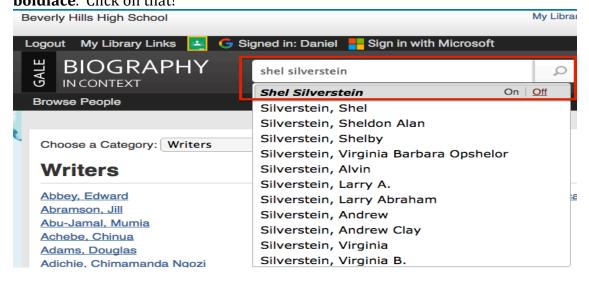
**Step 6**—Need ideas for research? Pick a category to see what's available (choose Writers for this example).



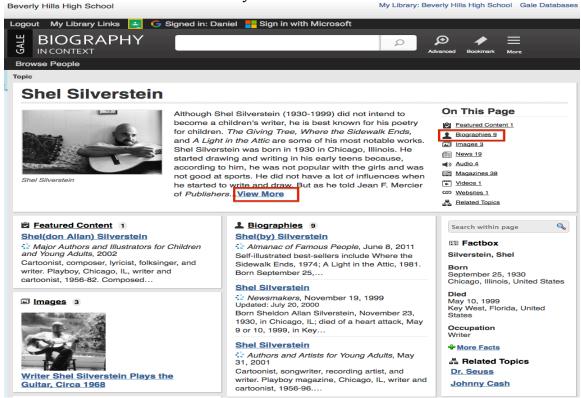
**Step 7**—Any name on this list is GUARANTEED to have enough information to do a research paper—a real time-saver when doing research!!!



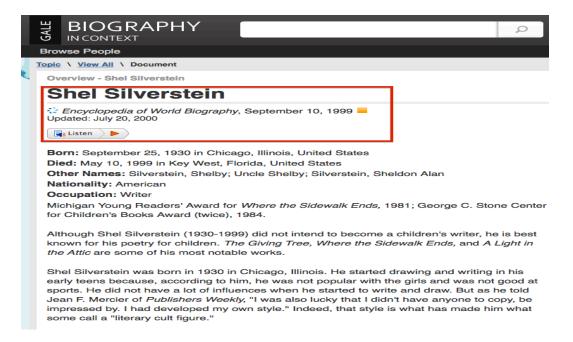
**Step 8**—If you already know the name of the person you want to research, just type it in the search bar at the top. The database will suggest search terms when you start typing in the search bar. The MAIN ENTRY for this person will appear in **boldface**. Click on that!



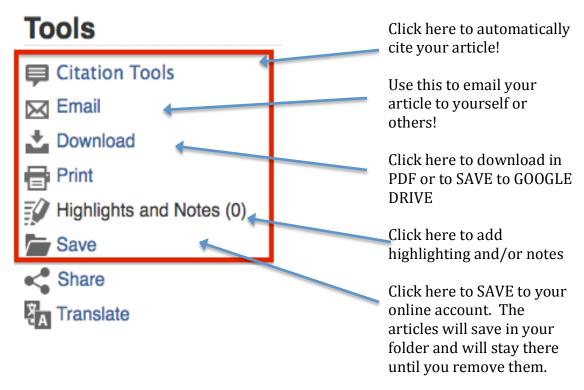
**Step 9**—On This Page shows you everything available about Shel Silverstein! Click on **View More** to see the main entry.



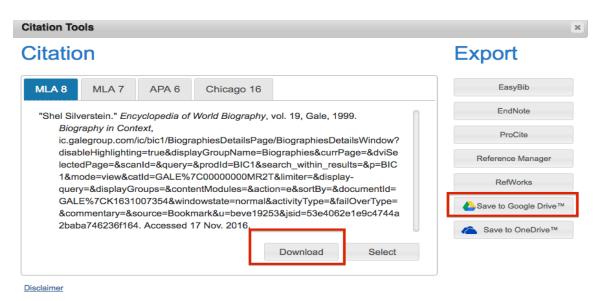
**Step 10**—The entry shows the SOURCE and also has an option to have the text read to you!



**Step 11**—Let's use some of the TOOLS (menu on the far-right side of the page) to see how they can help us do our work faster and more accurately! We'll start with **Citation Tools**.



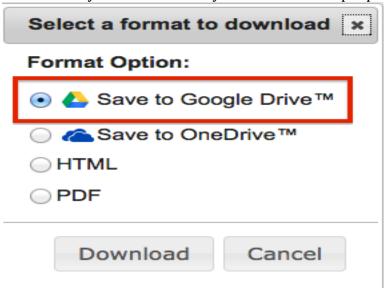
**Step 12—You have 4 options for Citation Tools.** You don't have to worry about citing your sources: the database does it for you! You can also save it to Google Drive!



**Step 13**—**EMAIL:** There's an EMAIL button in the menu. Click on it and fill in the blanks to send the article to yourself, a teacher, or your work partners. Send as an html link or as a PDF document.

Send Email		×
Deguined fields resided with *		
Required fields marked with *		
Sender email		
Subject		
Shel Silverstein		
To*		
(Type email addresses separated by c	ommas)	
Message		
Format		
HTML OPDF		
We will not sell any information you en		
to send unsolicited email. Please see of more information.	our <u>Privacy</u>	Policy for
	Send	Cancel
	Sellu	Caricei

**Step 14—DOWNLOAD:** Download = Save to Google Drive. ALWAYS do this so you can have easy access AND easily share with other people!



**Step 15—HIGHLIGHT/NOTES:** You can highlight and take notes on key parts of an article. Just hold down the LEFT button your mouse and drag it across the text you want to highlight, then click "Highlight" and/or "Notes". The highlight remains until you click DELETE.

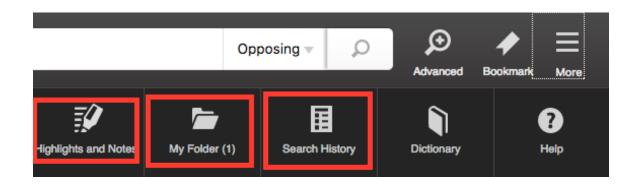
Shel Silverstein was born in 1930 in Chicago, Illinois. He started drawing and writing in his early teens because, at Highlight Notes Delete pullar with the girls and was not good at sports. He did not have a for or infidences when he started to write and draw. But as he told Jean F. Mercier of *Publishers Weekly*, "I was also lucky that I didn't have anyone to copy, be impressed by. I had developed my own style." Indeed, that style is what has made him what some call a "literary cult figure."

**Step 16**—When you do this, the **Tools** will show how many highlights or notes you have. You can go directly to them by clicking on "Highlights and Notes".

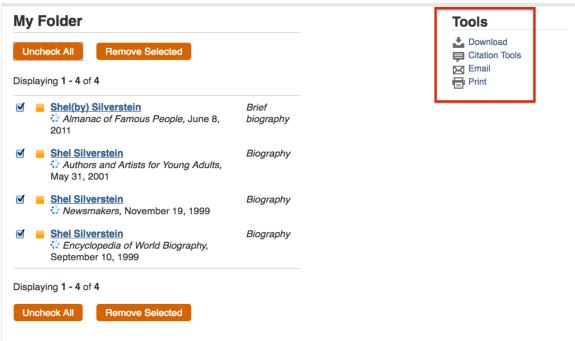


**Step 17**— **SAVE:** When you click on the SAVE button in the menu, the article will show up as added in "My Folder". Click on "My Folder" to see all the articles you saved. The articles stay in "My Folder" until YOU remove them and are stored "in the cloud".

(Review all of your searches by clicking on Search History.)



**Step 18**—Click on **MY FOLDER**. All of your articles are saved here until YOU remove them. You can save ALL of them to Google Drive or email all of them at one time by putting a check mark next to the article and then using the Tools. You can also remove ALL of them at one time.



**Step 19**—WAIT! I saved the best part for last! The Gale databases ALL use the SAME Tools and search functions. By learning this database, you've learned how to use ALL of them! That's NINE databases!

## Passwords and user names are needed for off-campus and mobile device access



**Remember:** Use databases BEFORE using Google! Databases are written by experts and are VERY trustworthy. Websites found through a Google search actually take MORE time because you have to evaluate each website and you have to search through a lot more results to get the information you need.

Save time! Be accurate! Use a database!